

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Davis, California, October 10-12, 2003

Friday, 10 October: 2:00-6:00 p.m.; Saturday, 11 October: 8:30 a.m.-6:30 p.m.; Sunday, 12 October: 8:30 a.m.-11 a.m.

Present: Pauline Bayne, Jim Cassaro, Michael Colby (Recording), Virginia Danielson, Laura Dankner, Alan Green, Nancy Nuzzo, Richard LeSueur, Renée McBride

Guests: Gordon Rowley, Annie Thompson

The meeting was called to order by President Dankner.

I. Approval of Agenda.

Nancy Nuzzo distributed a new draft of the convention program, replacing document X.F.1. **It was moved by Jim Cassaro, seconded by Richard LeSueur, and carried unanimously that the agenda be approved as submitted.**

Motion

II. Recording Secretary's Report. Michael Colby

Colby reported that the draft minutes of the Austin meeting had been mounted on the MLA website and that the draft rubric would be removed after approval of those minutes at this meeting. It was noted that the Convention Manager should not be ex officio to the Membership Committee (III.) and a typo was noted for correction.

It was moved by Richard LeSueur, seconded by Virginia Danielson, and carried unanimously that the minutes of the June 7-9, 2003 meeting (Middleton, Wisconsin) be approved as corrected.

Motion

III. Parliamentarian's Report. Alan Green.

Green reported that he had made and distributed the changes to the Administrative Handbook discussed at the last meeting. He noted that the Handbook requests that conference workshop budgets be submitted for the Spring Board meeting, when current practice has been only to receive them at the Fall meeting.

It was moved by Richard LeSueur, seconded by Alan Green, and carried unanimously to remove the sentence in the Administrative Handbook beginning "These budget requests are normally solicited by the Fiscal Officer eight weeks prior to the annual Finance Committee meeting in May or June" to bring the manual into agreement with current practice.

Motion

Green noted that he had been looking into the by-laws revision process. He found that only changes to the constitution need to go to a vote of the membership. Nuzzo has identified some changes that should be made in the by-laws, but none of them are crucial. One change needed is a rewording on submitting amendments to the constitution to a vote. Green is still working on his examination of the role of the Assistant Parliamentarian and will report on this to the Board at its next meeting.

Assistant Parliamentarian Richard LeSueur reported that A-R has done a wonderful job on the Activities Roster. LeSueur is continuing to review it and correct some inconsistencies. Nuzzo will send changes to the Administrative Structure to A-R, A-R will then make the changes required in the Activities Roster, which LeSueur will continue to review.

The Board expressed its thanks to Green and LeSueur for their work on the Activities Roster and to Nuzzo for putting the procedure into place with A-R.

IV. Assistant Report Gatherer's Report. Renée McBride.

The Board reviewed the report submitted earlier. The goal has been to alleviate the confusion surrounding the solicitation of Board and annual reports by centralizing the receipt of all reports with the Report Gatherer.

Discussion included concern about the authority of the Report Gatherer to request these reports previously solicited by the President and whether this placed a barrier between committee chairs and the President. The timetable was also of concern; it was previously determined by the need to typeset the

reports for the Newsletter, which is no longer a concern in its online-only incarnation. It is still essential to have the report prior to the annual meeting. It was agreed to try delaying the annual reports by one month for a year and see if that is an improvement. Cassaro will check with A-R whether a November 1 due date would allow them to have the reports mounted on the website by January 15.

It was moved by Jim Cassaro, seconded by Virginia Danielson and passed unanimously that annual reports be requested at an appropriate interval after the Fall Board meeting.

Motion

V. Treasurer/Executive Secretary's Report. Nancy Nuzzo.

Nuzzo distributed final reports for 2002/03: the budget, the audit, investments, awards principal, membership, and inventory; and reports for the first quarter of 2003/04: budget, awards principal, membership, and sales. She also distributed a spreadsheet showing sales and expected and actual income from titles distributed by Scarecrow Press.

Notes on final 2002/03 budget (Buff report):

Overview

Total operating income was \$388,036.67 or 104.4% of the budgeted amount; over budget by \$16,361.67. Total operating expenses were \$393,363.93, or 96.44% of budget; under budget by \$14,541.15. We expected a deficit of \$36,230.08; instead the operating deficit was \$5,327.26.

Operating income was high because of the unusually large royalty payment we received last fall. It also includes the settlement income, which needed to be booked in 2002/03 according to generally accepted accounting practices.

"Other Income" includes investment income and realized/unrealized gains/losses on our investments, which we have not considered operating income, and contributions. Investment income (all categories) totaled \$28,150.42. Contributions totaled \$16,018.66, for a total of \$44,169.08 in "Other Income."

Overall, we showed a surplus of \$38,841.82. Removing the investment income and including only contributions, the surplus was \$10,691.82.

Income

Dues came in at \$118,759.00 or 106.88% of budget

Notes came in at \$116,270.07 or 115.92% of budget. This includes subscriptions, advertising, and royalties. The large royalty check we received from ProQuest for three years' worth of royalties bumped up this figure.

Convention income came in under budget but expenses were also lower than expected.

5.04 Miscellaneous income includes \$3,443.12 in accounts payable that were written off (for an Amex payment that had been paid but not entered in 2001/02); settlement income and a late \$300.00 NYC conference payment.

Expenses

Convention expenses came in under budget. The surplus on the meeting was \$16,317.11.02, Miscellaneous charges, includes \$3,517.85 for Fidelity Investment advisory fees. These fees had been deducted from our investment accounts, but at audit time they are booked back to operating budget as an expense. The bills come quarterly. Nuzzo asked whether these should be paid out of the operating budget rather than be deducted from investment gains.

6.019 Legal fees and audit, includes the attorneys' fee for the settlement.6.09, Depreciation expense, is for the cost of the T/Ex computer. 9.063, Notes printing, includes the 2nd billing for Sept. 2002 and the 1st billing for Sept. 2003. 9.7, Bad debt, contains accounts receivable that were written off during the audit. Line 9000, Inventory adjustment, is tracked as a publications expense in the audit.

Nuzzo reported the following overages in the 2002/03 budget:

11.0: \$2,371.40 Did not budget for investment advisory fees

6.01: \$3,578.19 This line went over because of the settlement fees

6.07: \$1,815.37 Board travel was more expensive than anticipated

9.02: \$180.00 This includes the ALA copyright fee for the Sheet Music TR

9.09: \$7,723.22 for membership handbook; nothing budgeted.

2002/03 Investment Accounts as of 6/30/03 (Gold sheet)

The cash investment accounts stand at \$4,797.64, an increase of \$50.53.
 The awards endowment funds stand at \$139,303.79, an increase of \$4,059.76.
 The MLA fund accounts total \$448,532.41, an increase of \$25,522.28. Reflects deposit of \$5,000 made last year at this time.
 All investments total \$592,633.84, an increase of \$29,632.56 from July 1, 2002

Endowment accounts principal (flip side of gold sheet)

Laura received word that there would be no more deposits in the Orth account. That account will be removed from Endowment tracking for 2003/04 forward.

A-R Inventory (Pink)

Nuzzo reported that the A-R inventory report is prepared in conjunction with the audit.

Notes on 2003/04 1st quarter budget (Green sheet)

Overview

Nuzzo noted several adjustments to the 2003/04 budget. The settlement income budgeted for 2003/04 was booked as 2002/03 income at the advice of the accountant. Therefore we will not see this as income in 2003/04. We did not budget for investment advisory fees, which will come out of operating budget.

Income

Dues are at \$98,210.00 or 83.69% of budget. Last year they were at \$95,270 or 85.74%. Our budget for dues income this year is higher than last year. We have 10 more sustaining members so far.
 Notes royalties are at \$14,479.29 or 45.25% of budget. This reflects a royalty payment by ProQuest. Sales are at \$52,036.89 or 47.52%
 Total income is at \$150,325.57 or 58.15% of budget. Last year at this time we were at \$138,220.24 or 53.4% of budget.

Expenses

11.0 Miscellaneous: The high bank fees reflect the cost of accepting credit card payments for dues.

6.057 Presidential travel is at \$50.39%, reflecting the trip to IAML.

7.021 shows the BCC travel to ALA

7.04 MLA Subsidies have been paid.

8.01 The MLA Archives subvention has been paid.

9.04 1st Newsletter bill has not been received yet.

Contributions

\$6.01 includes a \$1,000 unrestricted contribution.

Membership (White)

We have 10 more sustaining members than we did in the spring, reflecting the success of a Development Committee campaign. Renewals were going pretty well. Preparations for the 2004 Membership Handbook are under way; it will include a list of past meetings.

Sales (Orange)

Nuzzo noted that this report is based on the calendar year because that is how Scarecrow provides the data. She went over the spreadsheet showing the year-by-year total sales, expected royalties, and royalties received for the publications distributed by Scarecrow. Now that the situation is clearly outlined, she will be asking Scarecrow for help in tracking payments.

Other

Nuzzo explained the meaning of unrestricted, temporarily restricted, and permanently restricted assets. The accountants have asked that we change the wording used to describe our award funds. Nuzzo asked the board for guidelines on depositing contributions. Notes vol. 59 was submitted for copyright. Contributions under \$100 were acknowledged for the 4th q of 2002/03; donations for 1st quarter of 2003/04 have been reported to the president and the chair of the Development Committee.

The Board conducted its annual evaluation of the Treasurer/Executive Secretary and found her work to be stellar. **It was moved by Richard LeSueur, seconded by Virginia Danielson and passed unanimously that Nancy Nuzzo be reappointed Treasurer/Executive Secretary for another year.** Nancy Nuzzo was thanked for doing an incredible job.

Motion

VI. Past President's Report. Jim Cassaro.

Cassaro noted that although there were concerns about the viability of the Best of Chapters program, two excellent programs had been found. However, we should not hesitate to postpone the program any time adequate programs cannot be found.

Cassaro is still working on the query of the Joint Archives Committee as to where chapter archives are located. Also getting his attention is the search for a mechanism to increase travel grants, as well as working to link chapter website information with chapter information in the Administrative Structure. Regarding the chapter information, Green asked if it would help to bring the chapter websites to the MLA website. Cassaro wondered about chapter autonomy and the burden on A-R. Cassaro will explore this idea.

VII. President's Report. Laura Dankner.

Dankner reported that since the previous Board meeting, she has made the following appointments: Jennifer Ottervik as Placement Officer, Brian Cockburn as Copyright Web Site Editor, Ken Crilly to replace the late Leslie Troutman on the Publications Awards Committee. She has also appointed a Search Committee for the *Notes* Editor and the Metadata working group requested by the Bibliographic Control Committee. All committee chairs, officers, etc. have been contacted with follow-up from the Middleton Board meeting.

A thank you letter was sent to MPA President Broido for his invitation to the MPA annual meeting. Letters of thanks were also sent to donors who gave over \$100.

Changes to the Administrative Structure were noted for the updates. Newsletter columns were written and submitted.

The following meetings were attended: MPA convention in New York City, June 2003; IAML, Estonia, July 2003. The opening IAML session was addressed with words of greeting from MLA and brief information about our focus both in and outside of the U.S. Special care was taken to attend meetings which discussed the IRMA project, due to the possible involvement of MLA's RSCD Committee in this project. After the meeting, thank you notes were sent to the local arrangements personnel in Tallinn and to the several ProQuest representatives (Sarah Brechner and three others) who attended the meeting and made Dankner's participation feasible. Plans are underway to attend the upcoming AMS meeting in Houston in November 2003. Dankner will attend the RILM-US special meeting with AMS President Peter Burkholder, will attend the US-RISM Joint Committee meeting as a guest, will attend the *Notes* reception for authors and will volunteer at the MLA exhibit.

Dankner has been promoting the "rule" for timely renewals and active membership. People were strongly encouraged to renew by September 15 for inclusion in the 2005 Membership Handbook. This was done via MLA-L: Nuzzo sent the first message, Dankner followed up, as well as Sarah Dorsey. The Committee Chair routing list was also used and all chairs were asked to check their rosters and remind laggards to renew. Lapsed sustaining members were contacted as well.

Many phone calls were made to Nuzzo on a variety of issues, including ways and means to have the website truly reflect—on all pages—the most recent administrative structure data. Nuzzo was of valuable assistance with this and our web editor was subsequently contacted with some success regarding implementation.

Green asked if the Assistant Parliamentarian could assist the President in some of these tasks, such as phone calls and e-mailing. Danielson also commented that duties on the Board may not be evenly distributed.

VIII. Editors' Reports.

A. Basic Manual Series.

The Board reviewed the report submitted by Jean Morrow.

The Board is pleased with the progress and success of the series so far. Green will notify Jean Morrow that he is in possession of a detailed outline Leslie Troutman had completed for the reference volume.

Many thanks were extended to Jean Morrow for her excellent work.

B. Copyright Web Site.

The Board reviewed the report submitted by Brian Cockburn.

This is the first report received since the position was created. Cassaro noted that the server had been having problems and asked if the copyright site was to be moved to the MLA server. The Board had approved this in February. Dankner will ask Brian Cockburn to pursue this.

Thanks were extended to Brian Cockburn for his excellent work.

C. Index and Bibliography Series.

The Board reviewed the report submitted by Mark Palkovic.

Dankner thanked Mark Palkovic for his report.

D. Music Cataloging Bulletin.

The Board reviewed the report submitted by Mickey Koth.

Mickey Koth has been moving forward with electronic-only publication of the *MCB*.

There is concern that no means to search across issues has yet been found. Dankner will ask Mickey Koth to explore the feasibility and costs involved in setting up a search engine. The subscription price could be raised in order to cover the cost of the search engine. Remarking on the problem with diacritics mentioned in the report, Green also suggested that MLA start looking into Unicode for this and all MLA publications.

Dankner thanked Mickey Koth for her efforts.

E. Newsletter.

The Board reviewed the report submitted by Stephen Mantz.

Dankner expressed regret that Stephen Mantz had to be the bearer of bad news in canceling the previous contract with the typesetter; if she had known how the news would be received, she would have taken it on herself. Transition matters continue with A-R.

Dankner thanked Stephen Mantz for his report.

F. Notes.

The Board reviewed the report submitted by Linda Solow Blotner.

The Board found the idea of carrying video reviews to be daunting; timeliness is a concern. This idea will be passed into the hands of the next editor. Dankner will ask Linda Blotner if the changes mentioned in her report will in fact result in a reduction of the size of *Notes*. Danielson expressed her concern about outreach to the Society of Ethnomusicology and the Society for American Music, as the receptions are only occurring at AMS. Danielson noted that there are other ways to acknowledge contributors to *Notes* from these societies, such as a letter to editor of the society newsletter naming and thanking the contributors. The possibility of rotating the reception between societies should also be explored.

The issue of having parts of *Notes* in an online-only form was raised again. Nuzzo noted that, now that we have a secure server, this might be feasible. Dankner will ask Karen Little to pursue this. Green would like to see the new editor pursue the issue of corrections to the online versions.

Profuse thanks were offered to Linda Solow Blotner as she prepares to step down. The quality of the articles has been noticed.

G. Technical Reports.

The Board reviewed the report submitted by Steve Wright.

The Board is delighted to see the publication of *Cataloging Sheet Music*. Dankner said that she has seen a draft of *Careers in Music Librarianship* and it looks fine. Dankner has also heard from Richard Smiraglia, who has agreed to do a revision of *Shelflisting Music*. **It was moved by Virginia Danielson, seconded by Michael Colby and approved unanimously to accept the proposal for a technical report on music uniform titles.** Cassaro raised the question of copyright fees to ALA for quoting from AACR2 that we faced with the sheet music volume.

Dankner thanked Steve Wright for his thoughtful work.

H. Web.

The Board reviewed the report submitted by Judith Pinnolis.

The Board discussed the term of the editor and noted how the qualifications for the position have changed since it was established. The Board was in favor of appointing a search committee with the goal of having a new editor in place by April 1, 2004. Dankner will appoint the search committee.

Dankner thanked Judith Pinnolis for her report.

IX. Special Officers' Reports.

Motion

A. Advertising. Susan Dearborn.

The Board reviewed the report submitted by Susan Dearborn.

The Board noted that advertising revenues continue to decline, but remain unsure if anything can be done.

Thanks were extended to Susan Dearborn for her excellent work.

B. Convention Manager.

The Board reviewed the report submitted by Gordon Rowley. Rowley and Assistant Convention Manager Annie Thompson met with the Board. Rowley reported that the Pittsburgh convention bureau has been very responsive; a site visit will be made in the near future. Danielson commented that, regarding the Vancouver, B.C. meeting, non-U.S. citizens attending the meeting from the U.S. should be aware of their visa status. Some student visas do not allow the holder to return to the country if they leave it.

Dankner commented favorably on the work on the Convention Manual. The topic of savings through reduction of meeting rooms was raised; Rowley reported that the data he was able to obtain from hotels was not specific enough to evaluate this. Danielson commented that this might not be worth the effort to pursue it at this point. Dankner would like to see some changes to the meeting forthcoming following all the Board discussion and the Town Meeting in Austin. Dankner also noted that we might need to do some things differently in Vancouver due to possible constraints presented by an international meeting.

The Crystal City convention budget was distributed. Rowley noted that the D.C. area is higher priced and we will not be exempt from sales tax. The budget reflects an increase of between \$20,000 and \$30,000 over last year. The banquet is very expensive this year. Since the President's Reception was not well-attended last year, this budget uses the money that would have been allocated for this reception to defray some of the cost of the banquet. This also frees up some time in the evenings.

Most of the fees reflected in budget, with the exception of the banquet, are higher than last year. Green was concerned about the cost of student registration. As is, the budget does not reflect the surplus requested by the Board. The Convention Managers hope that much of the contingency line will not be spent, so the resulting income could be better than the budget reflects.

Dankner thanked the Convention Managers for their diligent work.

Rowley had expressed interest in serving a second four-year term as Assistant Convention Manager/Convention Manager. If appointed, the next need for a search would not be until 2005. It was noted that term limits only apply to committee appointments and not to special officers. It was noted that the Association may look into some form of professional management services in the future.

It was moved by Pauline Bayne, seconded by Virginia Danielson and passed that Gordon Rowley be appointed Assistant Convention Manager/Convention Manager with a term to begin on July 1, 2004.

Motion

It was moved by Jim Cassaro, seconded by Richard LeSueur and passed unanimously that the Convention Managers, along with the Board liaison to the Program Committee, be charged to look into professional management for the convention, reporting to the Board at the Fall 2004 meeting.

Motion

C. Placement Officer.

The Board reviewed the report submitted by Jennifer Ottervik.

Renée McBride will contact Jennifer Ottervik about her questions regarding the subscriber list. Nuzzo will investigate subscribers to Job List and Dankner will check with Sarah Dorsey regarding Membership Committee use of names appearing in jobs filled section of the Jobs List.

Dankner thanked Jennifer Ottervik for her report.

D. Publicity Officer.

The Board reviewed the report submitted by Alan Karass.

The Board discussed the possibility of exhibiting at ALA Midwinter in San Diego. Since the incoming Publicity Officer is in San Diego, it was wondered if he could organize the exhibit at minimal cost. It does not look like the budget can accommodate exhibiting at both ALA Midwinter and the Public Library Association this year. Cassaro wondered if we should continue to fund the MLA at ALA party, as attendance is spotty; given the shortage of funds, might that money be better spent on the exhibit? Dankner will ask Jane Gottlieb and Alan Karass about using the party funding to pay for the exhibit.

Dankner thanked Alan Karass for a wonderful job and expressed her appreciation for his years of service in this office.

E. Management Services.

While the Board remains pleased with the work of A-R, some problems of quality control have arisen. These include problems with membership data and failures to answer the MLA phone line. Nuzzo is keeping a record of the problems. Dankner and Nuzzo will renegotiate the A-R contract, starting in November.

X. Reports of Standing Committees.

A. Development/Marketing.

The Board reviewed the report submitted by Ruthann McTyre and Leslie Bennett. Dankner noted that the campaign to increase sustaining members has produced some results. Regarding the Michael Ochs Endowment Fund for Notes, it was suggested that the AMS board be approached for donations, since Ochs has just revolved off of it. Dankner hopes to see more activity in the Development Committee with grants, possibly in connection with the 75th anniversary.

Nuzzo noted that nothing was budgeted for the planned giving brochure; Cassaro suggested that there might be room in the budget and an overage could be approved. The first mailing of the planned giving brochure failed to reach sustaining, student and retired members. Dankner will be in touch with McTyre regarding the number of brochures needed and to see that a letter goes out to sustaining and retired members with the next membership mailing.

Marketing.

There will be restrictions on selling non-Canadian goods at the Vancouver, B.C. conference. The subcommittee might concentrate on donations instead of sales for this meeting only. It should be possible to take orders for marketing items and samples could be displayed, but not sold. Nuzzo suggested having an inventory-reduction sale at the Crystal City meeting, and then the focus could be on new items in time for the 75th anniversary.

Dankner thanked Ruthann McTyre and Leslie Bennett and looks forward to more ideas out of the committees.

B. Education.

The Board reviewed the report submitted by Deborah Pierce.

The committee should send additional information it would like to see in the Convention Manual to Gordon Rowley by April or May. The committee is also encouraged to have the updated Library School Directory ready by fall. The Board is pleased to see the LCSH workshop coming to fruition. Dankner will contact Pierce about adding "Gateway" to the name of the Crystal City Marriott.

It was moved by Virginia Danielson, seconded Richard LeSueur and passed unanimously to approve the budget submitted for the preconference workshop.

Motion

Dankner thanked Deborah Pierce for her work.

C. Finance.

Pauline Bayne chaired the meeting of the Finance Committee in Joe Boonin's absence. Bayne reported that she has updated the Fiscal Policies Handbook and will send copies to the Finance Committee and Board members. The fiscal year 2003-04 budget was reviewed to date. Several overages from the budget were presented for Board approval. **The Board unanimously approved the recommendation of the Finance Committee that the Board approve overages in the following expenditure lines: 6.019, 6.07, 9.012, 9.091 and 11.02.**

Motion

The Board reviewed the MLA convention budget for the 2004 Crystal City meeting. The money that was designated for the President's Reception will go to defray the cost of the MLA banquet. **The Board unanimously approved the recommendation of the Finance Committee that the Convention Manager's proposed budget for the 2004 annual meeting be accepted.**

Motion

The Board unanimously approved the recommendation of the Finance Committee that the \$600-\$800 cost for a cosmetic redesign of MLA's website be approved and booked to the Management Services expenditure lines.

Motion

The Board unanimously approved the recommendation of the Finance Committee that, in order to meet acceptable accounting practices, the quarterly payment to Fidelity Portfolio Advisory Service for investment management be taken from the operating budget, not the fund itself.

Motion

The Board unanimously approved the recommendation of the Finance Committee that the first \$20,000 donated to the Ochs Fund be considered permanently restricted, and that future contributions be considered temporarily restricted. Further, all contributions will be deposited quarterly in the appropriate investment vehicle.

Motion

The Board unanimously approved the recommendation of the Finance Committee that the donations made to the RILM Fund be designated as temporarily restricted, and deposited quarterly into the appropriate investment vehicle.

Motion

The Board unanimously approved the recommendation of the Finance Committee that once the awards amounts are paid out, any remaining donations will be deposited annually in an appropriate investment vehicle.

Motion

Sincere thanks were given to Pauline Bayne for chairing this committee for this meeting.

D. Membership/Recruitment Task Force.

The Board reviewed the report submitted Sarah Dorsey

It was noted that the chair of the Membership Committee would rotate off in 2005. It was suggested that the need for the committee be reexamined at that time.

Recruitment Task Force.

The Board reviewed the report submitted by Jane Gottlieb.

Cassaro will raise the task force for discussion at the Chapter Chairs Breakfast. The timetable remains as: a written report to be presented at the annual meeting in 2004, a possible Town Meeting, final report and project kick-off at the 2005 annual meeting.

Dankner thanked Sarah Dorsey and Jane Gottlieb for their reports.

E. Nominating.

The Board reviewed the report submitted by Michael Rogan.

It was moved by Richard LeSueur and carried by a vote of seven ayes and one abstention (Colby recused himself from the discussion and vote) that the Board approve the slate of candidates for the 2004 election submitted by the Nominating Committee.

Motion

The Board voted not to accept the recommendation of the Nominating Committee for the MLA Citation by a vote of five against and three abstentions.

Motion

Dankner thanked Michael Rogan for his report and for presenting an excellent slate of candidates.

F. Program Committee.

1. 2004 Crystal Gateway Marriott program.

The Board reviewed the report submitted by Rick McRae.

The program includes the use of non-scheduled meeting space and a coffee break with the President in the exhibits area. Co-sponsorship of sessions was encouraged. It was noted that the wording for non-scheduled meeting space needs to be standardized. Danielson observed McRae had made all of the changes requested at the previous Board meeting. The need for data projection packages should be reduced. Registration hours should be reduced. In order for the organ crawl to appear in the meeting registration packet, it must meet the October 17 deadline. If this deadline cannot be met, the organ crawl can still go forward but it must be informal and any fees cannot be collected with conference registration. Dankner will contact Don Brown regarding this.

Dankner will try to resurrect the Program Committee, so all the efforts don't fall on one person.

Dankner sincerely thanked Rick McRae for all his efforts.

2. 2004 Local Arrangements Committee.

The Board reviewed the report submitted by Cathy Dixon and Jane Penner.

Dankner remarked on the pressure on Local Arrangements Committees to raise funds for a reception. The Board wants to get away from the impression that these receptions are required and Dankner will let the committee know that there is no obligation to pursue the reception. Dankner will also contact the committee about the need for consistency in how the location of the meeting is presented in publicity and announcements, i.e. Crystal City or Washington, D.C.

The committee has done and continues to do wonderful work, especially regarding fund raising, and are to be commended for doing so well in these difficult economic times.

3. 2005 Vancouver Program.

The Board reviewed the report submitted by Patricia Stroh.

Danielson commented that the Board had felt no need for a second plenary session. The topic of downloading music might be better treated in a manner like metadata was in the past. Danielson will encourage the committee to pursue this through committee and roundtable presentations, with a concluding hot topic wrap-up session. There is also no pressing need for a preconference workshop. The Local Arrangements and President's Receptions could be combined, freeing up an evening for the

attendees. The topic of music in Canada could also be treated as a thread through committees and roundtables instead of as a plenary.

Dankner thanked Patricia Stroh for her good work so far.

4. 2005 Vancouver Local Arrangements Committee.

No report.

5. Ad Hoc Committee, 75th Anniversary.

The Board reviewed the report submitted by Roberta Chodacki Ford.

Regarding commissioning a composition, the Board does not want to see it limited to art music composers, but to allow popular and jazz music to be considered as well. It is possible that more than one piece could be commissioned, for performances at various times during the meeting. Dankner will ask Chodacki Ford to contact Gerri Ostrove, who worked on the commission for the 60th anniversary.

The Board felt that the committee should coordinate the efforts of the various groups and committees involved in the anniversary. It was suggested that the committee begin to compile a list of potential oral history subjects and to get Therese Zoski Dickman, chair of the Oral History Subcommittee, involved. Also, this project does not have to result in a plenary session. It was also suggested that instead of having the usual poster session at the 75th meeting, that an exhibit of photographs and items from the MLA Archives be presented. The Board would like the committee to pursue the idea of the multimedia exhibit; this is something that could be unveiled at the meeting and mounted on the MLA website in perpetuity.

The Board thanked Chodacki Ford and the committee for their good work so far.

6. Program Planning Issues.

The Board reviewed the report submitted by Virginia Danielson.

Danielson has been working with Jim Zychowicz and Nancy Nuzzo to create a document that could be sent to a percentage of the membership to get their input on the values and benefits of the annual meeting. This would give the membership an opportunity for input in a way similar to the exercise Danielson led the Board through at the Middleton meeting. The Board discussed the size of the sample, the means of dissemination, timing and the content of the survey. It was decided that, given the size of MLA, it would be best to offer the entire membership a chance to respond and not try to limit to a sampling. Since many organizations are now stripping off e-mail attachments due to fear of viruses, an e-mail with a link to a survey form on the web site would be preferred. It would be best to time this so that it does not appear as a critique of one annual meeting; November 1 was set as a goal, to precede the convention mailing. A-R should be able to produce and tabulate the survey at little cost. A five-point Likert scale was selected for ranking the points.

Danielson and Nuzzo will work on finalizing the text. Danielson will work with A-R on the expense and extent of A-R involvement in the process.

Danielson and Nuzzo were thanked for keeping this process moving forward and expanding it to the membership.

G. Publications.

The Board reviewed the report submitted by Publication Chair Karen Little.

The Board noted that it has been a pleasure working with Karen and that she has been a very effective chair.

Thanks were extended to Karen Little for her wonderful work.

XI. Reports of Special Committees.

A. Administration.

The Board reviewed the report submitted by Robert Acker.

Regarding the resume service the Personnel Subcommittee plans to offer at the 2004 meeting, Cassaro suggested that they should extend the topic to include the writing of cover letters.

Dankner thanked Robert Acker for his work.

B. Awards.

1. Bradley.

The Board reviewed the report submitted by Dale Vargason.

The Board unanimously accepted the recommendation of the committee for the first Carol June Bradley Award.

Motion

Dankner thanked Dale Vargason and the committee.

2. Epstein.

The Board reviewed the report submitted by Brad Short.

It was noted that the various awards had different application deadlines and there was discussion about the advisability of standard submission dealing for all awards. It was determined that there was a need for some flexibility. Chairs of awards committees can set their own internal deadlines, keeping in mind that the recommendations must reach the Board in time for its Fall meeting. The topic of accepting applications in electronic format was also raised and discussed.

It was moved by Alan Green, seconded by Richard LeSueur and approved unanimously that electronic attachments be acceptable for award applications.

Motion

It was moved Jim Cassaro, seconded by Alan Green and approved unanimously to accept the recommendation of the committee for the Dena Epstein Award.

Motion

Dankner thanked Brad Short and the committee.

3. Freeman.

The Board reviewed the report submitted by Donna Arnold.

It was moved by Richard LeSueur, seconded by Alan Green and approved unanimously to accept the recommendation of the committee for the recipients Kevin Freeman Award, with the amounts given to be \$388, \$547, \$408 and \$408.

Motion

Dankner thanked Donna Arnold and the committee.

4. Gerboth.

The Board reviewed the report submitted by Marjorie Hassen.

It was moved by Virginia Danielson, seconded by Pauline Bayne and passed unanimously to accept the recommendation of the committee for the Walter Gerboth Award.

Motion

The Board thanked Marjorie Hassen for her report with special thanks for agreeing to chair this committee for an additional year.

5. Publications.

The Board reviewed the report submitted by Deborah Campana.

It was moved by Virginia Danielson, seconded by Richard LeSueur and passed unanimously to accept the recommendation of the committee for the Vincent H. Duckles award.

Motion

It was moved by Virginia Danielson, seconded by Richard LeSueur and passed unanimously to accept the recommendation of the committee for the Eva Judd O'Meara award.

Motion

It was moved by Jim Cassaro, seconded by Virginia Danielson and failed by a vote of two in favor, five against and one abstention to accept the recommendation of the committee for the Richard S. Hill award. No Hill award will be given for 2004.

Motion

Dankner thanked Deborah Campana and the committee for their efforts.

C. Bibliographic Control.

The Board reviewed the report submitted by Matthew Wise.

The Board is looking forward to the report of the metadata working group in the spring of 2005. The Board would like to see a summary of the highlights of BCC in each BCC quarterly report.

Dankner thanked Matthew Wise for his report.

D. Legislation.

The Board reviewed the report submitted by Bonna Boettcher.

Danielson noted that, if she is not already familiar with it, Boettcher should be aware of the EVIADA project, out of the Archives for Traditional Music at Indiana University.

Dankner thanked Bonna Boettcher for her report.

E. Preservation.

The Board reviewed the report submitted by Alice Carli.

Dankner thanked Alice Carli for her report.

F. Public Libraries.

The Board reviewed the report submitted by Stephen Landstreet.

Dankner thanked Stephen Landstreet for his report.

G. Reference and Public Services.

The Board reviewed the report submitted by Martin Jenkins.

Dankner will inquire as to where the Information Sharing Subcommittee intends to publish their article.

Dankner thanked Martin Jenkins for his report.

H. Resources Sharing and Collection Development.

No report was submitted, but Dankner shared an e-mail she had received from Mark Germer on the committee's activities.

XII. Search Committees.

A. Publicity Officer.

The Board reviewed the report submitted by Leslie Bennett.

It was moved by Virginia Danielson, seconded by Jim Cassaro and passed unanimously to accept the recommendation of the search committee to appoint Kenneth Calkins as Publicity Officer, to take effect before the 2004 annual meeting.

Motion

There was discussion regarding the transition of ALA Liaisons, as departing Publicity Officer Alan Karass will be assuming the ALA Liaison duties. Dankner will look into the transition between outgoing ALA Liaison Jane Gottlieb and Karass and the expenses involved.

Dankner thanked Leslie Bennett and the committee for their work.

B. Notes Editor.

Dankner announced that she has appointed a search committee for *Notes* editor. It will be chaired by Richard Griscom and include Bonna Boettcher, David Hunter, Constance Mayer and Eunice Schroeder. The new editor should be decided at the Crystal City annual meeting.

XIII. Joint Committees.

A. AMS, Joint Committee on RISM.

The Board reviewed the report submitted by John Shepard.

Dankner will notify John Shepard that he should send his receipts and a request for 50% reimbursement for attending the committee meeting at AMS to Bob Judd of AMS. MLA will appoint the next chair of the joint committee.

Dankner thanked John Shepard for his report.

B. Archives, Joint Committee with the University of Maryland.

No report was submitted.

Dankner noted that Therese Zoski Dickman had been appointed chair of the Oral History Subcommittee.

C. MPO/MOLA/MLA.

No report.

Dankner reported that she had attended their recent meeting.

D. RILM/US Office.

The Board reviewed the report submitted by Dan Zager.

1. US RILM Office Task Force.

The Task Force will next meet at the AMS meeting; Dankner will join this meeting. The Board expressed its confidence in Dan Zager in his role as chair of the Task Force.

Dankner thanked Dan Zager for his report.

XIV. Representatives to Other Organizations.

A. ALA.

The Board reviewed the report submitted by Jane Gottlieb.

Dankner will contact Jane Gottlieb regarding exhibiting at ALA Midwinter 2004

Dankner thanked Jane Gottlieb for her efforts over the years.

B. NISO.

The Board reviewed the report submitted by Mark McKnight.

It was noted that MLA now has an alternate to NISO, David Sommerfield.

Dankner thanked Mark McKnight for his report.

XV. External Liaisons.

A. MOUG.

The Board reviewed the report submitted by Stephen Luttman.

Dankner reported that MOUG has agreed to provide MLA with the \$1000 requested and thanked MOUG for its support.

Dankner thanked Stephen Luttmann for his report.

B. Organizational Liaisons.

The Board reviewed the report submitted by Richard LeSueur. Richard LeSueur was thanked for his work.

XVI. Old Business.

A. Strategic Financial Planning Update.

Cassaro has been preparing for a Town Meeting on strategic financial planning for the Association, following the model successfully employed by Michael Rogan. He has five critical issues to be addressed. Cassaro would like to stress to the membership that strategic financial planning produces positive results, including results that may not seem directly related to the financial planning process. Following discussion, the issues were put in this order:

1. What is the best organizational structure for the Association? (e.g the division between technical and public services).
2. How to increase membership in an era of declining resources.
3. Using current technology for financial gain.
4. What is the optimal administrative structure for the management of the Association? (including Board offices, terms, etc.)
5. Constructing a long-range development plan.

Danielson suggested that the topics be listed as bullet points in the convention program. Cassaro will write a blurb on the Town Meeting for publication in the next issue of the Newsletter.

B. Legal Issues Update.

Dankner reported that we have settled with the bank and that MLA's legal counsel has received her fee. There had been an agreement not to release the amount of the settlement to the membership. This matter is now considered closed.

XVII. New Business.

A. Proposals for future MLA Annual Meeting.

1. Pittsburgh, 2007.

It was moved by Virginia Danielson, seconded by Richard LeSueur and passed unanimously to accept the invitation to have Pittsburgh serve as the host of the 2007 meeting pending successful hotel negotiations.

Motion

2. New England, 2008.

The Board discussed the proposal from NEMLA on hosting a meeting in 2008. The Convention Managers will be charged with looking into the possibilities. Danielson will discuss the proposal with NEMLA at their chapter meeting.

3. Chicago, 2009.

The Board discussed the feasibility of meeting in Chicago in 2009. Richard LeSueur will mention the possibility to the Midwest Chapter at their meeting.

B. IAML-US.

The Board reviewed the proposal from Jane Gottlieb to appoint an ad hoc committee to explore the relationship between MLA and IAML-US. It was noted in discussion that the benefit would be more for IAML-US than for MLA. **It was moved by Virginia Danielson, seconded by Alan Green and approved with seven in favor and one abstention to appoint an ad hoc committee, consisting of both MLA and IAML-US members, to explore the relationship between the two organizations.** As Dankner is a member of the IAML-US board, she recused herself from the vote.

Motion

C. Groves.

The Board discussed the proposal from Laura Macy, Editor in Chief, Groves Dictionaries of Music, on the creation of an advisory panel for the Grove. It was noted that the Society for Ethnomusicology has already approved a delegate. **It was moved by Virginia Danielson, seconded by**

Motion

Alan Green and approved unanimously that the Board is in agreement in principle with having MLA representation on the Grove advisory board.

XVIII. Adjournment.

The Board expressed its appreciation to Michael Colby for hosting the meeting.

It was moved by Jim Cassaro, seconded by Richard LeSueur, and carried unanimously to adjourn the meeting at 10:55 a.m.

Motion

Respectfully submitted by Michael Colby, Recording Secretary.

Appendix I. New Policies Adopted by the Board.

1. Annual reports to be requested at an appropriate interval following the Fall Board meeting (IV.)
2. MLA to investigate professional convention management (IX.B.)
3. Quarterly payments to Fidelity Portfolio Advisory Service to be taken from the operating budget and not the fund itself (X.C.)
4. After awards are paid out, remaining donations to be deposited annually in an appropriate investment vehicle (X.C.)
5. Electronic attachments acceptable for award applications (XI.B.2.)
6. Ad hoc committee appointed to explore MLA's relationship with IAML-US (XVII.B.)
7. MLA representative on Grove advisory board approved in principle (XVII.C.)