I. September 14th, 2022
II. MLA Conference Travel Grants Committee
September 2022 Quarterly Report for the MLA Board

III. Group Members: Andrea I. Morris (2020-2023), Daniel Ray (2021-2024), Terry Lewis (2021-2025)

IV. Board Action Required
None

V. List of Previous Goals and Progress Made
- Sent out calls for 2023 awardees on August 29th, 2022 with a deadline of September 23rd, 2022, and an application review interval of two weeks. Recommendations for awardees will be sent to the board no later than October 7th to allow for review prior to—and approval at—the October 14th board meeting. Recipients will be notified the week of October 17th.
  - Coordinated notification dates with Diversity Award Scholarship Chair, Ellen Ogihara to maximize funding availability before public announcements.
  - Special care was taken to make members aware of the travel ban to 22 states with active discriminatory laws for California state employees eligible for reimbursement through their jobs.
  - Objective 4.1: Decide the official platforms that the organization will use to communicate and host communication among members. Consider ways to approach norms of behavior in these spaces and which spaces will have a Code of Conduct or be moderated.
- Create an accessible handbook for the Committee’s space on the MLA website.
  - Andrea has made templates for board reports, calls, survey questions, and a cover page including important annual duties. Work remains to be done on formatting the handbook using accessibility best praxes, and sharing it with committee members for review/information they wish to preserve.
  - Objective 4.3: Develop and/or formalize on-boarding for new members, new committee members, and committee chairs. Incorporate current DEIA efforts into this training.