

**MPLA Executive Board Meeting Minutes  
October 18, 2017 - 7:30 a.m. PDT  
Revolution A Room, Hard Rock Hotel, Stateline, Nevada**

| <b>PRESENT</b>  |                                     |                    |   |
|-----------------|-------------------------------------|--------------------|---|
| <b>Name</b>     | <b>MPLA Position</b>                | <b>Name</b>        | <b>MPLA Position</b>                            |
| Annie Epperson  | President                           | Francis Brummett   | Bylaws and Procedures Committee Chair           |
| Leslie Taylor   | Vice President/President Elect      | Mary Soucie        | Leadership Institute Chair                      |
| Mickey Coalwell | Past President /Admin Chair         | Stephen Sweeney    | CO State Rep                                    |
| Kris Johnson    | Recording Secretary                 | Rachel Rawn        | MT State Rep                                    |
| Judy Zelenski   | Executive Secretary                 | Jake Rundle        | NE State Rep & Membership Committee Chair 16-17 |
| Aubrey Madler   | Leadership Institute Coordinator    | Paulette Nelson    | ND State Rep                                    |
| Melanie Argo    | Newsletter Editor                   | Bradley Carrington | NM State Rep                                    |
| Roy Degler      | Systems Administrator and Webmaster | Luise Davis        | NV State Rep                                    |
| Eric Stroshane  | Guest                               | Tim Miller*        | OK State Rep                                    |
| Melissa Clark   | Guest                               | Brenda Hemmelman   | SD State Rep                                    |
| Ellen Fockler   | Awards Committee Chair 16-17        | Sam Passey         | UT State Rep                                    |

**Action Items Resulting From This Meeting**

- **Anyone** interested in assisting with the 70<sup>th</sup> anniversary celebration planning for 2018 Conference will contact Epperson.
- **Epperson** will disseminate final strategic plan.
- **Zelenski** will add second instances for each board member into the MemberClicks database.
- **Zelenski** will add web mail e-mail addresses for all board positions to the Executive Board e-mail list.
- **All board members will** familiarize themselves with their web e-mail accounts.
- **All board members will** discontinue sending MPLA e-mail from personal accounts after Zelenski adds their web mail account the Executive Board e-mail list.

**Welcome and Call to Order**

- Welcome: President Epperson called the meeting to order at 7:35 a.m. PDT and welcomed attendees.
- Roll Call: Members introduced themselves round robin style.

## Discussion Items

- **Presidential Foci** (Epperson): Epperson outlined the main topics that will comprise her focus for the year:
  - **Building Current Committees:** Her initial focus will be appointing Chairs to committees and building committee membership, particularly the Communication, Membership, and Bylaws committees. She anticipates working with Communications to address issues associated with social media, which was previously taken care of by one volunteer. Epperson also noted better communication needs to take place between committees and the web master, concerning content placement for the website.
  - **Ad Hoc Committees:** She plans to leverage ad hoc committees for special projects, such as the organizing MPLA's 70<sup>th</sup> anniversary celebration, to take place at Conference in Wichita, Kansas, Oct. 23-26, 2018. Action Items: Individuals interested in conference planning should contact Epperson via the MPLA president's e-mail account.
  - **Best Practices in Conference Planning:** Epperson encourages all Reps to start thinking about what their states do well in terms of conference planning and/or unique programming for future documentation into best practices for conference planning.
  - **Communication:** Communication is one of the organization's strengths, and we tend to focus on digital communication (e-mail, Zoom). Epperson also likes to reach out via phone so expect some communications in the future as she works on building committees, etc.
  - **Strategic Plan:** The strategic plans given the organization its direction and informs the work of the committee. Epperson will be disseminating the finalized plan shortly.
- **Web Mail** (Degler): Degler demonstrated the web e-mail system currently set up and emphasized his desire to see the organization move over to the web mail entirely, discontinuing the forwarding system currently in place. His rationale for this is retaining institutional history and to assist next Chairs in learning about the committees they will be leading, including past communication patterns.
  - Degler desires to discontinue forwarding completely by Jan. 1, 2018.
  - All board members should consult the instructions Degler created on the organization website in order to learn how to access webmail. Address: <https://mpla.us/email/access-webmail.html>
  - If board members need to reset their password, do not use the Reset Password link. E-mail Degler directly using MPLA webmaster e-mail account for assistance in resetting password, subject line: Change Me Now.
  - Information is available on how to set-up an e-mail client to run MPLA e-mail. Degler suggests using IMAP instead of POP. IMAP will leave content on the web mail server, so others can see in the future. POP deletes e-mail from the server.
  - Do not move to MPLA e-mail entirely until account is added to the Executive Board e-mail list. Action Item: Zelenski will add all board accounts to the board e-mail list. To do so she must create a second account for each board member in MemberClicks. Action Item: Zelenski will create new profiles for each board member in MemberClicks.
  - Once added, do not send any MPLA e-mail from personal accounts, only from MPLA

webmail accounts.

- A question was asked about past history held in personal accounts. Degler indicated it could be forwarded to the web mail account. Some past history too extensive to do so. Member will use best judgement whether to forward any past e-mail or to start fresh.
- **Author Memberships** (Degler): Degler demonstrated the web page he created for the first author to become a member under the new membership category. Originally we only promised to add the author's name, e-mail address, and a link to a website if available. Degler has also added a photo and a brief biography.
  - Degler encourages state reps to share this information at their state conferences, adding a sign at the booths/tables encouraging authors to join.

### Announcements

- **Zelenski:** Encouraged members to promote the grocery card program. We generate ~\$150.00 per month from the program with the few cards currently in use. Epperson will work with the Communications Committee to promote.
- **Zelenski:** Reminder, Zoom is available for use, even for non-MPLA purposes, including 1-1 conversations. If interested, contact her for a handout on how to schedule.
- **Degler:** Board reports need to be submitted as PDF files.
- **Rundle:** Will be continuing with the welcome events for new members called MemComConFabs. He may ask board members to participate in future events.

### Adjournment

President Epperson called the meeting to a close at 8:34 a.m. PDT.

Next Board Meeting – To Be Determined

Respectfully submitted,  
Kris Johnson  
Recording Secretary