

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Princeton, New Jersey, September 21-22, 2001

Friday, September 21: 1:00-4:25 pm; Saturday, September 22: 1:00 pm-6:10 pm

Present: Jim Cassaro (presiding), Michael Colby (recording), Allie Wise Goudy, Laura Gayle Green, Neil Hughes, Paula Matthews, Michael Rogan, Leslie Troutman, Philip Vandermeer

Guests: Gordon Rowley (VIII.B), Jane Gottlieb (IX.C.1)

Due to the tragic events of September 11, several Board members were unable to travel to Princeton for the board meeting, which had to be rescheduled from September 13-16. The Parliamentarian reported that, according to Section 48 of *Roberts' Rules of Order*, a conference call would satisfy the requirement that all Board members be in the same room in order to discuss issues and vote. Section 48 also states that such actions, performed in the case of an emergency, must be ratified at the next full meeting of the Board. Board members Allie Wise Goudy, Laura Gayle Green, Leslie Troutman and Philip Vandermeer participated via conference call.

Just prior to this meeting, Lynn Gullickson had submitted her resignation as Recording Secretary. Cassaro proposed that Michael Colby be appointed as Recording Secretary and the Board approved this appointment. Member-at-large Beth Rebman had also resigned; Cassaro proposed that the candidate from that board election who received the next largest number of votes (in this case, Deborah Pierce) be appointed to fill out Rebman's term; the Board approved.

I. Approval of the Agenda.

Two items were added to the agenda:

XVII.B. Reappointment of the Special Officers

XVII.C. Legal Action against the Bank

The dates of the meeting were changed to reflect the current meeting schedule.

It was moved by Paula Matthews, seconded by Leslie Troutman and carried unanimously that the agenda be approved with the amendments.

MOTION

II. Recording Secretary's Report. Lynn Gullickson.

Troutman had submitted several corrections via email. It was noted that the Ad Hoc Committee on an Aggregated Website had been approved and will hold a Town Meeting in Las Vegas. Also noted was correction of the spelling of Matt Grzybowski's name. Page 23 should be corrected to reflect that the Finance Committee had determined that the rate of the Advertising Manger's honorarium would be 17% of the revenue for the fiscal year. **It was moved by Paula Matthews, seconded by Michael Rogan and carried unanimously that the minutes be approved as amended.**

MOTION

III. Parliamentarian's Report. Allie Wise Goudy

Goudy reported that she had changed all references from Secretary and Treasurer to Treasurer/Executive Secretary in the Administrative Handbook and the index, with the appropriate references in the index. The name and the charge of the Automation Subcommittee were corrected to the Integrated Library Systems Subcommittee (Table of Contents for Section V and Section V.I.2.a.). Only tentative changes were made in the duties of the Treasurer/Executive Secretary and Assistant Parliamentarian as discussed at the Madison meeting, as a final decision was not made at that time. This needs to be determined at some point, possibly at the Las Vegas Board meeting, after which the changes can be made to the Handbook. These are in Section II under Section II.E.13.a. and II.E.14.h. and are marked with changes. See II.F.16 and II.F.23 to see omits from Treasurer/Executive Secretary. It was not known what progress Rebman had made with the Activities Roster; Goudy will contact Rebman. Goudy

will also research the language on the audit for Section II.E.i in past minutes (probably from the St. Louis meeting).

IV. Treasurer/Executive Secretary's Report. Laura Gayle Green

Green has a proof of the Membership Handbook. It was possible to save some space in the front matter in how the award winners are listed. The new MLA logo will be on the cover. She will consult with A-R about electronic proof editing. The handbook should appear some time in October. The President noted that he needs new letterhead stationary. The printed Administrative Structure will carry a note to check the website for the most current information on committee membership. Green has been happy working with A-R. Regarding the budget, there will be some income showing this fiscal year that was reported in the past fiscal year. This income is mostly donations made at the New York conference; the Fiscal Officer will need to have these figures documented in order to get an accurate picture of the budget year. Laura has put the Placement Officer (Renée McBride) in touch with Jim Zychowicz of A-R and Jim is supplying Renée with information about changes in subscribers to the *Job List*. A-R is also working on the process for *MCB* renewals and will be sending out invoices shortly. A-R has been looking at our calendar and thinking ahead about a lot of these processes. Laura has sent the end of year fiscal files to Hertzbach for the audit; they have visited A-R regarding the audit and a report on the audit is anticipated in the near future. Cassaro needs a list of donors over \$100 (both from dues renewals and from donations made at the New York meeting) soon so that he can acknowledge them. Green is working with A-R to create a template letter for donors under \$100. Green is still booking income; the budget report given only includes figures through the end of July. Tasks on Laura's to-do list include: annual copyright registration for *Notes*, mailing of the Postal Service form for *Notes* ownership, Colby is working on updates to the current Administrative Structure, the forms on the web page need to be checked to verify that they are current (Troutman is assisting with this). Reimbursement forms can be found on the website. Currently, investments are losing value, as is the market in general.

There have been 1311 total renewals to date, including individual memberships, subscriptions and institutional memberships. The grand total of 2616 members includes members who have not yet renewed for this year.

V. Past President's Report. Paula Matthews

Paula Matthews has been contacting chapter chairs about their reports. The chapters are moving forward in planning their meetings in these trying times. Paula hopes to visit several chapter meetings this fall.

A. Best of Chapters

The Board reviewed the report submitted by Suzanne Moulton-Gertig and offered hearty thanks for the incredible work she has done. The Board also supported her idea to make the chair a two-year appointment with Moulton-Gertig continuing as chair for a second year.

VI. President's Report. Jim Cassaro

Jim Cassaro reported that all pending appointments have been made. Laura Gayle Green and Cassaro are working on personal letters to corporate members and patrons. When Honorary Members make dues payments, these will be considered donations. A potential donor has approached the President about procuring seed money for a RILM endowment with the goal of ensuring permanent support for the RILM office. Cassaro will also approach a potential donor about starting a *Notes* endowment fund. Regarding the Mellon Grant, George Hill was asked about the form the index to *Collected Editions, Historical Series & Sets & Monuments Of Music: A Bibliography* would take; it will be in some electronic form. He has not heard back from the Mellon Foundation about MLA's proposal to administer the grant.

VII. Editor's Reports

A. Basic Manual Series

The Board reviewed the report submitted by Jean Morrow and thanked her for her work.

B. Index and Bibliography Series

The board reviewed the report submitted by Mark Palkovic and thanked him for his work.

C. Music Cataloging Bulletin

No report received.

D. Newsletter

The board reviewed the report submitted by Linda Hartig and thanked her for her work.

E. NOTES

The board reviewed the report submitted by Linda Solow Blotner. There was discussion about the new column of sound recording reviews. In light of Pat Wall's comments about the fiscal soundness of keeping the size of the journal down, this topic will be discussed at the Las Vegas meeting. Blotner is encouraged to get feedback on this new column quickly. Blotner was thanked for her work.

F. Technical Reports

The board reviewed the report submitted by H. Stephen Wright and thanked him for his work.

G. Website

The Board reviewed the report submitted by Judith Pinnolis. It was mentioned that reports have been heard of difficulty in finding some material on the website. Troutman wondered if Atom-z, the search engine suggested by Pinnolis, would search pdf documents. Matthews expressed her enthusiasm for the work of the advisory group to the Website Editor and commented that this may be a source for future web editors. Concern was expressed about updating and that information in the Administration Structure and committee memberships were not always in agreement. A mechanism needs to be put in place to facilitate updating of this information. Some names were suggested for future web editors, including Paul Cauthen, Sha Towers and Rebecca Littman. Matthews recommended considering someone geographically near to Pinnolis, such as Peter Munstedt. Pinnolis was thanked for her efforts.

VIII. Special Officer's Reports

A. Advertising

The Board reviewed the report submitted by Susan Dearborn and thanked her for her work.

B. Convention Manager

Gordon Rowley presented a budget for the convention. Tax-exempt status in the state of Nevada needs to be explored. A target registration figure of 350 was used for conservative planning, given the current situation. The proposed budget is to break even, based on that figure. The proposed fees are generally \$25 less than those of the New York meeting (they could drop another \$10 if MLA is tax-exempt in Nevada). Food costs are being held down and rooms are being consolidated in an attempt to keep the equipment budget down.

Proposals have been received from three firms for the exhibits. Freeman Decorating offered a three-year proposal. Troutman noted that the budget includes three coffee breaks but the current preliminary program only shows two. There was also a comment that future meetings should explore nearby academic institutions for computer and Internet connections at no cost to the association.

It was moved by the Finance Committee to accept the recommendations for meeting fees (listed below) and carried unanimously.

MOTION

Early registration including banquet (postmarked before January 18, 2002)
MLA Members and affiliates: \$150
MLA Members in first three years of professional service: \$125
Non-MLA Members: \$225

Regular registration including banquet (postmarked after January 18, 2002)
MLA Members: \$200
Non-MLA Members: \$275

Student registration including banquet: \$80

Single-day registration (does not include banquet): \$70

Exhibit tables: \$500 per table

Extra banquet ticket: \$50

Program advertising:
Cover: \$300
Full-page ad: \$200
Half-page ad: \$125

C. Placement Officer
The Board reviewed the report submitted by Renée McBride and thanked her for her work.

D. Publicity Officer
The Board reviewed the report submitted by Alan Karass and thanked him for his work.

IX. Reports of Standing Committees

A. Development Committee/Marketing Subcommittee

The Board reviewed the reports submitted by Ruthann McTyre, Chair of the Development Committee and Leslie Bennett, Chair of the Marketing Subcommittee. Leslie Troutman noted that the membership brochure presented by the Membership Subcommittee was actually tri-fold and not the gatefold style as approved by the Board at the Madison meeting. Matthews commented that the brochure should have been run through the Publications Committee. Cassaro will ask Sarah Dorsey and Ruthann McTyre to send it to the Publications Committee. For the planned giving brochure, it was noted that there needs to be consistency in language (e.g. "the MLA" vs. "MLA.").

It was moved by Phil Vandermeer, seconded by Paula Matthews and carried unanimously to accept the subcommittee's recommendation on the use of the MLA corporate logo in ads.

Michael Rogan raised some questions on the retention and expansion of Sustaining Members. Laura Gayle Green commented that the Membership Committee could contact lapsed members. The Board supports the idea of honoring long-term members and urges the committee to pursue it. The Marketing Subcommittee has been in contact with the Assistant Convention Manager about better visibility in table location at the Annual Meeting.

McTyre, Bennett, and Dorsey were thanked for their efforts.

B. Education Committee

The Board reviewed the report submitted by Deborah Pierce, chair and thanked her and the committee for their work.

MOTION

C. Finance Committee

It was moved by the Finance Committee and carried unanimously that the Association enter into a three-year contract with Freeman Decorating for exposition services.

MOTION

It was discussed and codified that the Board establish a total honoraria for *Notes* and that it will be distributed to the editors by the *Notes* editor. It was also brought to the Board's attention that the by-laws do not allow for the cancellation of the annual meeting. Consequently, in the event of a cancellation, the liability to the association would be the hotel's anticipated revenue from room rentals, which for Las Vegas is approximately \$109,000.

Work continues on the draft of the Fiscal Policies Handbook. It lists all honoraria. The Advertising Manager's honorarium will reflect 17% of the advertising revenue. Hertzbach needs to be added to the annual audit procedure and the information on our professional management needs to reflect our current arrangement with A-R. The handbook will be presented to the Board at the Las Vegas meeting and then posted on the website.

Vandermeer expressed his sincere thanks to Hughes for running the Finance Committee meeting in his absence.

1. Investments Subcommittee

Jane Gottlieb reported on the Investments Subcommittee via conference call. She reported that the subcommittee was disturbed by the withdrawal from the MLA Fund, as they are of the opinion that the principal should not be touched. They recommend that in the future, prior to withdrawing from the fund, other alternatives (for example, bridge loans) should be explored. Vandermeer commented that the Finance Committee needs to be in better communication with the Investments Subcommittee in the future, especially regarding withdrawals. Jane was thanked for her eloquence; she will attend the Finance Committee meetings in Las Vegas.

D. Membership

The report of the Membership Committee was discussed above along with the report of the Development Committee.

E. Nominating

The Board reviewed the report submitted by Leslie Bennett, Chair.

It was moved by Paula Matthews, seconded by Philip Vandermeer and carried by a vote of seven ayes and one abstention (Colby recused himself from the discussion and vote) that the Board approves the slate of candidates for the 2002 election submitted by the Nominating Committee.

MOTION

Bennett needs to be asked to provide biographical information on all candidates for the ballot. There was discussion about Michael Colby's being appointed to fill out the term of the resigning Recording Secretary and appearing on this slate. Cassaro noted that Recording Secretary is the one board position that may be reelected. Goudy pointed out that it is not a parliamentary problem.

Leslie Bennett and her committee were profusely thanked for their diligent work.

F. Program Committee

1. Las Vegas Program

The Board reviewed the report submitted by Stephen Davison, Chair of the Program Committee. Questions included what the B. B. King presentation would entail and when we would know for sure about his availability. This will be referred to Davison. What is the status of the banquet entertainment and how does the MLA Big Band fit into this? This will be referred to Cheryl Taranto. The requests by performing groups need to abide by the Administrative Calendar. There will be other functions at the Riviera Hotel and we will not be the largest, so it may not be possible for the hotel to accommodate last minute requests. The Town Meeting and the Composer/Performer Roundtable were not reflected in the preliminary program. The Town Meeting should be early in the program. Ask MLA needs to remain after the plenary. Constance Mayer needs to be asked about the plans of the Information and Resource Sharing Subcommittee. The Monday Board meeting needs to be added. Stephen needs to check with Renée McBride regarding the hours for the Placement interview room. Why is the Reference Performance Subcommittee meeting on Friday?

Stephen was profusely thanked for his work so far.

The meeting of the Program Committee and the Local Arrangements Committee was moved from Sunday evening to Monday morning in order to have the hotel staff fully represented. Preliminary program information needs to go to Judy Pinnolis for posting on the website; a link needs to be made between Stephen's website and the MLA website. The deadline for these items is October 1.

The timetable for ballot and convention mailings is as follows: Camera-ready copy for the ballot is due to Jim Zychowicz by October 10 (Leslie Bennett needs to be notified; this will include candidate bios and statements from the presidential candidates). The convention mailing materials are due to the Treasurer/Executive Secretary by October 13; make sure the standard wording about cancellation is present. The convention mailing should be received by A-R by October 19. Ballots and convention materials should be mailed to the membership on November 3. Ballots are due to be returned by December 11. Verification of the counting of the ballots is due on December 18. Election returns are due to the President and the *Notes* editor on December 19. The deadline for hotel reservations is January 16 (this needs to be changed on the Calendar). The program is due at the printer on January 25.

2. Las Vegas LAC

The Board reviewed the report submitted by Cheryl Taranto, Chair, which was discussed in conjunction with the report of the Program Committee, above. Cheryl was thanked for her work so far.

3. Austin Program

The Board reviewed the report submitted by Ken Calkins, Chair. The Board is enthusiastic about the proposed program on metadata, but not that on the Indiana University Digital Library; topics of plenary sessions should be broader in scope. The session on the sound recording industry was also found to be interesting and timely. There was less enthusiasm for the program on the Music Thesaurus Project. Ken was thanked for his efforts to date.

G. Publications

The Board reviewed the report submitted by Nancy Nuzzo, Chair. A list of titles from JSTOR was amended to the committee's report. Nancy was thanked for her report.

X. Reports of Special Committees

A. Awards

1. Dena Epstein Award

The Board reviewed the report submitted by Peter Munstedt, Chair. **It was moved by Michael Rogan, seconded by Paula Matthews and passed unanimously that the Board accept the recommendation of the Dena Epstein Award Committee for the 2002 Epstein Award.** The committee was thanked for their work.

MOTION

2. Kevin Freeman Award

The Board reviewed the report submitted by Brad Young, Chair. **It was moved by Philip Vandermeer, seconded by Michael Rogan and passed unanimously that the Board accept the recommendation of the Kevin Freeman Award Committee for the 2002 awards.** It was noted that although all awards need not be given every year, there has been concern in the past that this award should definitely be given every year. It was further noted that all the money available for the award this year was not awarded. These concerns will be passed on to the next chair. Young and the committee were thanked for their work.

MOTION

3. Walter Gerboth Award

The Board reviewed the report submitted by Margaret Ericson, Chair. **It was moved by Neil Hughes, seconded by Paula Matthews and passed unanimously that the Board accept the recommendation of the Walter Gerboth Award Committee for the 2002 awards.** Rogan wondered if the change in the award's criteria made a difference this time. While Cassaro and Troutman mentioned that all awards do not need to be given every year, Matthew commented that since these awards are given in memory of the people for whom they are named that it is beneficial to have them awarded. The committee was thanked for their work.

MOTION

4. Publications Awards

The Board reviewed the report submitted by Jerry McBride, Chair. **It was moved by Matthews, seconded by Michael Rogan, and carried unanimously, that the Board accept the recommendation of the Publications Awards Committee for the 2002 Vincent H. Duckles, Richard S. Hill, and the Eva Judd O'Meara Awards.**

MOTION

The committee was thanked for their work.

B. Administration
No report submitted.

C. Bibliographic Control
The Board reviewed the report submitted by Matthew Wise, Chair. The Board thanked the committee for their work.

D. Legislation
The Board reviewed the report submitted by Bonna Boettcher, Chair. The committee was thanked for their work.

E. Preservation
The Board reviewed the report submitted by Marlena Frackowski, Chair. The committee was thanked for their work.

F. Public Libraries
No report submitted.

G. Reference and Public Services
The Board reviewed the report submitted by Kathleen Abromeit, chair. Troutman commented that the committee needs to take the discussion on the structure of RAPS outside of the subcommittee chairs. The committee should be open to the possibility of outside assessment of this committee.

XI. Search Committees

A-B. Assistant Convention Manager/Convention Manager and Newsletter Editor
The Board reviewed the reports submitted by Judy Tsou and Debbie Campana, respective Chairs. The committees are moving forward with their charges. Board members are urged to suggest candidates to the committees. Pat Wall of A-R Editions has suggested that the Association consider hiring the services of professional convention manager. Tsou, Campana, and their committees were thanked for their work thus far.

XII. Joint Committees

A. AMS/MLA Joint Committee on RISM
No report submitted.

B. Archives, Joint Committee with the University of Maryland
As requested by this committee, Cassaro has sent a letter to Bonnie Jo Dopp.

C. MPA./MOLA Joint Committee
No report submitted.

D. RILM/US Office Governing Board
The Board reviewed the report submitted by Dan Zager and thanked him for his work.

XIII. Representatives to Other Organizations

A. ALA

No report submitted.

B. NISO

The Board reviewed the report submitted by Mark McKnight and thanked him for his work.

XIV. External Liaisons

A. MOUG

No report submitted.

B. Organizational Liaison Committee

No report submitted.

XV. Roundtables

No report.

XVI. Old Business

A. Membership Handbook

B. Transition to A-R Editions, Inc.

The above were covered in the Treasurer/Executive Secretary's report.

C. Review of By-Laws/Constitution

The Board reviewed the report submitted by Jim Farrington, Chair of the Constitution and By-Laws Revision Working Group. Any comments on bringing our by-laws up to modern practice should be given to Jim Cassaro, who will forward them to Jim Farrington. The Board looks forward to a fuller report from this ad-hoc committee at the Las Vegas meeting. Cassaro will check with Jim Farrington about the timetable for amendments to the By-Laws.

D. MLA Web Issues

These were covered in Judy Pinnolis' report.

E. Affiliate Organizations

The discussion on what perks to offer MLA affiliate organizations was tabled until the Las Vegas meeting.

F. Endowment Funds

1. RILM

This was discussed above in the President's Report.

2. *Notes*

No discussion.

G. Mellon Grant

Cassaro reported that there has been no further information on this.

XVII. New Business

A. Strategic Financial Planning

Given the somewhat truncated nature of the meeting due to the inability of some members to travel, this discussion was tabled for the Las Vegas meeting.

B. Reappointment of Special Officers

Cassaro had faxed a letter to Green asking her to serve for another year as Treasurer/Executive Secretary. Green is willing to continue under certain conditions. These conditions include A-R Editions taking on more financial responsibilities as soon as possible; in exchange she will relinquish part of her honorarium to help cover the additional fees from A-R. The transition could happen

in a matter of months. There was agreement among the Board that it would be a good thing for the association to have professionals handling these tasks. Troutman noted that in the future, the Board would need to revisit what the honorarium for the Treasurer/Executive Secretary, as well as the other fiscal implications. Cassaro will set up a conference call with A-R.

It was moved by Paula Matthews and seconded by Leslie Troutman that the Board reappoint the Special Officers and Editors with the understanding that in reappointing that their reports are also being accepted.

MOTION

An exception was made in that discussion was needed in the case of the Notes report. There was also no MCB report. Reports were received and accepted from the Placement Officer (Renée McBride), Convention Manager (Gordon Rowley), Management Services (A-R Editions/Jim Zychowicz), Publicity Officer (Alan Karass) and Advertising Manager (Susan Dearborn). The editors need to be encouraged to pursue new titles in their series, as well as new editions of old titles. **The motion passed unanimously.**

C. Legal action

Cassaro read the text of the letter from the attorney, Kathryn Miller Goldman. Matthews commented that the issue was not only legal, but moral as well and pointed out that the case affects those who served on the board during the years in question. The cost to the organization to just begin the process could possibly be \$7,000 to \$10,000.

It was moved by Paula Matthews and seconded by Michael Rogan that the association proceed as recommended by legal counsel to attempt to recover the monies diverted from the association's accounts.

MOTION

The discussion reflected the desire to put the past behind and to move forward, both the dollar expense (at this point unknown) to the association in pursuing legal action as well as the emotional expense, the desire that justice be made, concerns about depositions of past officers, and communicating with the membership on the issue. **After considerable discussion, the motion carried with six in favor and two opposed.** Cassaro will contact counsel and request them to move forward. The lawyer's letter will go out to the membership with the ballot mailing; the letter will only go to members.

XVIII. Adjournment

Cassaro thanked all for their flexibility and the giving of their time in this difficult period in order to keep the work of the association moving forward. **It was moved by Paula Matthews, seconded by Michael Rogan and passed unanimously to adjourn the meeting.**

MOTION

Appendix I. New Policies Adopted by the Board

1. References to Executive Secretary revised to Treasurer/Executive Secretary and name and charge of Integrated Library Systems Subcommittee revised in the Administrative Handbook (III.)
2. Revision of information in Fiscal Policies Handbook to reflect Hertzbach in the audit procedure and our professional management arrangement with A-R (IX.C.)

Appendix II. List of Actions to be Taken.

Action	By whom	By when
1. Ratify motions and votes taken at Princeton.	Board	Las Vegas
2. Changes in the duties of Treasurer/Executive Secretary and Assistant Parliamentarian in the Handbook (III.)	Goudy	Las Vegas
3. Contact Beth Rebman about state of Activities Roster (III.)	Goudy	Soon
4. Research language on the audit from past minutes for Section II.E.i of Administrative Handbook (III.)	Goudy	Soon
5. Consult with A-R about electronic proof editing of Membership Handbook (IV.)	Green	Soon
6. New letterhead to the President (IV.)	Green	Done
7. Document income from past fiscal year reported in this fiscal year, report to Vandermeer (IV.)	Green	Soon
8. Revise process for <i>MCB</i> renewals and send out invoices (IV.)	A-R	Soon
9. List of donors over \$100 to President (IV.)	Green	Soon
10. Create template for letters to donors under \$100 (IV.)	Green & A-R	Soon
11. Annual copyright registration and mailing of Postal Service form for <i>Notes</i> (IV.)	Green	Soon
12. Updates to current Administrative Structure (IV.)	Colby	Done
13. Appointment of chair of Best of Chapters (V.)	Matthews	Las Vegas
14. Letters to corporate members and patrons (VI.)	Green & Cassaro	Soon
15. Approaching donors for RILM and <i>Notes</i> endowments (VI.)	Cassaro	Soon
16. Discussion on size of <i>Notes</i> (VII.E.)	Board	Las Vegas
17. Creation of mechanism to facilitate synchronization of committee memberships in Administrative Structure and website (VII.G.)	Board & Pinnolis	Soon
18. Ask Dorsey and McTyre to send membership brochure to Publications Committee (IX.A.)	Cassaro	Done
19. Advise Membership Committee to pursue ideas for honoring long-term members (IX.A.)	Green	Soon

20.	Determine status of convention entertainment and MLA Big Band role (IX.F.1.)	Troutman & Taranto	Soon
21.	Convention information to Pinnolis for website	Davison	Oct. 1
22.	Camera-ready convention copy (including ballot and bios) to Zychowicz (IX.F.1.)	Bennett & Green	Oct. 10
23.	Convention materials to Treasurer/Executive Secretary (IX.F.1.)	Davison	Oct. 13
24.	Convention materials at A-R (IX.F.1)	Green	Oct. 10
25.	Ballots and convention materials mailed to membership (IX.F.1.)	A-R	Nov. 3
26.	Verification of counting of ballots (IX.F.1.)	Green	Dec. 18
27.	Election results to President and <i>Notes</i> editor (IX.F.1.)	Green	Dec. 19
28.	Change hotel reservation deadline in Administrative Calendar (IX.F.1.)	Green	Soon
29.	Program due at printer (IX.F.1.)	Davison	Jan. 25
30.	Pass concerns about Freeman Award to next chair (X.A.2.)	Cassaro	Las Vegas
31.	Comments on by-laws to Farrington (XVI.C.)	Board	TBA
32.	Check with Farrington about timetable for amendments to by-laws (XVI.C.)	Cassaro	Soon
33.	Discussion on perks for affiliate organizations (XVI.E.)	Board	Las Vegas
34.	Set up conference call with A-R on their taking on more fiscal duties (XVII.B.)	Cassaro	Done
35.	Advise counsel to move forward on action against banks (XVII.C.)	Cassaro	Done