

## Leadership Institute Coordinator MPLA Board Report March 2016

Submitted by Aubrey Madler

### Key dates:

**March 31<sup>st</sup>** – Deadline for fellows to pay their registration fees

**May 15<sup>th</sup> – 20<sup>th</sup>** – Institute begins at 5:00 PM Sunday, May 15<sup>th</sup> and adjourns after breakfast Friday morning, May 20<sup>th</sup>

Highlights of the last few months include:

- ✓ Sent to Webmaster and Newsletter Editor photos and biographical information of each fellow for inclusion on the MPLA LI web page and the MPLA newsletter as appropriate.
- ✓ Worked with Executive Secretary to set up a listserv including mentors, fellows, Maureen and myself.
- ✓ Corresponded with fellows and mentors regarding logistical and payment questions.
- ✓ Arranged a discounted rate with the DIA shuttle service to the YMCA of the Rockies, Estes Park.
- ✓ Issued invoices to each fellow: those with paid memberships for 2014 and 2015 (with encouragement to renew for 2016) or with paid memberships for 2015 and 2016 were charged \$550. Non-MPLA members or those who have been members for just 1 year were charged \$650. These registration fees include lodging and meals on site. Fellows are responsible for paying transportation costs and other expenses on their own, through their employer, or other grants/scholarships.
- ✓ Made slight change with venue regarding room count. – odd number of females and males, thus requiring 2 single rooms.
- ✓ Again, here is a list of verified fellows (no changes from previous report):
  - Arizona: (5 of 12 applicants) Amber Kent, Melanie Toledo, Coreen Wagner, Ellen Greene & Matthew Harp
  - Colorado: (3 of 7 applicants) Sarah Landeryou, Rebecca Cruz & Ruby Nugent
  - Kansas: (4 of 8 applicants) Ashley Creek, Heather Braum, Savanna Ball & Diana Weaver
  - Montana: no applicants
  - Nebraska: (3 of 5 applicants) Seery Sky, Terri Rickel, Allison Reisig
  - Nevada: (1 of 2 applicants) Stephanie Espinoza
  - New Mexico: (2 of 2 applicants) Joy Poole & Eva Jacobson
  - North Dakota: (3 of 4 applicants) Sarah Nelson, Mary Lorenz & James Nyland
  - Oklahoma: (2 of 2 applicants) Natalie Vaughn & Leanne Cheek
  - South Dakota: (3 of 4 applicants) Maria Gruener, Ana Olivier & Mary Johnson
  - Utah: (4 of 5 applicants) Becky Thoms, Kara Pearson, Emily Swanson & Jason Cornelius
  - Wyoming: no applicants

The following is an updated timeline on the entire process, progress and next steps:

### March/April 2015

- ✓ Draft contracts with venue and facilitator - **done**
- ✓ Continue correspondence with the LI Committee and help coordinate fundraising efforts
- ✓ Work with communications committee to create marketing talking points and/or postcards that state reps can distribute at spring state conferences and via state association listservs **(not done in time - need to have final date approvals and such set earlier)**
- ✓ Encourage MPLA LI alums to hold receptions, forums or other applicable events at their spring state conferences in order to encourage applications and provide information **(not done in time for spring - need to have final date approvals and such set earlier)**
- ✓ Add preliminary information to MPLA website (Webmaster) - **done**
- ✓ Submit entry for Jun/July newsletter - **done**

### May 2015

- ✓ Create 2016 LI Mentor contract/requirements - **done**
- ✓ Start securing a diverse set of 4-5 library professionals within the MPLA region who are willing to serve as mentors according to the contract/requirements - **done**
- ✓ Set fees and finalize qualifications - **done**

### June 2015

- ✓ Work with LI Committee and state reps to review, update, and finalize applicant requirements and the application form/process itself - **done**
- ✓ Update MPLA website with new information (Webmaster) - **done**
- ✓ Work with MPLA Webmaster to create the application as an online survey that can populate data into a spreadsheet and that can allow for saving, downloading and sharing of application packages for use in the review process - **done**
- ✓ Work with LI committee and MPLA webmaster to create an online application for mentors - **done**

### July 2015

- ✓ **\* change this to June** Release online application via MPLA website (deadline will be late Oct/early Nov) - **done**
- ✓ Advertise via state association and MPLA listservs - **done**
- ✓ Create small handouts and updated talking points that state reps can utilize at fall state conferences and via state association listservs - **done**
- ✓ Encourage MPLA LI alums to hold receptions, forums or other events at fall conferences in order to encourage applications and provide information - **done**
- ✓ Release mentor application form online, advertise to MPLA members and spread the word from there. Members may encourage particular people to apply. - **done**

### August/September 2015

- Begin assembling application review committees of 3 for each member state. State reps will lead the review of each state's applications. Initial review of applications will be completed by the end of November - **done**
- Prepare mentor training/orientation via Zoom - **done**
- Gather, organize, and secure fellow and mentor applications as they are submitted
- Mentor applications due September 1<sup>st</sup> - **done**

- Webmaster added “call for application” information to MPLA home page and Facebook page - **done**
- Review, select, and notify mentors by September 30<sup>th</sup> – **done (Anali Perry)**

#### October/November/December 2015

- Coordinate a common time to hold 1st mentor training/orientation session via Zoom (October) - **done**
- Distribute electronic application packages from each state to the respective review committees along with a scoring sheet – 1<sup>st</sup> week of November - **done**
- Gather each state’s top 2 or 3 candidates – by November 30<sup>th</sup> / Dec 1<sup>st</sup> - **done**
- Work with LI Committee Chairs to make final selections (30 total) – Scheduled for Dec. 10<sup>th</sup> - **done**
- Notify all applicants regarding the outcome of their application – mid-December – **done, Dec 15<sup>th</sup> and 16<sup>th</sup>**
- **\* Changed this to February** Gather confirmation statements from each candidate we intend to accept – by January 1<sup>st</sup> **done**

#### January 2016

- Release final 2016 list of fellows to MPLA website and member listserv - **done**
- Add all fellows and mentors to a listserv for LI 2016 correspondence, facilitate introductions, share information, and answer questions - **done**
- Coordinate a common time to hold 2nd mentor training/discussion session via Zoom (February/March), **done, contributions decided and drafted in agenda. We will use email until meeting again in March/April.**
- Look into group rates for the DIA-Estes Park shuttle. Consider adding the fee into fellow invoices as part of the registration process for those that need the shuttle. **Done – discount offered via coupon code**

#### February 2016

- Begin purchasing supplies and make any final arrangements with venue – **in progress, compiling lists, requested 1 additional room to accommodate the odd number of male & female fellows**
- Release official list of names of the 2016 fellow cohort to webmaster, newsletter editor, and entire board which can then be shared widely. I will also include a draft press release which can be edited and distributed accordingly - **done**
- Send out invoices to fellows with a due date of March 31<sup>st</sup> - **done**
- Email fellows and mentors with information regarding LI logistics **(some information was sent to mentors, but more will follow)**
- Assist with any travel arrangements as needed

#### March 2016

- Make final arrangements with venue regarding roommate assignments, meeting room needs, etc. – **in progress**
- Finalize agenda and content – **in progress. Trying to work in 2 hours for focus group with select MPLA board members and consultant Wednesday afternoon (5/18). Mentors are working to schedule a Zoom call in early April**

- Start constructing binders, printing materials, and organizing information for electronic sharing (where necessary) – in progress. Working with Maureen to arrange curriculum materials. Will do bulk printing via FedEx/Kinkos

#### April 2016

- Tie up loose ends, and make any final arrangements regarding logistics, refreshments, supplies, etc.

#### May 2016

Travel to and manage the 2016 Institute!