Music Library Association
Minutes of the Meeting of the Board of Directors
Cincinnati, Ohio
13-14 October 1984

Saturday, 13 October: 2:15 pm—7:30 pm; Sunday, 14 October: 9:00 am—12:45 pm


*It was moved, seconded, and passed that the minutes of the meeting of 2-3 June 1984, be approved with the following corrections:*

p. 1, Section I: Change "Ida" to "Eda" (a correction to a correction of the February minutes!)

p. 2, Section III, paragraph 2: Add Thorin [and Ostrove] will continue to coordinate...

p. 3, Section IV, 5 C: Add: "...need to create mechanism for [gifts and] bequests."

p. 5, Section IV, 7B, paragraph 2: Change wording of sentence to read: "...to instruct editors to coordinate efforts in budgeting and planning for advertisements, and to advise as to their placement in specialized journals."

p. 7, Section VI, 1, paragraph 2: Strike first sentence and first phrase of second sentence so that paragraph begins: "It might be wise to send..."

p. 8, Section VII, 2B, paragraph 3: Change: "Ph.D. in librarianship to Ph.D. in Musicology." (with all due apologies to Mr. Bonds!)

p. 8, Section VII, 5A, paragraph 2: Strike sentences 2-4 so that the paragraph now reads: "Discussion centered on funding for the project. *It was moved, seconded and passed that MLA contribute...

p. 9, Section IX, 1, first sentence: Change wording to: "Davidson explained why...

p. 11, List of Actions, item 7: Add: "[gifts and bequests..."

p. 11, List of Actions, item 9: Change to: "...editors coordinate efforts in budgeting and planning for advertisements."

A short discussion followed about what some construed to be the non-serious tone of the previous minutes. Some found this at times inappropriate, while others found it refreshing. No consensus was reached, thereby leaving the Board once again at the mercy of the Recording Secretary.


1. The Board received a detailed final report for fiscal year 1983/1984. There were a few changes made to the budget since the June Board meeting, which reflect money transferred from one budget line to another, or additional monies budgeted. Specifically they were: $100.00 transferred from Presidential Office—supplies, to Executive Board—handbook; $180.00 transferred from
Executive Secretary—phone, to Convention Manager—per diem; $128.00 transferred from Bibliographic Control Committee—phone, to MARC Subcommittee—travel; $255.35 transferred from Bibliographic Control Committee—travel, to MARC Subcommittee—travel; $38.53 added to Newsletter—mailing; $11.78 added to Newsletter—supplies; $398.03 added to Inventory Expenses (Haddon)—handling; $293.52 added to Inventory Expenses (Haddon)—postage; and $368.30 added to Convention Banquet. *It was moved, seconded and passed that the above changes be ratified.*

The report shows MLA as basically financially sound: budget and fiscal controls are becoming more regular, and projections are becoming more accurate. Income for the year was $210,283.21; expenditures were $149,262.26; there was a net gain of $61,020.95. *It was moved, seconded and passed that the final report for fiscal year 1983/1984 be accepted.*

2. Griffith presented a verbal report detailing changes approved by the Finance Committee to the preliminary 1984/1985 budget. A total of $845.00 in expenditures was added to the budget. This money is partially provided for by the projected income. $125.00 was added to the travel line for the Bibliographic Control Committee in order to fund MLA's representative to the CLR Retrospective Conversion meeting in Washington; $250.00 was added for supplies for the Music Cataloging Bulletin (for mailing envelopes); and $325.00 was added to the budget for postage and salaries for the Reference and Public Service Committee, Bibliographic Instruction Subcommittee. *It was moved, seconded and passed that the Board ratify the above changes to the 1984/1985 budget.*

3. Griffith further reported that MLA did not file a return for 1983 taxes because of a misunderstanding by which we thought we could file for an eighteen-month period. She advised that it might be wise to employ an accounting consultant to do the 1983 taxes plus calculations for the first half of 1984. See Section V, 2 below for further discussion. IRS penalties are accruing at $15.00 per day (an initial attempt at accrual accounting methods?), but there is every reason to believe that the fees will be waived.

4. The Board next considered a letter from Harold Diamond in which he made suggestions for the disposal of one large adding machine previously passed on to MLA treasurers. The Board took no action, leaving Diamond holding the bag, or machine, as it were.

III. Report of the Executive Secretary: Suzanne Thorin.

1. Thorin reported on MLA membership. There are currently 3,111 members and subscribers; since June MLA has gained 33 new members and 24 new subscribers, and has received 20 cancellations. While $30,000 of projected income remains to be realized, MLA made almost $11,000 more from dues and subscriptions over the previous year.

Thorin solicited the Board's opinion on the continuance of a spouse category, which at present gives both individuals membership privileges. Ostrove suggested deferring any action until we have a fuller understanding of the ramifications, including how much a membership costs MLA.

2. Thorin expressed her continued satisfaction with the services and activities of Jim Henderson of Academic Services. Henderson has been meticulous about follow-up, order fulfillment, and monthly reporting. He has also shown excellent judgment with the sales of the mailing lists. All this activity has
resulted in better-than-projected income for the organization. She suggested that an interview with Henderson would make an excellent Newsletter article.

3. Among her recent activities, Thorin counted the correction of information about MLA publications for CIP data, the maintaining and storing reprint copies of Notes, and the preparation for a reprinting of both the membership and music librarianship brochures. The Board made some suggestions for minor changes and updates in the brochures. Thorin also reported that new reduced-size MLA stationery is now available, and promised to distribute copies to anyone on the Board who needs it. Finally, Davidson requested that Thorin investigate the possibility of obtaining mailing labels of MLA officers, and committee and chapter chairs, for Board members who could use them.

4. As for the upcoming revised edition of the MLA Membership Directory, Thorin wants to augment it with indexes by institutional affiliation and geographic area. The projected goal is for distribution to all individual and institutional members before the next annual meeting.

IV. Report of the Vice-President/President-Elect: Geraldine Ostrove.

1. Ostrove has made contact with all the chapter chairpersons by mail, and has distributed mailing labels of chapter members to them.

2. Ostrove reported on the confusion that exists over MLA's official tax status. As far as she can determine, we lack clear documentation from the Internal Revenue Service as to our standing with them. All she can find is legal opinion dating from 1971 that MLA is a tax-exempt organization. To further complicate matters, we seem to have two different employer identification numbers. She has turned over the existing documentation as she knows it to Karen Griffith, who in turn will consult with an accounting firm for advice (see Section V.2 below).

V. Standing Committee Reports and Activities.

1. DEVELOPMENT: Jean Geil and Karen Nagy.

   A. The Board was in receipt of a detailed report from Geil and Nagy with new recommendations for development funds. This report was a follow-up to their preliminary one of May 1984. The document encompasses three major points: the feasibility of launching a major fundraising drive, other fundraising possibilities, and priorities for the use of development funds. It was compiled with the advice of professional fundraisers and development officers.

   As regards a major fundraising drive, the report details the costs and time considerations, including a preliminary feasibility study. The costs for the first year are estimated at $29,000 and up. A successful campaign would need to extend 3-5 years. Because MLA has no regularly paid administrative staff, coordinating voluntary work without the help of an outside agency would prove a major difficulty. An extremely important point is that MLA's goals as previously defined by the Goals and Objectives Committee and reiterated in the 5/84 Geil/Nagy report would probably be of limited appeal to outside potential donors because they benefit music librarians rather than the world of scholarship in general. Because of these and other considerations, the report recommends that "the idea of launching a major fundraising drive be postponed more or less indefinitely, or until such time as the fiscal well-being of MLA has been established upon such a firm foundation as to permit the luxury of taking a
financial gamble." The Board agreed strongly with this recommendation based on the considerations presented in the report.

The second part of the document recommends that MLA pursue other means of raising funds in the immediate future. These are: the encouragement of routine tax-deductible gifts by individual members, which could be specified as unrestricted or restricted for specific purposes; the encouragement of bequests; the establishment of an umbrella development fund to facilitate gift-giving and bequests; early fund-raising planning for specific projects (such as U.S. RISM and RILM); close scrutiny of the appropriateness of our regular sources of income; and finally, observing techniques used by other similar organizations.

Again, the Board concurred with these recommendations. The discussion that followed centered on the means to solicit gifts and bequests. Preliminary efforts could prepare people for fund-raising activity. The following means could be pursued within present budget allocations: providing a box for gifts and bequests, either restricted or unrestricted, on the annual renewal notice (action has already begun on this); making a similar provision in the membership brochure; including a brief insert describing the various funds; and mentioning the possibility in the cover letter sent out with convention information. Davidson appointed Rowley and Nagy to prepare the brief description of MLA's development funds. A separate vehicle for soliciting funds could be a professional, "glossy" brochure, detailing the activities and goals of the MLA, and describing the various development funds in detail as well as giving information on the means of giving and bequeathing money to the organization. Davidson referred the creation of such a brochure back to the Development Committee and defined a target date for a year from now.

The final section made recommendations for the use of development funds, giving highest priority to activities which would nurture outside funding. These are the programs which have impact on scholarship in general; namely, established scholarly projects (such as RILM and RISU.S.), publication subvention funds, research grants in music bibliography and librarianship, prizes and awards.

The Board agreed with these recommendations, noting the importance of publicizing our support for such activities. In order to do so for MLA's present contribution to RILM-U.S., the following actions were taken. *It was moved, seconded and passed that the name of the MLA Development Fund established in the memory of Richard S. Hill be changed to the Richard S. Hill Fund.* *It was further moved, seconded and passed that MLA's contribution in support of the U.S. RILM Office be funded from the interest from the Richard S. Hill Fund.* And finally, *it was moved, seconded and passed that MLA request U.S. RILM Office acknowledgements of MLA to incorporate the following wording on their stationery and publicity as appropriate: "Music Library Association Richard S. Hill Fund." The president will contact the head of the U.S.-RILM Office to express the request and explain its intention.

The Board felt that the above report was excellent and anticipated the implementation of its recommendations. Nagy announced that she will pursue possible donors and corporations which we could approach without initiating a major fundraising drive, and report at future Board meetings. And lastly, Davidson pointed out that with this report the Development Committee had established goals and priorities for the organization for some years to come (just in case the import had passed by unnoticed).

B. The Development Committee submitted the final draft of the questionnaire for MLA conference planning. The Board approved the questionnaire, only requesting that Thorin cut-and-paste to incorporate the MLA letterhead and add a date at the bottom. It will be sent to the membership with the conference
2. FINANCE COMMITTEE: Gordon Rowley.

Wallace prefaced Rowley's report with a commendation for Griffith's excellent work in closing out the books for fiscal year 1983/1984 as well as preparing for the transition to fund/accreditation methods. Rowley then reported on decisions made at the previous night's Finance Committee meeting.

1.) The audit, which is usually completed at this time of year, will be postponed until later (perhaps March).

2.) Griffith will submit a formal combined first and second quarter report for the March Board meeting.

3.) In an effort to streamline procedures, future budgets which the Board receives after Finance Committee approval will lack the sublines. Fuller information will, of course, be supplied upon request. Only the Finance Committee will deal with the detailed budget, and only Committees or officers who submit budgets will see their portions of the approved budget with the sublines. Also, in future, budgets will lack account numbers and headings; they will have columns indicating what the Board approved initially, the actual expenses through the current date, the remaining projected revenue, and possibly a fourth column which will highlight additional amounts approved. Rowley distributed samples of a new full version budget and of the new abbreviated Board version.

4.) In future, every category of the budget will receive final approval in June with the exception of the Convention and Workshop lines. Budgets for the annual program will receive preliminary approval in June, with final approval in October or November.

5.) The types of expertise needed to accomplish the transition to fund/accreditation accounting were indicated. Professional help is essential to set up the books. Griffith solicited estimates of costs and services from two accounting firms who deal with non-profit organizations. The Committee recommended the firm of Hauser and Taylor in Cleveland for help during the current year. The firm indicated in a letter of 9 October to Griffith that they would do the following three tasks for MLA, donating their time, and charging only half of their regular fees:

1. Set up new books, on a cash basis (which they deem to be the best method for a non-professional bookkeeper to maintain).

2. Prepare MLA's taxes for 1983 and for the first half of 1984 (at a cost of about $300)

3. Be available for subsequent consultations at between $35 and $75 per hour.

Rowley estimates a cost of about $400-500 this year to accomplish the above.

*It was moved, seconded and passed that Hauser and Taylor be authorized to perform the above tasks as per their letter of 9 October.*

3. NOMINATING COMMITTEE.

A. Nominees for the three member-at-large positions are as follows: Dee Baily, Peggy Daub, Ralph Paphkian, Dale Hudson, Donna Mendro, Joan Kunselman, and Mary Kay Duggan. *It was moved, seconded, and passed that the slate for members-at-large be accepted.*

B. The Board was also in receipt of the Nominating Committee's suggestions for MLA citations. *It was moved, seconded and passed that by acclamation the
nomination for an MLA citation be accepted.* (It's to be a surprise!)

4. PROGRAM COMMITTEE.

A. Louisville, 1985. The Board was in receipt of the preliminary
schedule, which was "walked through." Suggestions were made. Provision for some
of the adjunct committees and organizations which customarily meet at the annual
meeting appeared to be lacking. Davidson was to communicate these concerns to
the program chairperson. Since some of the details still needed final
confirmation, Davidson appointed a steering committee of herself, Jones, Griffith
and Rowley to approve the budget for the program when it is finalized.

B. Future meetings. The Board postponed discussion of future meetings,
which have not yet been set beyond 1987 (in Atlanta) for the March meeting.

5. PUBLICATIONS COMMITTEE.

Thorin reported that two new publications in the Index and Bibliography
series have been published, distributed and billed. They are: no. 14: Analyses
of 20th-century music, 2nd ed. (Wenk), and, no. 15: Analyses of 19th-century
music, 1940-1980 (Wenk). Both were printed by A-R Editions.

VI. Special Committees.

1. ADMINISTRATION COMMITTEE. No report, except that Ida Reed is no longer
jointly chairing the Statistics Subcommittee.

2. AUDIO-VISUAL COMMITTEE. No report.

3. AWARDS. No report. It has thus far been impossible to find a third
person for the Committee.

4. BIBLIOGRAPHIC CONTROL COMMITTEE. Davidson gave a verbal report and also
had documents on hand for Board perusal from the MLA representative to CC:DA,
MARBI, and the Coordinator of NUC contributors. She noted that Richard Smiraglia
wrote a draft of procedures for the Committee. She commended his fine efforts in
reorganizing the committee, but regretfully informed the Board that he wishes to
resign. The Board was also in receipt of a letter from Smiraglia to Don Seibert
suggesting that his group on alternative cataloging be made into a round table.
No discussion.

5. EDUCATION COMMITTEE.

A. Preconference Workshop on Authority Control. The Board was in receipt
of Tim Robson's preliminary schedule. While they thought the content was
excellent, they made suggestions for reorganization to broaden the scope and
appeal. Approval of the budget is pending the finalized program, and is to be
submitted to the steering committee appointed above to approve the final
Louisville program budget. See V, 4, A above.

B. The Board was in receipt of a copy of a letter from Jeff Rehbach to
Laura Dakner requesting that she chair a Working Group on Summer Institutes. No
discussion.
6. LEGISLATION COMMITTEE. No report.

7. MICROFORMS COMMITTEE. No report.

8. PRESERVATION COMMITTEE. No report. Arneson relayed the message that Barbara Strauss would like to resign as chairperson, but remain on the committee.

9. PUBLIC LIBRARIES COMMITTEE. No report.

10. REFERENCE AND PUBLIC SERVICE COMMITTEE. No report.

VII. Round Tables.

1. Organ Round Table. Fred Kent agreed to chair.


VIII. Special Officers.

1. CONVENTION MANAGER. Davidson reported for Rick Jones that both MOUG and the RLIN Music Program Committee will meet in conjunction with the MLA Louisville meeting. We have agreed to distribute their conference information with ours. See also V, 4, A above.

2. PLACEMENT. No report.

3. PUBLICITY. The Board was in receipt of Hoffman's September report to the Board, which was acclaimed as excellent. Davidson further reported that Hofman would prefer to concentrate on the design aspects of MLA advertising, and enlist the help of others to take care of placement and solicitation details. There was some discussion on how this could best be accomplished. The Board expressed the need for an adequate review process. Davidson suggested that a solution to this problem be made part of the charge to the Ad Hoc Committee on Publications. See XI, 2 below.

IX. Representatives to and Joint Committees.

1. American Library Association. No report. (Rowley attended the last meeting for B. Goldman who could not go.)

2. American Musicological Society, Joint Committee on RISM. Davidson had a copy of the final NEH gant proposal, which she promised to route to interested Board members by mail. No discussion.

3. ARCHIVES. Gail Sonneman has agreed to chair the committee. Thorin reported on the annual meeting of the Joint Committee on Archives, saying that the MLA archives themselves look to be in very good order, that Bruce Wilson has ordered proper acid-free and archival supplies, and that a Subcommittee has been formed to develop a register of the organization of the materials.

4. COUNCIL OF NATIONAL LIBRARY AND INFORMATION ASSOCIATIONS. Davidson announced that the appointment of Jean Bowen needed Board approval. *It was moved, seconded, and passed that Jean Bowen serve as representative to CNLIA.*
(Not clear that a motion was procedurally necessary here, but Bowen is absolutely certified!)

5. INTERNATIONAL ASSOCIATION OF MUSIC LIBRARIES, ARCHIVES AND DOCUMENTATION CENTERS.

A. Based on the recommendations of the IAML-U.S. Board of Directors, *it was moved, seconded, and passed that the Joint Subcommittee on RILM-U.S. be dissolved." The Subcommittee no longer has a relevant charge now that the RILM-U.S. Office is in operation.

B. RILM-U.S. Office. IAML-U.S. allocated an additional $250 for the first-year operating expenses of the office. The Board recommended that Davidson contact the chair of AMS before their November Board meeting and urge them to consider additional funding for the U.S.-RILM Office.

C. MLA/IAML-U.S. formal association. The Board recommended that Davidson ask Watanabe for a written report concerning the status of the Committee's findings in time for consideration at the March meeting.

6. MUSIC PUBLISHERS' ASSOCIATION. There was a short discussion about the make-up of the MLA membership on this committee. The Board expressed satisfaction with its current membership, but decided to discuss the matter further at the spring meeting if anyone feels the need for fewer, more, or different members.

7. NATIONAL INFORMATION STANDARDS ORGANIZATION. Lenore Coral will replace Kathy Moretto as MLA's representative.

X. OLD BUSINESS.

1. HANDBOOK. Kaufman distributed and discussed a list of amendments to the July 1984 draft of Sections IV--VI of the MLA Handbook. *It was moved, seconded, and passed, with one abstention (too dumbfounded to speak?), that the Board adopt sections IV--VI of the Handbook in its present version (July 1984) and as amended by Kaufman's handout.* Kaufman will distribute copies of the amendments to the appropriate MLA officers, and will also send a version of the Handbook with indications of the amendments to the Executive Secretary for the compilation of a final draft.

Arneson reported on the status of Sections I--III of the Handbook indicating that he will try to distribute a draft to the Board for approval at the March meeting. He will carefully check policies stated therein against the policies formulated by past MLA Boards as embodied in the corpus of recorded minutes. He reported that he has indexed the Constitution and the By-laws. In additions he and Tucker will attempt to index the entire corpus of past minutes to facilitate future procedural matters (such folly). The general aim is to produce and retype a fully amended version of the Handbook of the end of the fiscal year.

2. NATIONAL ENDOWMENT FOR THE HUMANITIES TO THE MLA FOR 19TH-CENTURY AMERICAN MUSIC BIBLIOGRAPHY. Don Krummel was present for a short time to report on the feasibility study for the project. He disclosed that he plans to request an extension (in time only) from NEH until Spring of 1985. He also distributed a copy of a recent letter which he has sent to concerned repositories of 19th-century music. The issues which remain to be "solved" are cataloging
standards (mainly authority work), economic commitment from the repositories, getting a better picture of the extent of existing collections, surveying the amount of bibliographic work which remains to be done, and finding the optimum affordable way to provide access to the materials. After lengthy discussion, the Board felt that a written progress report on the project would be useful at this time. Davidson said she would relay this recommendation to Krummel, and also request a report for the fall Newsletter.

3. **ANNUAL COMMITTEE REPORTS.** Davidson appointed Kären Nagy to collect these reports for distribution in the 1985 MLA conference packets.

XI. **New Business.**

1. **REPORT OF THE EXECUTIVE SECRETARY SEARCH COMMITTEE.** Ostrove reported that the search to date has produced one candidate. Thorin prefers to resign at the end of March rather than June, necessitating that the time-frame of the transition be relayed when acknowledging applications. The Board discussed preparations for interviewing candidates at the March meeting.

2. **REPORT OF THE AD HOC COMMITTEE ON PUBLICATIONS.** The Board was in receipt of a copy of a letter from John Tanno to Ostrove and Thorin outlining the work before them and ways to proceed. Ostrove and Thorin gave a progress report of their initial meetings and conversations. Although they are struggling with the basic issues of goals and the reexamination of existing structures and past practices, they feel that it is healthy to do so, albeit difficult at times. At this point they were not confident that the committee could submit final recommendations for Board consideration by March.

3. **NATIONAL PLAN FOR RETROSPECTIVE CONVERSION.** The Board was in receipt of both Richard Jones' and Richard Smiraglia's reports from the Spring Hill and Washington meetings. They appreciated both reports. It was suggested that Jones's report, which covered both meetings, be published in the MLA Newsletter. Davidson was to ask his permission, since the report was written for publication in the MOUG Newsletter. Davidson noted the importance of MLA's representation in these meetings to coordinate a national effort for the retrospective conversion of music materials. She also mentioned that it would probably be necessary to continue funding support for travel to meetings held outside the context of the annual MLA conferences. Although no formal action was taken, the Board seemed to agree.

XII. **Date and Place of Next Meeting.**

Louisville, Kentucky; specific days and times to be announced in the preliminary conference program.

[Signature]

Ruth Tucker
Recording Secretary
Appendix 1.

New Policies Approved by the Board

1. Plans for a major fundraising drive will be postponed indefinitely or until MLA's fiscal well-being is firmly established.

2. Fundraising activities in the near future will concentrate on soliciting gifts and bequests, and funds with well-defined purposes will be developed.

3. Activities and programs which have impact on scholarship in general will be supported with MLA development funds as the highest priority.

4. Funding for the RILM-U.S. Office will come from the interest from the Richard S. Hill Fund.

5. As a rule, only the Finance Committee will deal with full budget requests; the Board will see a consolidated budget for approval.

6. Budgets for the annual program will be given final approval in the fall; all other categories of budgets will receive final approval in May or June.

Appendix 2.

List of Actions to be Taken

<table>
<thead>
<tr>
<th>Action</th>
<th>By Whom</th>
<th>By When</th>
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<tbody>
<tr>
<td>1. Interview Jim Henderson for the Newsletter</td>
<td>Thorin (presumably)</td>
<td>Not specified</td>
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<td>2. Send reduced size MLA stationery to Board members</td>
<td>Thorin</td>
<td>When available</td>
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<tr>
<td>3. Send mailing labels of MLA officers to Board members</td>
<td>Thorin</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>4. Distribute revised MLA Membership Directory to members</td>
<td>Thorin</td>
<td>Before March Board meeting</td>
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<tr>
<td>5. Prepare a brief description of MLA's development funds</td>
<td>Nagy &amp; Rowley</td>
<td>As soon as possible</td>
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<tr>
<td>6. Create a brochure detailing MLA's development funds and describing the means for gifts and bequests</td>
<td>Development Committee</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>7. Contact head of RILM-U.S. Office to</td>
<td>Davidson</td>
<td>Immediately</td>
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</tbody>
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8. Explore prospects for donations from outside donors and corporations
   Nagy
   Future Board meetings

9. Add MLA letterhead and date to conference planning questionnaire
   Thorin
   Before conference materials distributed

10. Prepare a combined financial report for the 1st & 2nd quarters
    Griffith
    March Board meeting

11. Enlist the services of Hauser and Taylor to set up MLA's books and do current taxes
    Griffith
    As soon as possible

12. Approve final budgets for Louisville program and preconference workshop
    Davidson, Griffith, Jones, Rowley
    As soon as finalized

13. Appoint a third person to the Awards Committee
    Davidson
    As soon as possible

    Ad Hoc Committee on MLA publications
    By March Board meeting (if possible)

15. Recommend that AMS consider additional funding for RILM-U.S. Office
    Davidson
    Before AMS Nov. Board meeting

16. Prepare a written report on the status of the MLA/IAML-U.S. Committee's findings
    Watanabe (Davidson notify)
    Before March Board meeting

17. Distribute copies of amendments to sections IV-VI of the Handbook to appropriate officers; send amended version of Handbook to Thorin.
    Kaufman
    As soon as possible

18. Prepare draft of Sections I-III of the Handbook
    Arneson
    Before March Board meeting

19. Produce and retype fully amended version of entire Handbook
    Executive Secretary
    End of this fiscal year

20. Prepare written progress report on the NEH 19th-century feasibility study for Board; prepare a report on same for Newsletter
    Krummel (Davidson notify)
    Before March Board meeting; Fall Newsletter

21. Collect annual committee reports
    Nagy
    In time for inclusion in conference
22. Submit final recommendations for MLA publications to Ad Hoc Committee on Publications packets

By March Board meeting, if possible

23. Obtain permission from R. Jones to publish Davidson's report on retrospective conversion in the Newsletter

Probably in time for fall Newsletter