

**MPLA Executive Board Meeting**  
**March 9, 2018**  
**12:00 p.m. Mountain Time**  
**Online via Zoom Videoconference**  
 Final – May 11, 2018

<b>PRESENT</b>			
<b>Name</b>	<b>MPLA Position</b>	<b>Name</b>	<b>MPLA Position</b>
Annie Epperson	President	Ryan Buller	Professional Development Chair
Mickey Coalwell	Past President /Admin Chair	Cherise Mead	AZ State Rep
Kris Johnson	Recording Secretary	Stephen Sweeney	CO State Rep
Judy Zelenski	Executive Secretary	Shanna Smith	KS State Rep
Aubrey Madler	Leadership Institute Coordinator	Rachel Rawn	MT State Rep
Melanie Argo	Newsletter Editor		
Roy Degler	Webmaster	Paulette Nelson	ND State Rep
John Crockett	Communications Co-Chair	Bradley Carrington	NM State Rep
Cyndi Landis	Communications Co-Chair	Luise Davis	NV State Rep
Jake Rundle	Membership Committee Co-Chair, NE State Rep	Tim Miller	OK State Rep
Dan Stanton	Membership Committee Co-Chair	Brenda Hemmelman	SD State Rep
Brian Greene	Nominating Committee Chair	Cindy Moore	WY State Rep

**Action Items Resulting from this Meeting**

- **Coalwell** will propose a slight revision to the scoring criteria for the annual staff evaluations.
- **Epperson** will share the budget for the joint conference with KLA once that is finalized and made available.
- **Smith** will share her logo images to Degler.
- **Degler** will create an online location to host Smith’s 70<sup>th</sup> anniversary graphics.
- **Anyone** will use Smith’s 70<sup>th</sup> anniversary graphics for promotional purposes.
- **Zelenski** will work to add Zelle as an online payment option for membership and other financial transactions for individuals.
- **All State Reps**, as per the association Bylaws, will submit officer nominations to Greene for the next election.
- **Epperson** will send a Doodle poll to determine if May 11 or 18 will work for the next board meeting.

**Welcome and Call to Order**

- Welcome: President Epperson called the meeting to order at 12:01 p.m. MST.
- Roll Call: Roll call was taken by the recording secretary by noting online and phone attendees present in the Zoom conferencing system.

- Agenda Changes:
  - Epperson proposed adding an agenda item to discuss choosing a date for the next meeting.
  - Epperson proposed an addition of approving the budget.
  - No vote taken.
- Announcements:
  - None.

### Action Items

- **Approval of Jan. 19, 2018 Executive Board Meeting Minutes:**
  - Drafts one and two sent via e-mail.
  - No corrections or amendment offered.
  - A **MOTION** was made by Coalwell to approve the minutes as presented. **SECONDED** by Greene. Minutes **APPROVED**.
- **KLA/MPLA Joint Conference Agreement:**
  - Agreement sent by Zelenski via e-mail in advance of meeting. The agreement is our standard, boilerplate agreement. No changes made by KLA.
  - No comments, questions, or concerns.
  - A **MOTION** was made by Rundle to accept as presented. **SECONDED** by Nelson. Motion **APPROVED** unanimously.

### Officer Reports

- **Past President (Coalwell):**
  - Budget:
    - 2018 budget sent by Zelenski via e-mail in advance of meeting. Highlights include:
      - Still waiting on an important revenue number from the last conference, the answer to which is held up due to processes associated with the Nevada legislature. We are anticipating a small profit from the conference though and that number will be plugged into the revenue line of the budget once known.
      - As usual during a Leadership Institute year, we are spending down our fund balances; expenditures traditionally exceed income during such a year.
      - Coalwell is advocating for a small increase in salary for the Executive Secretary to recognize her good work.
    - Coalwell asked for comments and questions:
      - Epperson commented that her presidential travel funds for the year will be devoted to attending the ALA annual conference vs. traveling to member states. She plans to make connections with potential allies related to our diversity initiatives related to the strategic plan.

- Miller asked if we had selected our auditor yet. Zelenski noted she was waiting until after the budget was approved, at which time she will contact Wilson Downing who conducted the last audit.
  - Coalwell is advocating for a modest increase in salary for the Executive Secretary.
  - A **MOTION** was made by Buller to approve the budget as presented. **SECONDED** by Davis. Motion **APPROVED** unanimously.
- Staff Evaluations:
  - We currently have four paid staff who provide essential services for the organization: Zelenski, Degler, and Madler, and Argo.
  - Staff evaluations are our way of recognizing their efforts on a yearly basis.
  - Coalwell noted he thinks the current evaluation criteria levels are overly cumbersome and later in the year will propose a revision to these criteria.
  - The Staff Reviews were prepared by Coalwell and will be shared with each staff member after the board vote to approve sharing of the reviews.
  - Coalwell noted that informal feedback concerning staff performance over the past year from members and officers was been uniformly positive.
  - A **MOTION** was made by Hemmelman to approve delivery of the evaluations. **SECONDED** by Davis. Motion **APPROVED** unanimously.
- **President Elect** (Smith for Langley):
  - Conference Planning:
    - Smith reported on a Feb. 22nd meeting between MPLA & KLA representatives. Committees were established. Theme not developed at that meeting, but did get established shortly after: “Ad Astra, from Plains to the Mountains.” Logo will be developed soon.
    - Smith helped create a logo for the MPLA 70th anniversary and another image for the webpage slider. These images will be used by MPLA for promotion purposes.
    - Epperson noted that Degler has built a place-holder web page for the conference for the MPLA website and highlighting info about the 70-year anniversary. This will also link out to the main conference page.
    - Epperson noted we are awaiting a preliminary budget which she will share when it is available.
    - Smith shared her anniversary logo images via screen-sharing and will send out to Degler to make available online.
- **Executive Secretary** (Zelenski):
  - Income/Expense Report:
    - Submitted by Zelenski via e-mail in advance of meeting.

- Because we had no approved budget prior to submitting the report, the report was very basic.
- No questions or comments.
- Online Banking App Option:
  - FirstBank, the bank currently utilized by MPLA, participates in an online banking app program called Zelle. Zelle is a downloadable app to use to send money from person to person (or person to organization) with no fees associated. The app can be used on a smart phone, computer, or tablet. Zelenski proposed that the organization consider using this app as a payment option for membership and other transactions.
  - Currently, PayPal transactions cost the organization money, around \$600.00 per year (3% per transaction), so adding this option as a transaction choice could help MPLA save money.
  - Rundle: Has used it. It is very nice, especially for last minute things.
  - Zelenski: The only info a person need to send us money is an e-mail address we provide. We would use the Executive Secretary e-mail address.
  - Mead: Has used a similar service, loves it, and thinks this a nice option for people comfortable with this payment method.
  - Epperson: Should we offer more options than Zelle? Zelenski offered to ask FirstBank what other online payment options/apps they might offer.
  - Rundle: Might be too much work to explore every online payment option. Since we bank with FirstBank and Zelle is used by First Bank we should start with this option. Mead agreed.
  - Epperson is interested in pursuing the Zelle option and asked if anyone is opposed: No vote taken, and no opposition was expressed.

## Committee Reports

- **Nominating Committee** (Greene):
  - Nomination & Election Timeline:
    - In his report submitted in advance of the meeting, Greene presented a tentative timeline for the 2018 election based on the start date for the joint conference. In working ahead, some dates will have to be moved to a business day instead of a weekend day. He asked if anyone else saw any issues with the timeline as presented?
    - No feedback to the contrary.
    - Greene reminded the group that all state representatives, as per the MPLA Bylaws, are members of the nominating committee, and as such are expected to solicit nominations for officers for each election.
    - Epperson offered that state representatives look at past participations from their state at the Leadership Institute and asking them of their interest in becoming an officer.
    - Smith: Question based on reading the report, it looks like each representative is expected to find at least two people to nominate? Is this

required or expected? Greene answered that ideally yes, but in practice, no, suggested looking for individuals who are leadership ready.

- Zelenski offered to pull lists of individuals for Greene if needed.

### Other

- **Setting Date for Next meeting** (Epperson):
  - Possible dates were suggested, and likely continuing on Fridays as the best day of the week. A Doodle poll will be sent that includes May 11 or May 18 as possible options.

### Adjournment

President Epperson called the meeting to a close at 1:02 p.m. MST.

Respectfully submitted,  
Kris Johnson  
Recording Secretary