

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Rochester, New York, September 26-27, 2013

Thursday, 26 September, 9:06AM-5:03PM; Friday, 27 September, 8:39AM-6:00PM

Present: Linda Blair, Stephanie Bonjack, Pamela Bristah (recording), Paul Cary, Michael Colby (presiding), Michael Duffy, Paula Hickner, Steve Landstreet, Jerry McBride, Rick McRae, Mark Scharff

Guests: Laura Gayle Green, Jim Farrington, Gerry Szymanski (08.b and 09.n.1)

All public reports to the Board were available at the time of the meeting at <https://www.dropbox.com/sh/jx9h2m7kpjbe1d7/f8yl4bKnir>

The meeting was called to order by President Colby.

01. Approval of Agenda

It was moved by Stephanie Bonjack and seconded by Michael Duffy that the agenda be approved as amended. The motion passed unanimously.

02. Recording Secretary's Report. Pamela Bristah

It was moved by Steve Landstreet and seconded by Mark Scharff that the minutes of the Board meeting held in Middleton, Wisconsin, May 23–25, 2013, be approved. The motion passed unanimously.

It was moved by Rick McRae and seconded by Paula Hickner that the minutes of the Board meeting held online June 24, 2013, be approved. The motion passed unanimously.

It was moved by Mark Scharff and seconded by Steve Landstreet that the minutes of the Board meeting held online July 11, 2013, be approved. The motion passed unanimously.

It was moved by Michael Duffy and seconded by Mark Scharff that the minutes of the Board meeting held online August 27, 2013, be approved. The motion passed unanimously.

03. Parliamentarian's Report. Mark Scharff

It was moved by Jerry McBride and seconded by Pamela Bristah to approve the addition of the Planning Committee to the Administrative Handbook. Colby and Scharff will draft language for the handbook. The motion passed unanimously.

Scharff will add language to the Advertising Manager section of the Administrative Handbook relating to online advertising, and will replace references to postcard mailings with notifications.

The Administrative Handbook makes no mention of Board reports. The Planning Committee will clarify the reporting schedule for all entities in the Administrative Structure, and this information will be added to the Handbook. Planning will also draft an introduction to the Handbook, describing its overall purpose, for Board review. See also Planning, 09.1.

The Administrative Handbook is currently a Google document, editable via login. Scharff questioned whether this is the best option for the Handbook, and whether there should be a master copy. To increase security, the MLA Web Officer could reset the login with each new Parliamentarian. Scharff will confer with Web Officer Verletta Kern re: resetting the login, and review the home location of the Handbook with Cary.

04. Administrative Officer's Report. Paul Cary
Budget report FY 12-13

Total regular income for FY 2012-2013 was \$467,260. This was 105% of the budgeted amount of \$445,427. Total expense was \$475,317 or 102% of the budget of \$468,083.00. So the operating budget without any help from donations or endowments was \$8,058 in the red.

Other income amounted to \$100,161. Of that amount, \$79,171 was growth in investments and \$20,990 was contributions.

Our total net income for the year, including all these figures, was \$92,103. I'm not sure that's a very meaningful figure but we do report it every year.

All major income categories were above budget, with the largest difference in the convention, which was \$18,000 over expectations. That was partially offset by a \$9,000 overage in expenses, but the convention did well this year.

To repeat what I said in May, but with updated figures, meeting income stands at \$165,890, which is over projections by \$18,663, 111% of budget (\$147,227.00). Note, however, that meeting expense (\$170,114) was also over budget (\$161,035.00) by \$9,079. So the convention did better than we projected but still lost over \$4,000.00. This despite the fact that donations in support of the convention (3.014) exceeded budget by over \$6,000.00. In fact, virtually all convention income lines were up.

In terms of other expense lines, the extra costs for YourMembership.com pushed Web Design and Development over budget by almost \$4,300, contributing to an overage in Management Services of almost \$12,000. Program Expenses and Other Member Services both came in slightly under budget. Publications was just slightly over budget on the expense side.

Budget report FY 13-14

Total income is at \$125,070 or 28% of budget. Last year at this time we stood at \$130,466 or 29% of budget. Dues income is \$104,145 or 73% of budget, compared to last year when we had \$96,545 (69% of budget). *Notes* advertising is on target at 24%. It is hard to predict other income this early in the year. Royalties come in primarily in the spring and we have no idea yet how the annual meeting will do.

Most expense lines look good right now. Web Design & Development (6.0122) is at 72% and may go over budget. Administrative Postage is at 45% already and may also go over. Administrative Officer, Other (6.038) includes an \$870 invoice for work on the logo and branding for the 2015 IAML meeting in New York. This needs to be rebooked to a separate set of lines. IAML Dues (8.034) were about \$800 over budget. Not sure if that's because we had more IAML members. I suspect it may have more to do with unfavorable exchange rates. *Notes* Office Postage (9.06214) is a pleasant surprise at only 10% of budget. We are hoping to save about half of 9.082, Web Maintenance and Hosting, by exiting our hosting arrangement with iMedia. Altogether expenses are at 14% of budget, compared to 13% at this time last year.

This does not play directly into the budget, but \$2,515 has been given to the various funds, compared to \$4,059 at this time last year.

Investments

On September 19, 2013, MLA's investments totaled \$956,511. Of this amount, \$736,570 was held at Fidelity, while the remaining \$219,941 was in socially-responsible funds at Calvert. Deposits of donations for January through September will be made in October and the balance of the calendar year will be made in January.

A-R has allocated growth through June among the various funds. Restricted fund balances this year and, for purposes of comparison, last year:

2012	2013	Restricted Fund
3329.00	2,810.00	Bradley
28,835.09	31,130.09	Gerboth
32,645.62	35,134.62	Duckles
11,082.80	11,579.80	Hill/O'Meara
56,660.25	61,385.25	Epstein
45,476.55	47,721.55	Freeman
15,890.83	17,151.83	Wicker
40,639.13	42,824.09	Ochs
43,271.41	44,520.29	RILM
2565.00	2,585.00	IAML Ratliff
15,265.00	15,362.00	IAML Coral

Publications

At this point, there is not much new to report in terms of Publications. See the note about MCB under web site transition.

Membership

In aggregate we are one member ahead of the numbers this time last year. We are lagging in Individual-U.S., Sustaining, and Students. Institutional members and subscribers from outside the U.S. are both ahead of last year.

Membership type	2012-2013 Final	2012-2013 to 9/4/2012	2013-2014 to 9/23/2013
Individual-US	468	347	323
Individual-NonUS	32	20	19
Institutional US	165	131	161
Institutional NonUS	31	20	44
Student US	98	49	50
Student NonUS	2	1	0
Retired-US	49	38	37
Retired-Non US	5	4	4
Sustaining-US	69	68	49
Sustaining-Non US	0	0	0
Associate-US	8	3	2
Associate-Non US	1	1	0
Corporate Patron-US	5	6	4
Corporate Patron-NonUS	2	1	1
Corporate Member-US	7	5	2
Corporate Member-NonUS	0	0	0
Paraprofessional-US	31	19	26
Paraprofessional-NonUS	1	1	1
Notes Institutional US sub	110	72	62
Notes Institutional Non-US	80	37	39
Totals	1164	823	824
IAML individual	121	73	82
IAML institutional	116	2	3

IAML

IAML memberships stand at 82 Individual and 3 Institutional. This compares favorably to last year at this time, when we had 73 Individual and 2 Institutional. The IAML membership bill has been paid.

After much help from various people with gathering records, the IAML final tax return (for 2011) has been prepared and awaits my signature. We engaged SVA to do this for us. I do not yet have a firm cost from SVA but it should be within the \$1,100 to \$1,300 range that they quoted us. SVA's fee will be paid from reserved IAML funds.

Web site transition, Administrative Structure, and A-R Editions

The transition to YourMembership.com (YM) has made great strides and we are ready to go live on or around October 1. We decided in late summer to move essentially everything from our Ektron implementation (hosted by iMedia) over to YourMembership. We hope to go dark at iMedia by November or December, saving \$250 per month.

The Web Committee has done great work, and everyone on the committee has taken leadership for at least one area. I am very impressed with everyone on the committee, and I can't say enough about how Verletta Kern has taken charge of the overall transition. We have revamped the menu structure, designed pages and buttons, set up memberships and events, imported member data, and migrated over 160 pages. Of course Jim Zychowicz and Pat Wall at A-R have been a big part of this, particularly in relation to the member directory, registrations, and ecommerce. The workflow and data flow will be markedly different in this new paradigm, and that transition has required (and will continue to require) careful attention. (Cary will follow up with A-R regarding possible additional programming costs for transferring data.)

We will be doing IAML renewals and conference registration on the new platform. Elections will be done by importing data from YM into SurveyMonkey.

I have been working to reflect the Administrative Structure (AS) in YM, using the Groups functionality, and have some work left to do in that regard this weekend. The process is a manual one and a little more cumbersome than anticipated but it will be done. However, the AS serves as more than just a way to find out who

is serving in what capacity today. The two complicating uses that are not accommodated well by YM are as a historical record of that data and as a way to generate appointment letters. For this reason, A-R is going to maintain a new, streamlined version of the directory and the AS that will serve these dual purposes. A-R will export data from YM into that Access database periodically.

A-R will also continue to maintain the Music Cataloging Bulletin on its web site.

Accompanying documents

available at the time of the meeting at <https://www.dropbox.com/sh/jx9h2m7kpjbe1d7/f8y14bKnir>

04.a BudgetVActualSept232013

04.b BalanceSheetSept192013

04.c Investments Report CY2013 Q3

04.d BudgetVActualFY1213Final

Board discussion following the Administrative Officer's report

The 2013 San Jose convention had good attendance and donation numbers, and still ended up nearly \$5,000 in the red. The Board discussed what kind of meeting MLA can afford and what kind of meeting MLA wants; Board consensus was to set expectations with the Convention Managers for a functional meeting, and to require prior approval from the Board for over-expenditures that are in the Convention Managers' control. Colby will follow up. Given that in future, convention expenses will always increase and attendance will not, and that institutional support will likely continue to decrease, MLA's only options may be to raise money to subsidize the convention, or to make radical changes to the convention to cut expenses, such as no longer meeting in a major downtown hotel.

Regarding membership, the new MLA site may have a slight positive effect on additional renewals, conference registration, and voting in the fall election. The Institutional-non US numbers are up, possibly due to MLA's new role in IAML. MLA suspended postcard renewal reminders in 2012; resuming in 2013 had no discernible effect. A significant number of committee members and even some chairs have not yet renewed for FY13-14. Although in the past they generally renew at some point before the annual meeting, it is clearly stated in their appointment letters and the Administrative Handbook that all committee members are required to be current members of MLA throughout their service. In general, late, at-will renewals continue to be a problem, even though it has been ten years since MLA changed its membership year to July-June. Cary will explore using data fields in YM to identify those in the Administrative Structure who are not current members; he, Colby, and Blair will confer with the Membership Committee to set up new renewal reminder procedures; Colby will strengthen language in appointment letters.

The numbers for Sustaining US members and Corporate Patron-US are down; Colby will alert Development Officer Susannah Cleveland.

It was moved by Rick McRae and seconded by Mark Scharff to move into executive session. The motion passed unanimously. The Board moved into executive session to discuss personnel.

It was moved by Pamela Bristah and seconded by Mark Scharff to move out of executive session. The motion passed unanimously.

Regarding the Web transition, nearly every page on the current site will appear on the new site, along with new pages.

The audit was completed in August; everything is in order. The auditors repeated several recommendations from past years: to get more receipts for MLA-supported travel, including baggage fees, train tickets and the like; to create a list of approved vendors to which MLA makes recurring payments. The vendor list recommendation was adopted at the Board's meeting in May 2013, and MLA's first Approved Vendor list was approved at this meeting; see 09.g, Finance Committee. The list includes outside vendors, recipients of honoraria, Board and committee members, and other recurring payees, but not one-time payees, such as award recipients. The list serves as a check on the Administrative Officers, who will not be able to approve recurring payments without an invoice or bill to entities not on the list. The Assistant Administrative Officer is responsible for compiling proposed additions to the list; the Finance Committee will review the list annually to add and approve new vendors. The list is held at the business office, which will check it as requests for payment are made. The auditors also recommended MLA create a disaster plan and a whistle-blower plan; Cary will work on the disaster plan, and will review a whistle-blower template plan available from the auditor. The I-990 form is nearly ready to send to the IRS. Cary will make all audit documents available to the Board.

\$700 in FY12-13 expenses relating to the Education Outreach Program presentation at the ALA meeting was booked to FY 13-14, and not discovered until the FY12-13 books had closed; the \$700 will have to remain on the FY13-14 books.

Colby expressed profound thanks for everything the Administrative Officer does. Managing MLA's money flow is an enormous responsibility by itself; adding the web transition makes for a tremendous amount of work, very well and thoroughly done. Cary thanked Blair for her generous, unflagging support and guidance in his transition to Administrative Officer.

It was moved by Mark Scharff and seconded by Michael Duffy to move into Executive Session to consider the recommendations of the Nominating and Awards Committees, and to review special officers. The motion passed unanimously. Cary and Blair, as special officers and non-voting members, were absent during the executive session.

It was moved by Pamela Bristah and seconded by Rick McRae to move out of executive session. The motion passed unanimously.

Formal decisions made during executive session:

It was moved by Rick McRae and seconded by Paula Hickner to reappoint Paul Cary as Administrative Officer for one year, from the 2014 Atlanta meeting through the Denver 2015 meeting. The motion passed, with one absence.

The term for the current Assistant Administrative Officer ends at the Atlanta conference. The Board suggested names for a search committee, which will present a candidate for Board approval in Atlanta.

05. Past President's Report. Jerry McBride

Steve Landstreet, Rick McRae, and I worked on drafting a proposed Strategic Action Plan for 2014. We first reviewed the action plan from 2012-2013 and determined what progress was made on each item in the plan from Board reports or from contacting the responsible individuals. We quickly discovered that many people did not actually read the plan despite announcements on MLA-L and in Board minutes. Consequently, many incomplete actions were carried over into the 2014 proposal. More direct communication with those responsible for actions is recommended in the coming year. Despite this quite a number of goals were achieved or are in progress. (See also Strategic Plan, 13.a.)

As chapter liaison, I contacted the chapter chairs concerning the state of the chapter web sites as it related to the strategic plan. Also, the New England Chapter returned its chapter grant from 2012. The grant was awarded to send a member of the chapter to the pre-conference workshop in Dallas, but that workshop was canceled.

I have been working with Jon Bagüés, an IAML member from Spain, on offering four IAML memberships to institutions in Latin America. Only the member from Columbia has responded. Consequently, I'd like to propose that we open this up to other countries. The IAML treasurer can tell us which libraries would like to be members but are unable to do so. Colby will provide contact information to McBride for a library student in Turkey who expressed concern at IAML at Turkey's lack of IAML involvement. **It was moved by Mark Scharff and seconded by Rick McRae that the Past President be authorized to investigate IAML memberships for institutions in parts of the world not sufficiently served.** The motion passed unanimously. (See also IAML Outreach, 11.a.)

McBride recommended adding this responsibility, his IAML corresponding secretary role, and other IAML activities to the Vice President/Past President's sections of the Administrative Handbook. McBride and Scharff will create language for Board review.

06. President's Report. Michael Colby

It feels like the majority of my time is still spent dealing with appointments. In consultation with the Board, the following appointments were made: two members to the Coral Award Committee, a new chair of BCC Genre/Form Task Force, two new members and a new chair for Public Services Reference Sources Subcommittee, two new members of the Public Services Reference and Access Services Subcommittee.

I explored not mailing number one of next volume of *Notes* for non/late renewing institutional members with the *Notes* Editor and the Chair of Membership Committee; both were in favor.

I spoke with Jane Gottlieb, co-chair for the IAML meeting in New York in 2014. She hopes to be able to meet with the Board on Wednesday in Atlanta.

I discussed possibilities for a new chair for the Publications Committee with Phil Vandermeer. We are still looking.

I represented MLA at the IAML meeting in Vienna. IAML continues to explore making major changes to its organizational structure. A vote was taken at the Council meeting, and a task force was charged to explore changes to the constitution regarding the structure. I participated in a roundtable discussion of Presidents of the national branches. While this group can see the advantages of a simpler structure, there are still concerns about national representation in IAML.

I issued a call for members for the Task Force on Social Media on MLA-L. After consultation with the Board, I sent names for appointment letters to A-R. (At last check, letters were not yet issued.)

I contacted the head of Publishing at ALA about the new edition of *A Basic Music Library* and am awaiting follow up on how to move to publication soon.

Although I have been in this position for several months now, I still feel like I have an incredible amount to learn. I owe a debt of gratitude to everyone in MLA for their patience and support.

It was moved by Mark Scharff and seconded by Michael Duffy to move into executive session. The motion passed unanimously. The Board moved into executive session to discuss recommendations for Publications Committee Chair and to discuss the ALA contract for *A Basic Music Library*.

It was moved by Pamela Bristah and seconded by Paula Hickner to move out of executive session. The motion passed unanimously.

07. Editors' Reports.

The following reports were submitted for review by the Board. When the editor requested no action from the Board, the publication and editor's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board sincerely thanks the editors for their efforts.

a. Basic Manual Series (Peter Munstedt and Deborah Campana)

b. Basic Music Library (Daniel Boomhower)

c. Copyright Web Site (Tammy Ravas)

d. Index and Bibliography Series (Richard Griscom)

e. Music Cataloging Bulletin (Alan Ringwood)

f. Newsletter (Misti Shaw)

No report submitted.

g. Notes (Jane Gottlieb)

JSTOR is now providing *Notes* via its new JPASS service, which provides access to the JSTOR backfile collection to individuals without institutional access, such as retirees, or researchers at smaller institutions.

JSTOR is also offering a partnership with MLA to offer JPASS to MLA members at a discount, as a membership perk and a revenue opportunity. Cary said this should be do-able on the YourMembership platform. **It was moved by Pamela Bristah and seconded by Steve Landstreet to accept the recommendation of the Notes Contract Working Group to offer JSTOR's JPASS service to MLA members.** The motion passed unanimously. Colby will notify Gottlieb.

RILM is launching a new full-text collection of music journals, and sent the *Notes Contracts Working Group* a licensing agreement for review.

h. Technical Reports (Mark McKnight)

i. Web Manager (Verletta Kern)

It was moved by Pamela Bristah and seconded by Stephanie Bonjack to reappoint Verletta Kern as Web Manager for one year, from the 2014 Atlanta meeting through the Denver 2015 meeting. The motion passed unanimously, with one absence.

08. Special Officers' Reports

The following reports were submitted for review by the Board. In the case in which the officer requested no action from the Board, the officer's name and their title is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the officer's contributions to the organization.

a. Advertising Manager (Anne Shelley)

It was moved by Rick McRae and seconded by Steve Landstreet to reappoint Anne Shelley as Advertising Manager for one year, from the 2014 Atlanta meeting through the Denver 2015 meeting. The motion passed unanimously.

b. Convention Manager (Laura Gayle Green)

The Board met with Green (by telephone), Assistant Convention Manager Jim Farrington, and 2014 Program Committee Chair Gerry Szymanski, covering both the Convention Manager and Program (09.n.1) sections of the meeting simultaneously.

Atlanta Conference, 2014

The deadline for early registration is not yet set.

The conference page on the new MLA site is still largely under development. Cary will send the link to the revised site to the Convention Managers.

Per Board request, Green is getting pricing on videorecording meeting sessions for rebroadcast, and will provide pricing to the Board as soon as available. Hickner will follow up.

The Convention Managers have not received specifics from the Local Arrangements Committee (LAC) regarding what local tours will be offered, but there appear to be many tours in the works. Green will contact LAC co-chair Shelley Rogers and cc: Colby, requesting the LAC set priorities so that both the local tours and the preconference are successful, and limiting the number of tours to two or three at the most, not including the Organ Crawl. Colby will follow up.

As there is no large room available for joint meetings for roundtables, scheduling space for roundtables is problematic. The BCC is using more meeting space than in past years. As soon as possible after this Board meeting, Green and Szymanski will review roundtable sessions in the proposed program grid in light of MLA's Roundtable Guidelines, which limit roundtables to one scheduled session and room per conference. Since the Atlanta hotel is small, it's possible that roundtables holding discussion meetings will not have scheduled spaces.

Cary asked if there was an update on equipment costs; Green said that, apart from possible additional costs if the Board approves videorecording meeting sessions for broadcast, the plan is to stay on budget.

Cary asked if there was going to be a LAC reception; Green responded that the LAC proposed one, but it depends on fundraising; she would have to ask Development Officer Susannah Cleveland how fundraising is going. The proposed reception is offsite at the Rialto Arts Center (a 22-minute ride via public transit) in conjunction with a concert, with an estimated 200 attendees and an estimated cost of \$8,500; the LAC also estimated \$2,150 for the concert, assuming they sell 100 concert tickets. Cary also asked about the Board's fundraising priorities for the convention; is the reception where the first \$8,500 in fundraising should go? Landstreet asked if the hotel could cater the reception offsite; Green and Farrington don't know. The fundraising deadline for the LAC reception is the program printing deadline; if they have not raised sufficient funds by then, the reception will not take place. As it is getting late and as there are many unanswered questions re: the LAC reception and fundraising, Cary will request removal of the reception page from the conference site for the time being, as well as removing the banquet from the sidebar.

The Board did not receive a report from the LAC for this meeting.

The Board reviewed the recently-proposed program grid with the Convention Managers and Program Committee Chair. Some proposed program specifics:

- eight roundtables requested scheduled meeting space for discussion meetings
- the BCC requested a significant number of sessions due to work on RDA, a total of 12 slots; BCC sessions can't be scheduled against each other
- there are three plenary sessions and three chapter meetings scheduled
- user groups have scheduled meetings
- lunch and coffee breaks are built into the schedule

The program draft does not contain information on speaker fees. Blair asked which speakers were being paid, and how much; Szymanski responded that this depends on which sessions are approved. Since a maximum for speaker fees is already set, approved as part of the budget at the Board's May 2013 meeting, the Board can't vote on the program until they know that speaker fees are within the budget. Bristah noted that at the Board's meeting in San Jose, February 2013, the Board agreed that the Finance Committee will review travel and honoraria policies for speakers, looking to replace honoraria with travel reimbursement as possible.

Board approval for the proposed 2014 program grid was tabled until after the meeting to give Board members sufficient time to review it, and for the Program Chair to add speaker fees and make minor changes in scheduling. Szymanski will provide speaker fees to the Board as soon as possible so the Board can vote on the 2014 program; Colby will follow up.

The current speaker fee policy, per the Fiscal Policies Handbook and the Convention Manual, is that "the Program Committee may request travel, lodging, and honoraria for plenary session speakers who are not MLA members during the annual meeting... MLA may offer honoraria of up to \$250 to non-MLA speakers at non-plenary program sessions... MLA does not reimburse travel and lodging costs for non-plenary speakers." Cary will send the current speaker fee policy to Szymanski.

The current program proposal form asks only if the proposer is requesting speaker fees, without specifying an amount; Szymanski will ask Web Manager Verletta Kern to add this question, along with a request for justification and the current policy, including speaker fee maximums, to the program proposal form for future meetings; Colby will follow up.

Bonjack said that if MLA wants to meet at smaller hotels, the association needs to consider the larger issue of how formulaic our conferences are, and how many sessions are considered un-touchable; these take up over half the conference. If MLA wants to change its financial model, the organization needs to discuss its conference programs. McBride said that using less expensive hotels would allow MLA to spend more money on programming, enriching the actual program and its offerings to attendees. The Convention Manual is highly prescriptive, mandating two to three plenaries along with many other sessions, but per the Conference and Program Committee Structure Task Force, the Board wants the Program Committee to be creative and innovative in creating MLA program sessions.

Bonjack also observed that, in order to provide a good meeting experience to attendees and presenters, the Program Committee, Convention Managers, and Web Committee need coordination, timelines, and oversight to make sure the program proposal process and form are complete and clear, and to ensure the program is available for Board review early enough so that presenters hear back in a timely way. The Board's motion to implement the restructuring of the Program Committee will ensure continuity, which should help.

It was moved by Steve Landstreet and seconded by Pamela Bristah to reappoint Laura Gayle Green as Convention Manager, from July 2013 through June 2014. The motion passed unanimously.

It was moved by Mark Scharff and seconded by Stephanie Bonjack to reappoint Jim Farrington as Assistant Convention Manager, from July 2013 through June 2014. The motion passed unanimously.

The Convention Manager's term ends June 30, 2014. The Board suggested names for a search committee, which will present a recommended candidate for Board approval in Atlanta.

c. Development (Susannah Cleveland)

The Development Committee needs a few additional members; Cleveland and Colby have agreed to wait to appoint them until Cleveland develops goals and plans for the committee.

For the past few years, MLA has used Silent Auction proceeds to pay for the Bradley Award and to increase the principal in the fund, which currently does not generate enough income to pay for the award. Cleveland is willing to focus her first development campaign on the Bradley Fund; she proposed a new initiative to honor recent retirees via donations to Bradley. Board consensus was to suspend granting the award for five years, while building the fund to support the award. (See also 09.a.2, Bradley Award.)

It was moved by Pamela Bristah and seconded by Stephanie Bonjack to suspend the Carol June Bradley Award after the 2014 meeting, and to initiate a fundraising campaign to bring the fund to \$25,000 by 2019, at which point MLA would resume granting the award. The motion passed with one abstention. Colby will notify the Development Officer and the Bradley Award Committee.

The Duckles Fund is larger than necessary to pay for its award. The Board discussed closing the fund to future donations in order to redirect fundraising efforts elsewhere. Consensus was to request Cleveland create a major announcement about the success of Duckles fund-raising efforts, and once word is out, to remove it from MLA's donation forms and pages. Colby will notify Cleveland.

Colby will also pass the Board suggestion to all awards committees that they could consider granting an additional award—a non-monetary honorable mention—in years when the applicant pool is strong, as a way of creating greater public awareness of the award and the association.

It was moved by Pamela Bristah and seconded by Rick McRae to reappoint Susannah Cleveland as Development Officer for one year, from the 2014 Atlanta meeting through the Denver 2015 meeting. The motion passed unanimously.

d. Placement Officer (Joe Clark)

It was moved by Steve Landstreet and seconded by Mark Scharff to reappoint Joe Clark as Placement Officer for one year, from the 2014 Atlanta meeting through the Denver 2015 meeting. The motion passed unanimously.

e. Publicity and Outreach (Bob Follet)

It was moved by Steve Landstreet and seconded by Mark Scharff, with a friendly amendment, to reappoint Bob Follett as Publicity and Outreach Officer until the end of fiscal year 2013-2014. The motion passed unanimously.

f. Archivist (Sandy Rodriguez)

Rodriguez requested Board action on four points:

1. to approve her proposed reappraisal and de-accessioning project for the MLA Archives
2. to approve her proposal to pursue grant funding for archival appraisal and processing
3. to delay establishing a task force to revisit policies re: electronic records until the University of Maryland establishes an electronic records policy
4. to approve discontinuing the submission of printed copies of web pages in preference for web harvesting, in conjunction with the Web Committee and the University of Maryland Curator

Based on a visit to the MLA Archives at the University of Maryland, Rodriguez created a set of recommendations for organizing, processing, and weeding the archives. One proposal was to transfer most chapter archives to more accessible regional institutions and retaining only two copies of chapter publications, as recommended in the of *Archives Policies Task Force: Final Report*, provided a regional institution was available and willing to house chapter materials.

Landstreet asked if Rodriguez could find out how much chapter material is in the University of Maryland Archives at present, and also asked if she could request chapter chairs add to the agenda for their next meetings, the possibility of setting up a local archive for their chapter materials.

The Board accepted her appraisal and deaccessioning plan, as well as her other three proposals, and encouraged Rodriguez to consider presenting a program proposal on the MLA Archives for the 2015 conference. Colby will notify Rodriguez. The Board expressed profuse thanks to MLA's first Archivist for her work.

It was moved by Mark Scharff and seconded by Steve Landstreet to reappoint Sandy Rodriguez as Archivist for one year, from the 2014 Atlanta meeting through the Denver 2015 meeting. The motion passed unanimously.

g. Management Services (Jim Zychowicz)

09. Committee Reports

The following reports were submitted for review by the Board. In the case in which the chair requested no action from the Board, the committee and the chair's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the committees' contributions to the organization.

a. Awards (Various)

It was moved by Mark Scharff and seconded by Michael Duffy to move into Executive Session to consider the recommendations of the Nominating and Awards Committees, and to review special officers. The motion passed unanimously. Cary and Blair, as special officers and non-voting members, were absent during the executive session.

It was moved by Pamela Bristah and seconded by Rick McRae to move out of executive session. The motion passed unanimously.

Formal decisions made regarding awards while in executive session:

1. Best of Chapters (Anita Breckbill)

Best of Chapters award winners do not require Board approval.

2. Bradley (William M. Nelson, Jr.)

It was moved by Pamela Bristah and seconded Michael Duffy to approve the recommendation of the Bradley Award Committee. The motion did not pass. (See also Development Officer, 08.c.)

3. Coral (chair vacancy)

No report submitted; the Lenore Coral IAML Travel Grant award is given every other year.

4. Publications: Duckles, Hill, O'Meara (Suzanne L. Moulton-Gertig)

It was moved by Jerry McBride and seconded by Stephanie Bonjack to accept the recommendations of the Publications Awards Committee for the Vincent H. Duckles Award, the Richard S. Hill Award, and the Eva Judd O'Meara Award. The motion passed with one abstention. Colby will ask Moulton-Gertig to add the publisher to the committee's recommendation for the 2014 Hill award.

5. Epstein (Robin L. Rausch)

It was moved by Steve Landstreet and seconded by Stephanie Bonjack to approve the recommendation of the Dena Epstein Award Committee. The motion passed unanimously.

The Epstein Committee requested clarification regarding whether to fund research only, or to also fund related activities, such as travel, hiring research assistants, publishing subventions, and similar. The Board charged the committee to make this decision, surveying similar grantors, and to rewrite its guidelines for Board review. Once they are approved, the committee will update and make consistent the award guidelines on their application and award pages on the MLA site. Colby will notify the committee.

6. Freeman (Sally Bauer)

No report submitted. Kevin Freeman Travel Grant proposals are due October 1. The committee makes its recommendation after the fall Board meeting, and the Board votes on it then.

7. Gerboth (Deborah L. Pierce)

The committee received no applications, and requested Board guidance re: publicizing the award to attract applicants. Board suggestions included use of social media, announcements to the New Members Forum, the Music Library Student Group, library schools, music departments, and in particular, library schools offering courses in music librarianship. Colby will pass the suggestions to the committee.

8. Ralph Papakhian Special Achievement Award (Liza Vick)

It was moved by Steve Landstreet and seconded by Mark Scharff to approve the recommendation of the Ralph Papakhian Special Achievement Award Committee. The motion passed unanimously.

Colby will notify the award committees.

- b. Bibliographic Control (Beth Iseminger)**
- c. Career Development and Services (Alan Ringwood)**
- d. Development (Susannah Cleveland)**
See Development Officer, 08.c.
- e. Education (Lisa Shiota)**

It was moved by Steve Landstreet and seconded by Pamela Bristah to move forward with the 2014 preconference. The motion passed unanimously. Colby will notify the committee, and will request it submit no less than two preconference proposals in future.

f. Emerging Technologies and Services (Steve Henry)

No report submitted.

g. Finance (Paula Hickner)

The Finance Committee held online meetings on July 8 and September 23, 2013. At its July meeting, the committee discussed the convention budget which needed to be revisited since we will be holding our meeting next year in Atlanta during our original dates. Alternate dates that the hotel proposed included financial concessions, which we lost when the hotel rescinded its offer.

BARs sent to the full board and which were passed at the July 11 online Board meeting included a recommendation to amend the FY13/14 budget to accommodate the updated convention budget; a recommendation to rescind the registration rates for the Atlanta meeting which were sent at the spring Board meeting; and a recommendation to set registration fees for the Atlanta meeting at the following amounts:

Early member \$270
Early member 1st 3-years \$220
Early non-member \$370
Reduced for work \$170
Regular members \$370
Regular non-member \$470
Regular student \$100
Single day \$145
Accompanying person \$135

At its September 23 meeting, the committee reviewed the audit.

The Finance Committee recommended that the Board approve the Approved Vendors

List. Blair will revise the list to remove vendors who are no longer current, and will add the updated list to the Board's Dropbox folder. The motion passed unanimously. (See also Administrative Officer, 04.)

h. Legislation (Eric Harbeson)

i. Membership (Jason Imbesi)

Colby thanked the committee for its extensive and excellent work. The committee requested use of MLA's Survey Monkey account to help gather data related to a Strategic Plan action project. **It was moved by Rick McRae and seconded by Michael Duffy to approve Membership Committee use of**

the MLA Survey Monkey account to research membership numbers, benefits, and dues of comparable professional organizations. The motion passed unanimously. Colby will notify the committee chair.

The committee asked the Board to consider implementing a refer-a-friend dues incentive program, which would provide a dues discount to MLA members who bring in new members. The Board supported the idea, and charged the committee to develop a full plan with a recommended discount rate, and to investigate the feasibility of the proposal with Cary and Jim Zychowicz. Colby will notify the committee chair.

j. Nominating (Liza Vick)

It was moved by Mark Scharff and seconded by Michael Duffy to move into Executive Session to consider the recommendations of the Nominating and Awards Committees, and to review special officers. The motion passed unanimously. Cary and Blair, as special officers and non-voting members, were absent during the executive session.

It was moved by Pamela Bristah and seconded by Rick McRae to move out of executive session. The motion passed unanimously.

Formal decisions regarding nominations made while in executive session:

1. Election Slate

It was moved by Jerry McBride and seconded by Steve Landstreet to accept the slate for Vice-President/President-Elect, Recording Secretary, and members-at-large presented by the Nominating Committee. The motion passed unanimously.

2. MLA Citation

It was moved by Jerry McBride and seconded by Rick McRae to accept the recommendation of the Nominating Committee for the MLA Citation. The motion passed unanimously.

Colby will notify the Nominating Committee, and will manage or delegate having the citation drawn up.

k. Oral History (Rob DeLand)

No report submitted.

l. Planning (Steve Landstreet)

1. Annual Reports

The committee proposed revising a motion passed by the Board in May 2013. The motion spelled out which MLA entities were required to submit annual reports and Board reports; the revision would require editors to submit Board reports, but not annual reports. The Board discussed whether the *Notes* editor should submit an annual report, based on her annual business meeting report, or whether this information could be contained in the annual report of the Publications Committee. The Planning Committee will confer with the parties involved, and submit a recommendation to the Board at an online meeting in fall 2013. (See also *Parliamentarian*, 03.)

2. Task Force on Conferences and Program Committee Structure: Recommendations

Planning reviewed the 30+ recommendations in the recent report of the Task Force on Conferences and Program Committee Structure. Many of the recommendations are contingent on replacing the functions performed by local arrangements committees (LACs) with services provided by HelmsBriscoe, the Convention Managers, and others. The task force recommended replacing LACs based on MLA's new model for conference site selection, which is designed to keep conference costs down. Rather than starting with an invitation from a chapter, it starts with identifying which region of the country—east, central, or west—is next in MLA conference cycle, identifying a chapter in that region that has not recently hosted a conference, and asking HelmsBriscoe to find the best possible balance between attractive city and affordable hotel within that chapter's geographic area.

In the view of the Planning Committee, replacing LACs would require much further planning, consultation, and deliberation; the committee recommended tabling this proposal and related recommendations for the present.

The committee proposed three motions based on the task force's recommendations:

The Planning Committee recommends establishing a Task Force to be charged with: 1) engaging the membership in discussion about convention budget support for MLA-member music ensemble performances at annual meetings, including performances by the MLA Big Band; and then 2) explicitly formalize policy regarding convention budget support for MLA-

member music ensemble performances at annual meetings. In light of the major goals and issues in the Strategic Plan, Board consensus was to determine how major an issue this is via MLA-L and in the 2014 Hot Topics meeting in Atlanta. McRae said that the issue is funding; currently, the MLA Big Band is funded by donations and as such, is not subject to standard budget review. Does the Big Band need to transport smaller instruments? Could it consider establishing dues to support its performances? He also noted that band expenses vary widely from year to year, depending on the availability of instruments, stands, and equipment from nearby music schools.

The motion did not pass. MLA will, however, explore the topic on MLA-L and in the 2014 Hot Topics session. Landstreet will draft an email posting to MLA-L for Board review this fall and will post in on MLA-L once conference registration is open; Colby will notify the 2014 Program Chair, and request he notify the Hot Topics moderator.

In June 2004, the Board restructured the membership of the Program Committee to provide continuity and transfer of knowledge, but the changes were not put into effect. The task force recommended implementing the changes. As a friendly amendment, Bonjack and McBride recommended removing a sentence from the 2004 motion re: the Program Chair working closely with the Education Committee Chair, which dated from a time when the Education Committee helped select plenary session topics; MLA has since revised the program proposal process to give all MLA entities equal opportunities to propose plenary sessions.

The Planning Committee recommends re-establishing the committee structure approved by the Board of Directors in June 2004, consisting of staggered three-year terms: “The Program Committee consists of 6 regular members: two members will be newly appointed each year for three year terms; of these two, one will chair the committee the following year. In addition, there are the following ex officio members: the liaison from the board, a representative of the Education Committee, chair of the Local Arrangements Committee, and the Convention Manager.” Bonjack and Colby want to see more openness in general regarding appointments to this and other MLA committees, in order to involve more members in MLA and to avoid cronyism. The Program Committee has not been part of the Get Involved sessions, but could.

The motion passed unanimously. Colby will notify the 2014 and 2015 Program Committee Chairs, including the recommendation to participate in the Get Involved session, and will notify the Convention Managers, including the request to update the Convention Manual. Scharff will update the Administrative Handbook.

MLA has a large number of committees for an organization of its size. The task force recommended reviewing the MLA committee structure every five years; the last review took place in 2008-2009. **The Planning Committee recommends forming a task force, chaired by the Vice-President/ President Elect, and charging it to reassess the MLA committee structure.** The Board questioned what MLA could accomplish by the reassessment—reduce the meeting footprint? have fewer committees in general? review how MLA’s committee structure aligns with current library issues? find out if MLA is working in the right areas, and whether there are other areas MLA should be working in? Implementing the Strategic Plan may effect some of this re-alignment. Board consensus was, that at this point in time, it isn’t necessary to review the committee structure, but to recommend it be looked at again in another five years.

The motion did not pass. Colby will add the recommendation to review the committee structure in 2018 to the documentation for MLA President.

3. Other business

The committee’s next project is to complete work on a charge arising from the Strategic Plan: to identify and disseminate MLA’s advocacy positions. The committee has collected statements from past presidents, committee chairs, and Board minutes. Next steps are to prioritize them and add them to the new MLA site, most likely on the Advocacy page.

The committee will also work on featuring the IAML “R” projects on the new MLA site; continue to track MLA’s diversity efforts; and follow up on the 2010 Board study. Landstreet will notify Web Manager Verletta Kern regarding future additions to the site re: advocacy and the IAML projects.

m. Preservation (Sandi-Jo Malmon)

n. Program

1. Program (Gerry Szymanski)

See 08.b, Convention Manager.

2. Local Arrangements (Kevin Fleming and Shelley Rogers)

No report submitted. See 08.b, Convention Manager.

- o. Public Libraries (David King)**
- p. Public Services (Tom Bickley)**
 - 1. Reference Access Services Subcommittee (Lindsay Hansen)**
 - 2. Instruction Subcommittee (Brian McMillan)**
 - 3. Reference Sources Subcommittee**
- q. Publications (Philip Vandermeer)**
- r. Resource Sharing and Collection Development (Keith Cochran)**

No report submitted.

10. Joint Committees

The following reports were submitted for review by the Board. In the case in which the chair requested no action (or only budget action) from the Board, the committee and chair's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the committee's contributions to the organization.

- a. AMS, Joint Committee on RISM (Daniel Boomhower)**

Colby noted that Boomhower would like to explore a new online edition of *Resources of American Music History*, similar to RISM online, in collaboration with musicological organizations such as AMS and SAM.
- b. MPA/MOLA Joint Committee (Andrew Toulas)**
- c. U.S. RILM Office (Sarah Adams)**

11. IAML. Jerry McBride

- a. Outreach/Ratliff**

Colby received a request to fund shipping costs related to the IAML Donated Materials Program. MLA has refocused its IAML outreach efforts away from the Donated Materials Program, as have many IAML chapters, and towards providing IAML memberships to institutions in countries under-represented in IAML. **It was moved by Stephanie Bonjack and seconded by Steve Landstreet, with a friendly amendment by Paula Hickner, to cease the US-IAML Donated Materials Program in favor of other outreach efforts.** The motion passed unanimously. Colby will notify the IAML webmaster and Cary will notify Dick Griscom to remove links to the IAML-US Donated Materials Program from the IAML and Penn State sites, respectively. (See also the Past President's report, 05.)

12. Representatives to Other Organizations

The following reports were submitted for review by the Board. In the case in which the representative requested no action from the Board, the organization and the representative's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the representative's contributions to the organization.

- a. ALA**

No report submitted.
- b. NISO (Mark McKnight)**
- c. MOUG (Mary L. Huisman)**

No report submitted.

13. Old Business

- a. Strategic Plan: Action Plan Draft (Jerry McBride)**

In summer 2013, a Board group (McBride, Landstreet and McRae) reviewed and documented progress to date for each action in the MLA's Strategic Action Plan 2012-2013. Some actions are in progress, but many others will be held over through 2014. The group will charge each committee chair and officer directly, to ensure that the plan makes progress. The revised version of the plan, now titled *MLA Strategic Plan 2011: Action Plan for October 2013-December 2014*, is available as item 13a.1 at <https://www.dropbox.com/sh/jx9h2m7kpjbe1d7/f8yl4bKnir?m> and will be available on the new MLA site under Our Organization > Strategic Plan.

The revised plan now includes an introduction outlining the history, revisions, and organization of the plan, and adds new actions on diversity. McBride reviewed each action item in the revised plan,

describing changes made in the revision. Many actions have new deadlines; some are in progress; for a few, the group re-assigned responsibility. The Board suggested changes to several actions, re-assigning responsibility or resetting priorities. McBride will revise the action plan, and add it to the Strategic Plan page on the MLA site.

This plan reflects only action items that are not yet accomplished; Colby would like to document and present Strategic Plan actions and objectives that have been accomplished to date. Colby or McBride will write a blog post on Strategic Plan accomplishments to date, announce the post on MLA-L, and link to it from the Strategic Plan page, and possibly highlight it on the home page as well.

b. ARL/MLA Diversity Scholarship Task Force (Susannah Cleveland)

The task force was charged to “publicize the joint ARL/MLA Diversity Scholarship Program widely both within and especially outside of MLA with a focus on students currently enrolled in music studies in colleges and universities, and to monitor applications to the program. The task force will report directly to the Board at each of the Board’s three regular meetings throughout the life of the ARL/MLA grant, 2012-2014. In addition, the task force will research how to sustain the Diversity and Inclusion Initiative following the conclusion of IMLS funding and submit a report with its recommendations to the Board at the 2014 annual meeting.”

The full report of the task force was available at the time of the meeting as item 13.b at <https://www.dropbox.com/sh/jx9h2m7kpbje1d7/f8yl4bKnir> and will be available on the MLA site at <http://www.musiclibraryassoc.org/?page=AdHocReports>

The task force recommended designating at least one Freeman scholarship per year for a student from a group under-represented in MLA, starting with the 2015 application process. **It was moved by Steve Landstreet and seconded by Rick McRae that the Board supports the designation of at least one Freeman Scholarship per year for an applicant from an under-represented group.** The Board charged the task force to define “under-represented,” and recommended the definition used by the [ARL/MLA Diversity & Inclusion Initiative](#), as found in US Labor Department Executive Order 11246: “The applicant must... be a racial/ethnic minority as defined by the US Labor Department’s Executive Order 11246: American Indian or Alaskan Native, Asian or Pacific Islander, Black or African American, Hispanic or Latino.” The motion passed unanimously. Colby will notify the task force.

The task force also recommended expanding its membership by adding MLA’s Placement Officer, as well as an open call for additional members. The Board agreed to both ideas; Colby will notify the task force coordinator and MLA Placement Officer Joe Clark.

c. MLA Special Officers and Editors Honoraria Policy Task Force (Paula Hickner)

Cary and Blair, as special officers who receive honoraria, were absent.

The task force was charged to “review the report of the Board’s Special Officers and Editors Honoraria Task Force. Taking into account MLA’s finances, membership trends, and the goals and objectives of the MLA Strategic Plan, the task force will recommend a policy for honoraria and an implementation timeline by the fall 2013 Board meeting. The draft policy will be disseminated for membership review via email after the fall 2013 Board meeting, and will be available for membership discussion at the 2014 meeting in Atlanta.”

The task force was composed of a majority of non-Board members who were also former special officers or editors. The full report of the task force will be available on the MLA site at <http://www.musiclibraryassoc.org/?page=AdHocReports>

The Board discussed the plan’s recommendations and implementation timeline. Next steps are to post the report and solicit comments in fall 2013; present the plan at a Town Hall meeting in Atlanta, February 2014; and present the plan with possible revisions for a Board vote following the Town Hall meeting. Hickner will add the curator of the MLA Archives at the University of Maryland; check with Cary regarding possible technological issues; and make minor revisions in the report, based on Board suggestions. The Board charged the task force to make recommendations on how to present the report, and on what timeline; Hickner will take this charge to the task force.

14. New Business

a. ALA Editions/MLA Webinar Agreement

A negotiating team (David King, Colby, and Duffy) presented a revised draft of a contract between MLA and ALA Editions for a trial partnership between MLA and ALA Editions to present webinars on music librarianship and other related topics. McBride requested adding a clause to the

section on recorded webinars requiring ALA Editions provide a copy of recordings to MLA. Colby will notify the negotiating team.

b. Reappointment of Special Officers

It was moved by Mark Scharff and seconded by Michael Duffy to move into Executive Session to consider the recommendations of the Nominating and Awards Committees, and to review special officers. The motion passed unanimously. Cary and Blair, as special officers and non-voting members, were absent during the executive session.

It was moved by Pamela Bristah and seconded by Rick McRae to move out of executive session. The motion passed unanimously.

Formal decisions regarding special officers made while in executive session:

The term for the current Assistant Administrative Officer ends at the Atlanta conference, and the Convention Manager's term ends June 30, 2014. The Board suggested names for their search committees, which will present their recommended candidates for Board approval in Atlanta.

It was moved by Rick McRae and seconded by Steve Landstreet to reappoint Anne Shelley as Advertising Manager for one year, from the 2014 Atlanta meeting through the Denver 2015 meeting. The motion passed unanimously.

It was moved by Steve Landstreet and seconded by Pamela Bristah to reappoint Laura Gayle Green as Convention Manager for one year, from July 2013 through June 2014. The motion passed unanimously.

It was moved by Mark Scharff and seconded by Stephanie Bonjack to reappoint Jim Farrington as Assistant Convention Manager for one year, from July 2013 through June 2014. The motion passed unanimously.

It was moved by Pamela Bristah and seconded by Rick McRae to reappoint Susannah Cleveland as Development Officer for one year, from the 2014 Atlanta meeting through the Denver 2015 meeting. The motion passed unanimously.

It was moved by Steve Landstreet and seconded by Mark Scharff, with a friendly amendment, to reappoint Bob Follet as Publicity and Outreach Officer until the end of fiscal year 2013-2014. The motion passed unanimously.

It was moved by Mark Scharff and seconded by Steve Landstreet to reappoint Sandy Rodriguez as Archivist for one year, from the 2014 Atlanta meeting through the Denver 2015 meeting. The motion passed unanimously.

It was moved by Pamela Bristah and seconded by Stephanie Bonjack to reappoint Verletta Kern as Web Manager for one year, from the 2014 Atlanta meeting through the Denver 2015 meeting. The motion passed unanimously, with one absence.

It was moved by Rick McRae and seconded by Paula Hickner to reappoint Paul Cary as Administrative Officer for one year, from the 2014 Atlanta meeting through the Denver 2015 meeting. The motion passed unanimously, with one absence.

Colby will notify special officers of their re-appointments.

15. Meetings and Adjournment

Colby will schedule online fall meetings by email.

It was moved by Pamela Bristah and seconded by Steve Landstreet to adjourn the meeting at 6:00pm. The motion passed unanimously.

APPENDIX I: New Policies Adopted by the Board

- 1. To authorize the Past President to investigate IAML memberships for institutions in parts of the world not sufficiently served. (05)**
- 2. To offer JSTOR's JPASS service to MLA members. (07.g)**
- 3. To suspend the Carol June Bradley Award after the 2014 meeting, and to initiate a fundraising campaign to bring the fund to \$25,000 by 2019, at which point MLA would resume granting the award. (08.c)**
- 4. To approve MLA's first Approved Vendors List. (09.g)**
- 5. To re-establishing the Program Committee structure approved by the Board of Directors in June 2004, consisting of staggered three-year terms: "The Program Committee consists of 6 regular members: two members will be newly appointed each year for three year terms; of these two, one will chair the committee the following year. In addition, there are the following ex officio members: the liaison from the board, a representative of the Education Committee, chair of the Local Arrangements Committee, and the Convention Manager." (09.1)**
- 6. To cease the US-IAML Donated Materials Program in favor of other outreach efforts. (11)**
- 7. To support the designation of at least one Freeman Scholarship per year for an applicant from an under-represented group. (13.b)**