

## LIC - Leadership Institute Coordinator MPLA Board Report August 2016

Highlights of the last few months include:

- ✓ After closely reviewing the 2016 LI budget and YMCA invoice to find ways to reduce costs, I drafted a budget (attached) for a 2018 institute if held at the YMCA as in previous years. Main changes include:
  - Reduced mentors to just 2 + me for a total of 3 mentors at the institute (\$1500 savings)
  - Eliminated the \$500/day private dining option – fellows will dine in main cafeteria with other YMCA residents (\$2500 savings)
  - Estimated costs for the coordinator to fly and ship supplies as opposed to a 2-day drive with expenses. Previous travel costs were about \$1200. The new model shows a combined travel and shipping cost of about \$840. This assumes I can drop ship other supplies and nonperishable food items from vendors like Amazon.com and Sam's Club at a low or no cost. (~\$400 savings)
  - Increased fees by \$50 (\$1500 increase)
  - Would need to raise ~ \$10,000 to offset remaining costs
  - The new total LI cost would be just over \$29,000 (includes room, board, supplies, travel, facilitator fees, and coordinator salary). The 2016 costs were just under \$37,500.
- ✓ Enlisted the help of a few board members and the LI Committee to identify alternative venues that could host the Institute. I have RFPs out to 6 venues in Wyoming, Colorado, Arizona and South Dakota. I'll report what comes of those. See these [venue options](#) being explored – more ideas are still welcome over the next few weeks.
- ✓ Received survey responses from 2016 LI Fellows and Mentors. The LI Committee will review them at the next meeting to aid in 2018 planning.
- ✓ Answered inquiries about the next Leadership Institute from librarians by email (about 3). My response indicated that the next potential institute would be in 2018, that the board will be making decisions this fall and to check back in November.
- ✓ Mailed thank you cards to the 2016 sponsors featuring a group photo, MPLA logo and an invitation to donate again in the future.

Next steps (Sept – Dec):

- Receive RFPs from potential 2018 venues
- Await Board decision regarding holding a 2018 Institute
- If appropriate, approach Maureen regarding a contract for services, define a date, and discuss any necessary changes to content or structure
- If appropriate, work toward selecting venue for a 2018 Institute and start contract

*\* I will not be able to attend the CAL/MPLA conference*

Respectfully Submitted,  
Aubrey Madler  
MPLA Leadership Institute Coordinator