

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Middleton, Wisconsin, May 23 – May 25, 2013

Wednesday, May 23, 8:30am-5:30pm (Finance Committee), 1:14pm-5:12pm (Planning Committee); Thursday, May 24, 8:38am-5:02pm; Friday, May 25, 9:12am-5:26pm

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 of the Board: Laura Gayle Green and Jim Farrington (08.b and 09.g, via Skype)

All public reports to the Board were available at the time of the meeting at <https://www.dropbox.com/sh/b0vfc0doydw167s/0SIokZ2Ud9>

The meeting was called to order by Michael Colby.

01. Approval of Agenda

It was moved by Mark Scharff and seconded by Steve Landstreet to approve the agenda. The motion passed unanimously.

02. Recording Secretary's Report. Pamela Bristah

It was moved by Rick McRae and seconded by Paula Hicker that the minutes of the Board meeting held in San Jose, California, February 26-27 and March 2-3, 2013 be approved as amended. The motion passed unanimously.

It was moved by Stephanie Bonjack and seconded by Mark Scharff that the minutes of the Board meeting held online on April 9, 2013 be approved as corrected. The motion passed unanimously.

It was moved by Mark Scharff and seconded by Michael Duffy that the minutes of the Board meeting held online on April 30, 2013 be approved. The motion passed unanimously.

The Board thanked the Recording Secretary for her work.

03. Parliamentarian's Report. Mark Scharff

The Parliamentarian proposed revisions to the Administrative Handbook in order to reflect previous Board decisions.

It was moved by Mark Scharff to approve changes to the Administrative Handbook to reflect the February 2009 Board vote to remove Board approval from the publication process for MLA monographic series. The motion passed unanimously.

It was moved by Mark Scharff to approve changes to the Administrative Handbook to discontinue the practice of indexing the Administrative Handbook. The motion passed unanimously.

It was moved by Mark Scharff to amend the three sections of the Administrative Handbook that describe the functions of the editors of the monographic series, incorporating changes suggested by the Board. The motion passed unanimously.

It was moved by Mark Scharff to approve changes to the Administrative Handbook to reflect the February 2009 Board vote to change the title of Report Gatherer to Planning and Reports Officer and corresponding title of assistant, and the February 2013 Board vote to designate Assistant Planning and Reports Officer as the recipient of roundtable renewal letters, as well as the May 2013 recommendation of Board Planning Committee to specify role of that officer in collecting letters establishing roundtables. The motion passed unanimously.

It was moved by Mark Scharff to approve changes to the Administrative Handbook to reflect the February-March 2013 Board vote related to changes to Committee charge. The Publications Committee requested changes to its charge, which were approved by the Board at the San Jose meeting. The motion passed unanimously.

It was moved by Mark Scharff to approve changes to the Administrative Handbook to reflect the April 30, 2013 Board vote related to the addition of an MLA Committee. The Board established the Archives and Special Collections Committee at its online meeting on April 30, 2013. The motion passed unanimously.

Scharff will update the Administrative Handbook.

04. Administrative Officer Report. Paul Cary

A. Budget report

1. Income:

Total income is actually 4% above budget projections, at \$462,486.84. Much of this is accounted for by convention income, which was counterbalanced by increased expenses (see below).

Dues income stands at \$139,560.00 or 99% of the budget. This figure includes \$5,495 for IAML dues that was prepaid in June 2012 and has not yet been re-classed into this year's figures. Most individual membership categories are again under budget, while institutional IAML members, students, and sustaining members are up.

Notes subscriptions did well, bringing in \$21,810.00, 109% of budget. *Notes* advertising is at \$21,714.10, 109% of budget. *Notes* royalties are also over budget, at \$92,804.87 or 103% of budget.

The mailing list has also generated more income than projected, \$2,383.28, which represents 149% of budget. As was projected in the last AO report, we had some sales of Music Cataloging Bulletin in the third and fourth quarters, bringing the current total to \$9,240.00, or 103% of budget.

In terms of monographic royalties, Scarecrow's figure is about \$400 down while A-R's is about \$500 up (compared to budget). Together they are just slightly up. However, we have not received the projected income from the 4th edition of *Basic Music Library*. As a result, we are about \$5,000 down in monographic royalties.

Online advertising has also not worked out as expected and we are another \$5,000 down in that area (we are at 11% of budget, a mere \$600.00).

Meetings income stands at \$165,745.38, which is over projections by \$18,518.38, 111% of budget (\$147,977.00). Note, however, that meeting expense (\$170,402.54) was also over budget (\$161,035.00) by \$9,367.54. So the convention did better than we projected but still lost almost \$5,000.00. 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. Of course, we might expect expenses to go up with income, assuming a slightly larger convention. However, when our convention is this successful and we still lose money, we have a problem.

Catering, program expenses, and registration costs were all under budget (on the expense side). Where we went over budget was on exhibit costs (\$14,007.83 over) and equipment (\$5,134.85 over). We also need to rethink the way we budget for MOUG. This is no longer really a pass-through. We turn their registration fees over to them, and bill them for their share of registration and catering expenses. They have been contributing an extra \$1,000 to defray our general expenses and acknowledge our support. There is nothing wrong with this arrangement, but we should not include all of their registration income in our budget estimate, as we did this year.

The pre-conference workshop was over-enrolled, and ended up netting about \$2,600.

Other income was 18% above projections, at \$2,552.52.

2. Expenses:

Although Investment advisory fees (11.02) look low now, Pat Wall projects them to come in slightly over, at about \$4,800. We expect that Bank and credit card fees (11.04) will end up about even with budget. Altogether, Miscellaneous Expenses (11.0) will probably be just over budget.

Please note that D&O Insurance (6.011) was double-booked but has been corrected to \$2,331.00, 93% of budget.

With the transition to YourMembership.com and away from the web-site-as-publication paradigm, most web costs have moved into the Management services area, in 6.012. As a result, this line is way over budget while 9.08 is slightly under. I will do a more detailed analysis before our next meeting, but the bottom line will be an overage and a need to budget more in the future.

The figure in Legal fees (6.0192) is a little over budget due in part to Kathryn Goldman's fee for reviewing the yourmembership.com contract.

Audit fees are currently under budget, but the need to file a final IAML tax return will most likely put that line about \$1,000 over.

Most other Headquarters line are running at or under budget and I project it to fall within 1% or 2% of budget (probably over), but that's not bad considering the move of web site expenses.

I believe that most or all of the officer lines are running low, as people have taken pains to economize. Overall, I project Management services (6.0) to come in about 2% under budget.

There are no major budgetary implications in Program expenses (7.0), but it's worth noting a few things. We should try to make sure that the EOP submits a budget request and that they estimate expenses accurately. The MLA Shop had \$740 in unbudgeted shipping expenses. This should be a one-time affair. The Oral History Committee also had a couple hundred dollars in budgeted expenses.

B. Investments

On May 16, 2013, MLA’s investments totaled \$959,122.89. Of this amount, \$740,583.59 was held at Fidelity, while the remaining \$218,539.30 was in socially-responsible funds at Calvert. The Board-designated account is essentially empty as a result of paying awards and other expenses (Ochs and Wicker). Other than that, there have been no monies moved into or out of the investment accounts.

A-R has allocated growth among the various funds. Balances of restricted funds stand at:

\$2,847.00	Bradley
\$31,166.09	Gerboth
\$35,154.62	Duckles
\$11,728.80	Hill/O'Meara
\$61,438.25	Epstein
\$47,966.55	Freeman
\$17,171.83	Wicker
\$42,989.65	Ochs
\$44,933.34	RILM
\$2,619.00	IAML Ratliff
\$15,563.00	IAML Coral

See also the report of the Investments Subcommittee, available at the time of the meeting as item 09.g.i at <https://www.dropbox.com/sh/b0vfc0doydw167s/OSIokZ2Ud9>

C. Publications

Scarecrow

As reported by Linda Blair in February, net sales of MLA books by Scarecrow totaled 147 units in 2012. This resulted in \$639 in royalty payments to MLA (on February 28). We paid \$338 of that to authors (in May) for a net of \$301 for MLA. It seems safe to assume that Scarecrow royalties will continue to decline as the catalog ages. A-R royalties due MLA from A-R publications totaled \$2,997 for 2012, on sales of 488 units. A-R paid \$1,579 of that total to authors and editors on MLA’s behalf.

AR Series Sales	Munstedt BM-007	Noonan IBS-35	McBride IBS 36	Dennis IBS 37-1	Dennis IBS 37-2	Griscom & Lisius TR-032	Totals
2012 sales	125	8	13	87	87	168	488
Lifetime sales							

It seems unlikely that any new volumes will be issued in MLA’s monographic series in 2013 (other than the volume by Duffy and Green reported on in February). Unfortunately, this does not bode well for income from the series for 2013-2014. Only royalties from sales in 2013 will be received next budget year. Although sales of recent books may remain strong, with few new publications we cannot expect increases in this area.

D. Membership

The downward trend in membership continues. Although, as noted above, dues income is essentially right on budget, that only means that it met our lowered expectations. The total number of members and subscribers (not taking IAML memberships into account) is down 11% from this time last year. Putting aside a few very small categories, the biggest percentage change was in Non-US Institutional Members, which dropped by 21%. The biggest loss numbers-wise was in the core category of US Individual Members, where we lost 48.

Membership Type	2011-12 (as of May 15, 2012)	2012-13 (as of May 15, 2013)	Change from 2012
Individual Member US	510	462	-9.41%
Individual Member non-US	37	32	-13.51%
Institutional Member US	184	163	-11.41%

Institutional Member non-US	38	30	-21.05%
Student Member US	113	97	-14.16%
Student Member non-US	4	2	-50.00%
Retired Member US	62	48	-22.58%
Retired Member non-US	3	5	+66.67%
Sustaining Member US	68	69	+1.47%
Sustaining Member non-US	0	0	
Associate Member US	3	8	+166.67%
Associate Member non-US	2	1	-50.00%
Corporate Patron US	6	5	-16.67%
Corporate Patron non-US	2	2	0.00%
Corporate Member US	7	7	0.00%
Corporate Member non-US	0	0	
Paraprofessional US	34	30	-11.76%
Paraprofessional non-US	2	1	-50.00%
Notes-Individual US subscription	N/A	Individual Notes Subscriptions	
Notes-Individual non-US sub.	N/A	No Longer Offered	
Notes Institutional US sub.	121	109	-9.92%
Notes-Institutional non-US sub.	98	79	-19.39%
Total MLA Members & Subscribers:	1,294	1,150	-11.13%

E. IAML

IAML memberships stand at 121 Individual and 116 Institutional. This compares to last year at this time, when we had 128 Individual and 117 Institutional. We have reported our membership to IAML so that members can vote in the IAML elections. We will be paying the IAML membership bill shortly.

We discovered this spring that a final tax return for IAML (for 2011) had never been filed. We have engaged SVA to do this for us. I need to compile some information and send it to them so that they can do that. It will cost between \$1,100 and \$1,300 to have SVA do it, but we do not anticipate owing any tax. SVA's fee will be paid from reserved IAML funds.

F. Administrative Structure

A-R continues to maintain the Administrative Structure within the MLA Directory and to generate reports for purposes of updating the MLA web site. The Administrative Officers no longer play a direct role in this process. We do need to update the web site again with appointments made since San Jose.

G. Web site transition

The transition of the MLA web site to the YourMembership.com platform is proceeding at a measured pace. We do now have an initial page design, and have asked for some refinements to it by YourMembership.com personnel. Please see the report of the Web Committee for more details.

Once the budget is setup, I will be working with Jim Zychowicz to get ready to port the MLA Directory to YourMembership.com. I am hopeful that we will be able to do IAML renewals in the fall and conference registration on the new platform. Elections may be trickier due in part to a particular problem with YourMembership's survey functionality. It is too early to know for sure, but we may need to use SurveyMonkey for elections again this year.

So that Jim Zychowicz can prepare the 2013-14 renewal form, Blair requested the Board select a membership category name for unemployed members, who will be added to the Paraprofessional category, with the same dues and privileges. The Board agreed to rename the category "Paraprofessional/Non-Salaried/Part-time." Blair will notify Zychowicz; Cary will adjust the MLA membership page; Scharff will update the Administrative Handbook.

Accompanying documents were available at the time of the meeting as items 04.a-d at <https://www.dropbox.com/sh/b0vfc0doydw167s/0SIokZ2Ud9>

Budget vs. Actual May 16, 2013

05. Past President's Report. Jerry McBride

Since becoming Past President, I have corresponded with Jon Bagüés, the Director of the Basque Music Archive, Eresbil (Archivo Vasco de la Música, Eresbil) concerning outreach to music libraries in Latin America. This follows up on the Board's decision to sponsor four institutional memberships to increase membership in IAML in countries currently not represented at all in IAML. The funding for the memberships will come from the Neil Ratliff IAML Outreach Grants. Letters offering to sponsor IAML institutional memberships were sent to the following individuals at these four libraries: José Antonio Robles, Centro Nacional de Investigación, Documentación e Información Musical "Carlos Chávez;" Zamira Barquero, Archivo Histórico Musical at the Universidad de Costa Rica; Dora Moreno, Biblioteca de Artes, Universidad de Chile; and Jaime Quevedo, Biblioteca Nacional de Colombia, Centro de Documentación Musical.

In exchange for the membership, each institution was asked to do two things:

1) Contribute citations of literature about music in print and other media for the year 2012, emphasizing reference materials and works of research interest published in their country to the editor of "Recent Publications in Music" that is published on the IAML website.

2) If at all possible, getting their institution to pay for an IAML membership beginning in 2014 and into the future. If it is impossible for their institution to pay for an IAML membership, MLA will consider sponsoring the institution for a second year. However, if the library can pay for a membership next year, then MLA will be able to help other countries. In this way, the number of IAML memberships can increase to benefit all music libraries.

Lastly, I also forwarded the election notice for IAML to MLA-L so that our IAML members would take advantage of IAML's first electronic election.

McBride also sent a message to the MLA chapters, soliciting applications for MLA chapter grants. He will pursue responses from the three South American libraries which have not yet responded to the IAML membership offer.

06. President's Report. Michael Colby

As is typical for most Presidents, I spent a great deal of time following the annual meeting in San Jose working on appointments. Fortunately, the Past President and the Business Office worked out a system and procedure which made an incredibly onerous task somewhat less so. The letters are generated at the Business Office and sent out with my electronic signature, with a copy going to the committee chair. So far, 53 appointments have been made, but my work is not yet finished. There were some new committees and task forces: the Web Committee, the Archives and Special Collections Committee and the Special Officers and Editors Honoraria Task Force. Additionally, I received the requisite six letters to establish the new Retirees Roundtable. Also in the realm of correspondence, I wrote about twenty letters to both personal and corporate donors to the San Jose meeting, thanking them for their support.

Following on Board discussion in San Jose, I corresponded with Pat Loughney at Library of Congress about MLA involvement in the National Recording Preservation Plan. I contacted the chairs of the Bibliographic Control Committee, Preservation Committee, Legislation Committee, Resource Sharing and Collection Development Committee and the Education Committee to encourage their involvement in specific goals. Another issue addressed following the San Jose meeting included conferring with the attorney prior to entering into contract with YourMembership.com for web membership services.

And, of course, there was much correspondence and conversation in preparation for the Finance Committee and Board meetings this spring.

07. Editors' Reports

The following reports were submitted for review by the Board unless otherwise noted. If the editor requested no action from the Board, the publication and editor's name is simply listed. When Board action was requested, a fuller discussion follows. In all instances, the Board warmly thanks the editors for their service to MLA.

- a. **Basic Manual Series (Peter Munstedt and Deborah Campana)**
- b. **Basic Music Library (Daniel Boomhower)**
No report submitted.
- c. **Copyright Web Site (Tammy Ravas)**
- d. **Index and Bibliography Series (Richard Griscom)**

No report submitted.

- e. **Music Cataloging Bulletin (Alan Ringwood)**
- f. **Newsletter (Misti Shaw)**
- g. **Notes (Jane Gottlieb)**
- h. **Technical Reports (Mark McMcKnight)**
- i. **Web Committee (Verletta Kern)**

The committee proposed making YourMembership.com's Member Program available to MLA members. For \$19.95 per year, members would receive discounts at restaurants, stores, and other businesses; MLA would receive 10% of their membership fee, but nothing from their purchases. Board consensus was that this would not be perceived positively by the membership, as YourMembership.com is too new to MLA, this offer is too commercial, and the businesses involved have no relationship to music or libraries. The Board is not interested at this time, but may revisit the program next year; if there are programs with music or library-related offerings, they could be of greater interest.

08. Special Officers' Reports

The following reports were submitted for review by the Board. If the officer requested no action from the Board, the officer's name and title is simply listed. When Board action was requested, a fuller discussion follows. In all cases, the Board greatly appreciates the officer's contributions to the association.

- a. **Advertising Manager (Anne Shelley)**
- b. **Convention Manager (Laura Gayle Green)**

Convention Managers Laura Gayle Green and Jim Farrington joined the meeting via Skype.

2014 Atlanta: for the 2014 convention budget, see 09.g, Finance Committee. Colby and Green will confer re: planning and publicizing the closing reception.

2016 site selection: HelmsBriscoe investigated four mid-country sites: Cleveland, Chicago, Cincinnati, and New Orleans. New Orleans turned out not to be a possibility, as hotels are already booked for Mardi Gras; HelmsBriscoe is waiting for hotel proposals from the other sites.

2015 Denver: with hotel negotiations conducted by HelmsBriscoe, the catering minimum for 2015 is lower than usual. The Board asked if MLA could expect lower catering fees in future; Green responded that bids vary widely, and that what the Convention Managers and HelmsBriscoe look for is a balance between meeting costs and room block requirements. Colby requested Green ask HelmsBriscoe which associations similar to MLA are tax exempt in which states.

Green recommended the Board and conference task force review closely the results of the 2013 conference survey, in particular at how and where the numbers cluster, or trend.

- c. **Development Officer (Susannah Cleveland)**

see Development Committee, 09.d

- d. **Placement Officer (Alisa Rata Stutzbach)**

It was moved by Mark Scharff and seconded by Steve Landstreet to move into executive session, to discuss Management Services and MLA roles. The motion was unanimously approved.

- e. **Publicity and Outreach Officer (Bob Follet)**
- f. **Management Services (James Zychowicz)**

It was moved by Steve Landstreet and seconded by Michael Duffy to move out of executive session.

The motion passed unanimously.

- g. **Archivist (Sandy Rodriguez)**

09. Committee Reports

The following reports were submitted for review by the Board unless noted otherwise. If the chair requested no action from the Board, the committee and the chair's name is merely listed. When Board action was requested, a fuller discussion follows. In all cases, the Board greatly appreciates the committee's contributions to the organization.

- a. **Awards (Various)**
 - i. **Best of Chapters (Sara Kathryn Nodine)**
No report submitted.
 - ii. **Bradley (Jennifer Ottervik)**
No report submitted.
 - iii. **Epstein (Sarah Dorsey)**
No report submitted.

iv. Freeman (Sarah Adams)

No report submitted.

v. Gerboth (Erin Conor)

vi. Publications (Kirstin Dougan)

No report submitted.

b. Bibliographic Control Committee (Beth Iseminger)

c. Career Development and Services (Alan Ringwood)

i. Qualifications for Music Librarians

The Committee requested Board review of a draft document, "Qualifications for Music Librarians," to replace the 2002 version on the MLA site. The Board had extensive suggestions and recommendations, and returned the document to the committee. Colby will notify Ringwood of the Board's concerns, and request a new document.

d. Development (Susannah Cleveland)

i. Promotional Sales Subcommittee (Janelle West)

With the dissolution of the MLA Shop, the Subcommittee requested a name change to the Marketing Committee. **It was moved by Michael Duffy and seconded by Stephanie Bonjack to change the name of the Promotional Sales Subcommittee to the Marketing Subcommittee.** The motion passed unanimously. Colby will notify West. Blair will request A-R update the Administrative Structure, and Scharff will update the Administrative Handbook.

The Subcommittee requested authorization to set up a MLA CafePress account on a trial basis. CafePress supplies products with logos and other custom designs, made on demand. There would be no up-front costs to MLA. **It was moved by Rick McRae and seconded by Mark Scharff to authorize the Marketing Subcommittee to set up a CafePress account on a trial basis.** To avoid survey fatigue, the Subcommittee was asked to survey a focus group to assist in selecting merchandise, possibly including former subcommittee members, vs. surveying the entire membership. The Subcommittee does not need Board approval for products, designs, or slogans, so long as they are reasonably professional and tasteful. The motion passed unanimously. Colby will notify West.

The Subcommittee's report to the Board requested funding for shipping Silent Auction supplies. Since no budget request was made directly to the Fiscal Officer, this wasn't considered as part of the FY2013-14 budget; Hickner will follow up with the Subcommittee to get more information.

The Development Committee requested that the Chair of the Subcommittee serve ex officio on the Development Committee. **It was moved by Stephanie Bonjack and seconded by Steve Landstreet that the Marketing Subcommittee Chair serve ex officio on the Development Committee.** McBride recommended review of the Committee and Subcommittee, as both groups are large as MLA committees go, and as the Development Committee is top-heavy; Colby will ask Cleveland for her thoughts, and will add review to a Board agenda in the near future. The motion passed unanimously. Colby will notify West. Blair will request A-R update the Administrative Structure, and Scharff will update the Administrative Handbook.

As an aside, Cary noted that deposits from donations from April 1, 2012 through March 31, 2013 came to \$20, 585. San Jose LAC fundraising plus other conference donations came to \$23,250, for a total of \$43,835, above average for the period.

The Board praised Cleveland's ambitious fundraising goals for the conference, as laid out in her report to the Board, and discussed possible additional fundraising goals not tied to the convention. McBride and Colby had previously discussed initiating a capital campaign for MLA, and will explore the possibility with Cleveland. Bonjack recommended tying a capital campaign to a specific focus, such as scholarships; Landstreet suggested expanding Freeman and diversity scholarship initiatives to more recipients. McBride agreed, and recommended that focusing on Freeman, Gerboth, and diversity scholarship grants be evaluated as part of the Strategic Plan review proposed in agenda item 12.a. Cary recommended that MLA move away from raising money via sales and the Silent Auction to full-blown fundraising. McBride noted that former Development Officer Jim Cassaro had previously recommended exploring bequest possibilities.

e. Education (Lisa Shiota)

The committee proposed a pre-conference workshop, "Managing Change," for the 2014 conference. The Board strongly supports the topic for the workshop, with the usual caveat that the workshop must draw the minimum projected registrants in order to take place.

Colby will contact the committee with Board questions and comments, emphasizing that the Board strongly supports the preconference topic, and that the committee must develop as realistic a budget as possible in conjunction with Green. The committee needs to come back with a revised proposal one week before the next Board meeting on June 24, i.e., by June 17.

i. Educational Outreach Program Subcommittee Proposal (David King)

The subcommittee proposed that MLA begin negotiations with ALA Editions for a possible partnership presenting webinars. MLA would be responsible for providing speakers and content, and marketing to music librarians, while ALA Editions would provide technical support and broad-based marketing.

Board consensus was to initiate negotiations; the positives include increasing MLA's outreach, a Strategic Plan goal, and ALA's considerable marketing reach. MLA can market via its blog, Twitter feed, and Facebook page. **It was moved by Rick McRae and seconded by Michael Duffy to pursue negotiations with ALA Editions for a trial partnership presenting webinars.** Once MLA has negotiated a fleshed-out proposal that includes up front and royalty percentages paid to MLA, the Board will review it. MLA should negotiate for a higher percentage for registrants who are MLA members, who presumably have enrolled as a result of MLA's marketing. Bonjack clarified that the chair of the EOP typically finds instructors. The motion passed unanimously.

Colby will notify the EOP that the Board has approved pursuing negotiations, will discuss fees with the subcommittee, and determine next steps.

f. Emerging Technologies and Services (Stephen Henry)

g. Finance (Paula Hickner)

The Finance Committee recommends that the Duckles Award for 2014 be funded at \$700.00. The motion passed unanimously.

The Finance Committee recommends that the O'Meara Award for 2014 be funded at \$200.00. The motion passed unanimously.

The Finance Committee recommends that the Hill Award for 2014 be funded at \$300.00. The motion passed unanimously.

The Finance Committee recommends that the Freeman Travel Grant for 2014 be funded at \$2,000.00. This amount is less than last year's, as it is funded by income alone, and not subsidized by the operating budget. Hickner will advise the Freeman Awards Committee that they can use their discretion in the number and amount of the awards. The motion passed unanimously.

The Finance Committee recommends that the Coral IAML Travel Grant for 2014 be funded at \$750.00. The motion passed unanimously.

The Finance Committee recommends that \$660.00 be made available from the Wicker Fund for 2014. The motion passed unanimously.

The Finance Committee recommends that \$1,590.00 be made available from the Ochs Fund for 2014. The motion passed unanimously.

The Finance Committee recommends that \$1,620.00 be made available from the RILM Fund for 2014. The motion passed unanimously.

The Finance Committee recommends that \$400.00 be made available from the Ratliff Fund for 2014. The motion passed unanimously.

The Finance Committee recommends that for incoming Board members MLA will cover lodging and half per diem for the days before the Annual Meeting. MLA will not cover transportation to and from the meeting. This supersedes the policy passed by the Board in June 2012, which had defunded all expenses for incoming Board members at the annual meeting. The motion passed unanimously. Blair will revise the Fiscal Policies Handbook.

The Finance Committee recommends that for sitting Board members MLA will cover lodging and half per diem only for the days before the Annual Meeting. MLA will not cover transportation to and from the meeting. The motion passed unanimously. Blair will revise the Fiscal Policies Handbook.

The Finance Committee recommends that for reimbursement for travel by car MLA will pay the cost of gas, tolls, and parking rather than the IRS mileage rates, not to exceed the cost of reasonable airfare. This policy is intended to prevent situations where car travel costs exceed airfare,

applies to all MLA travel, and requires receipts. The motion passed unanimously. Blair will revise the Fiscal Policies Handbook.

The Finance Committee recommends that an Approved Vendors List be adopted, to be reviewed annually by the Finance Committee. As an oversight issue, MLA's auditors recommend creating a list of approved vendors to which MLA makes recurring payments, including outside vendors, recipients of honoraria, Board and committee members, and other recurring payees, but not one-time payees, such as award recipients. The list will serve 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 will be responsible for compiling proposed additions to the list; the list will require annual review by the Finance Committee to add and approve new vendors. The list will be held at the business office, which will check it as requests for payment are made. The motion passed unanimously. Blair and Cary will follow up with A-R and the Finance Committee to finalize procedures; Blair will add the new policy and procedures, including annual review, to the Fiscal Policies Handbook.

The Finance Committee proposed a FY 2013-14 budget for Board review. The Board began with the convention budget for 2014; Convention Managers Laura Gayle Green and Jim Farrington joined the meeting via Skype.

It was moved by Michael Duffy and seconded by Mark Scharff to move into executive session in order to discuss the Atlanta hotel contract. The motion passed unanimously.

It was moved by Stephanie Bonjack and seconded by Steve Landstreet to move out of executive session. The motion passed unanimously

2014 convention budget proposal assumptions:

- the catering budget is based on replacing the banquet with a closing party offering substantial hors d'oeuvres, shorter than the banquet, starting ca. 7pm, possibly with a certain amount of seating
- per the Convention Manual, local arrangement committees (LACs) may spend only what they raise; the Development Officer assists with fundraising; LACs are not required to host a local arrangements reception. Hickner adjusted LAC income and expenses to make them identical, \$5000. If the LAC and Development Officer raise more, the LAC can spend more; if they raise less, they can spend less. Green noted that it is difficult to get a one-to-one match between donations and expenses; Cary requested that income lines be broken down as finely as possible, so he can match expenditure lines to income
- the budget allocates \$81,000 for catering, which is the total minimum required catering amount, including taxes and fees. MLA may spend no less, and should spend no more
- the catering budget cuts events for limited participants, such as breakfasts for the Board, chapter chairs, and committee chairs, and the vendor lunch, and covers events for larger groups, such as the opening and closing receptions, coffee breaks, the first-timers reception, and the donors reception, which will require a higher level of giving to attend
- the budget does not cover Guidebook; the Development Officer will need to find an underwriter. Green recommended printing fewer than the usual 600 programs. Attendees could download or print a program from the conference site, or request a printed copy when registering; their envelope would be marked to receive a copy when they check in at the conference. These new procedures would need to be fine-tuned in coordination with the LAC, A-R, and registration staff.
- the Big Band is not funded by the budget; the Development Officer will need to raise money to fund the Big Band
- the budget does not cover a post-banquet band; per the Convention Manual, this is funded by the LAC. Replacing the banquet with a reception raises the question of whether to have entertainment at all; the Board discussed whether the Big Band would be willing to perform for one hour during the reception
- MLA can't get tax exempt status in Georgia, and will be charged tax on certain services, including catering and equipment
- the deadline for determining whether the proposed preconference has sufficient registrants to take place should coincide with publication of the printed program (typically December) or early registration (typically early January)

With LAC income and expenses adjusted to zero each other out, the total budget shows a small surplus, \$675. Exact equipment costs and wired connection costs for Atlanta are still to be determined.

The Board then reviewed the Finance Committee’s recommendations for the operating, non-convention part of the budget.

The Finance Committee recommends that beginning in FY2013-14 dues be raised by \$10 for each membership category, except Sustaining Member which will be raised by \$20. IAML dues remain unchanged.

Individual Member US	\$120
Individual Member non-US	\$130
Institutional Member US	\$155
Institutional Member non-US	\$165
Student Member US	\$60
Student Member non-US	\$70
Retired Member US	\$85
Retired Member non-US	\$95
Sustaining Member US	\$240
Sustaining Member non-US	\$260
Associate Member US	\$90
Associate Member non-US	\$100
Corporate Patron US	\$770
Corporate Patron non-US	\$780
Corporate Member US	\$470
Corporate Member non-US	\$480
Paraprofessional US	\$70
Paraprofessional non-US	\$80
Notes Institutional US sub.	\$120
Notes-Institutional non-US sub.	\$130

The motion passed unanimously.

To encourage IAML membership, McRae proposed offering a \$10 discount for first-time 2014 IAML members. Cary checked with Jim Zychowicz at A-R, who suggested first-time members pay the full amount and once their first-time status was confirmed, receive a \$10 credit. This would avoid programming fees, but would require first-time IAML members pay by credit card only. The Board should evaluate whether to continue offering a discount in future years; YourMembership.com may facilitate such refunds. This offer should be publicized on MLA’s forthcoming IAML page, along with the benefits of IAML membership, and to MLA members via MLA-L and social media. **It was moved by Rick McRae and seconded by Michael Duffy to offer a \$10 discount from the IAML membership rate for first-time IAML individual members, for the 2014 membership year.** The motion passed unanimously.

The Finance Committee recommends that registration for the Atlanta 2014 meeting be set at the following levels. Registration rates are unchanged from 2013.

Early member	\$260
Early 1 st three years	\$210
Early non-member	\$360
Reduced for work	\$160
Regular member	\$360
Regular non-member	\$460
Regular student	\$100
Single day	\$135
Accompanying person	\$125

The motion passed unanimously. [NB, a post-meeting update: 2014 registration rates are currently in question due to other developments.]

The Finance Committee recommends that exhibitor fees, advertising fees and conference attendee list be set at the following levels. Exhibitor, advertising and attendee rental list rates are unchanged from 2013.

Base exhibit fee	\$550	
------------------	-------	--

Corporate patrons	\$440	20% discount; 200 lbs drayage
Corporate members	\$495	10% discount; 100 lbs. drayage
Full-page ad	\$300	less corporate discounts
Half-page ad	\$200	less corporate discounts
Covers	\$400	less corporate discounts
Full-price inserts	\$300	not exhibiting; not corporate
Discounted inserts	\$100	exhibiting; corporate
Attendees e-mail list rental	\$200	

The motion passed unanimously.

The Finance Committee recommends that US Notes Institutional rate be raised \$10 to \$120 and non-US Notes Institutional rate \$10 to \$130. The motion passed unanimously.

Other budget notes:

- the budget is balanced without drawing on money from the MLA Fund, MLA's endowment
- honoraria are the same as in FY 2012-13, pending the report of the second honoraria task force
- the budget makes cuts to travel and exhibit costs for publicity; the Publicity and Outreach Officer will attend ALA every other year, but will continue to attend CMS and SAM annually
- the budget makes cuts to BCC travel, requiring BCC representatives to share hotel rooms
- the budget cuts requests to create a brochure and a video
- conference costs will need to remain under control, and MLA will need to maintain conference attendance numbers

The Finance Committee recommends that the Board approve the 2014 budget as submitted by the Finance Committee. The motion passed unanimously, with applause. Hickner will notify all those who submitted budget requests.

i. Investments Subcommittee

see also 04.B, Administrative Officer: Investments

The subcommittee is looking for an investment advisor to review MLA's investments overall, as they believe MLA's investments could generate more revenue. They would like MLA to be open to changing the management of the association's investments. Cary favors developing a formal RFP. A financial consultant would charge fees directly; a financial advisor at a company that manages MLA's investments would be paid out of the investments via transaction and percentage fees, analogous to the fees MLA is already paying to Fidelity and Calvert. The subcommittee could check with organizations similar to MLA to see which firms they use.

The RFP should clarify what MLA wants: a responsive and involved advisor or firm, supplying information when requested; an annual meeting with the advisor or a client consultant who manages client relationships; specifics on how the advisor or firm would help MLA develop an investment plan.

One advisor under consideration is willing to advise with or without managing investments. Investment management companies have varying degrees of hands-on vs. hands-off management style. Some match a pre-set package from their suite of products to clients; others tailor investments to clients.

The subcommittee will develop an RFP for Board review and approval.

h. Legislation (Eric Harbeson)

No report submitted.

i. Membership (Jason Imbesi)

j. Oral History (Rob Deland)

No report submitted.

k. Planning (Steve Landstreet)

The Planning Committee brought six topics to the Board.

Committee charge: the Administrative Handbook lacks the committee's charge; Scharff will add the charge, as stated in the Administrative Structure.

Diversity: McRae will request updates on the ACRL diversity scholarships, and the possibilities for an ALA Spectrum scholarship, to present to the committee and the Board.

Strategic Plan implementation: as part of the first phase of Strategic Plan implementation, to increase MLA's role in public advocacy, the committee was charged to collect MLA position/policy statements and put them on the MLA site. Landstreet collected statements from past presidents and committee chairs, and Bristah found statements in the Index to Board Policies and minutes. Committee

members will add context from minutes and links to statements, to have an advocacy page ready to put up on the MLA site by fall 2013, either on a redesigned page or on the present site under About MLA: Advocacy. The committee will conduct a periodic review to add new statements and archive outdated ones, which will remain online, but will not be featured on the advocacy page.

Increased presence of IAML and the IAML “R” projects on the MLA site: committee consensus was to create a IAML page on the site by fall 2013, describing MLA’s role as the US chapter, describing and linking to the “R” projects, and linking to the membership sign-up page. The committee will work with active IAML members to help create content, and will ask the Web Manager to set up a place holder page.

Board reports: the present policy is to request Board reports from committees, officers, and editors only when board action is required. But, purely informational reports allow the Board know of and coordinate MLA activities overall. **It was moved by Michael Duffy and seconded by Rick McRae that the Board require committee chairs, editors, representatives to MOUG and NISO, and special officers to submit three Board reports and one annual report each year. This rescinds the policy of February 2009.** The motion passed unanimously.

Board Self-Study Report follow up: the committee will create a formal response, but in the meantime, had these updates on the eight recommendations in the Self-Study Report:

1. Develop an orientation packet for incoming Board members: done
2. Develop handbooks for each Board position: in progress

3. Explore longer terms for members-at-large: not recommended. Former Parliamentarian Steve Mantz had developed several options for longer terms four years ago, but they weren’t adopted due to the complexity of the transition and the difficulty of implementation. The difficulties persist; Board consensus was not to pursue this.

4. Explore costs and benefits of having an independent financial advisor meet annually with the Finance Committee: Planning would like to refer this to the Finance Committee. The Investments Subcommittee is looking to work with an investments advisor, but a financial advisor would work more broadly, looking at income, membership, expenses, financial planning, and MLA’s entire operational picture. Logistically, a financial advisor could work with the Finance Committee remotely, online; some business schools have programs that provide pro bono advising, possibly business schools at MLA members’ institutions. The advisor could provide advice on a financial plan and on the financial implications of MLA’s strategic plan, and could help develop a business plan for MLA, since membership no longer fully supports the organization.

5. Re-examine Board structure, including adding officers and representatives from other MLA groups: not endorsed due to cost; this idea needs a more fully-developed rationale.

6. Explore costs and benefits of hiring an Executive Director or broader management package: not endorsed. MLA has engaged services of outside agencies for particular tasks (e.g., Helms-Briscoe, A-R, YourMembership.com). MLA doesn’t presently have the means to hire an Executive Director.

7. Communicate more with membership and provide greater transparency for Board business: there is some degree of additional transparency, with Open Board Meeting Guidelines established in 2012. The Web Committee and the move to YourMembership.com may assist with communication, but the Board could do more, such as soliciting more input to inform potentially controversial positions, and using various tools (newsletter, MLA-L, blog, chair and chapter listservs, etc.) to communicate directly re: issues such as MLA’s financial and membership status, site selection for conferences, and other topics of general concern. McBride will draft a communique for Board review regarding site selection to send to chapter chairs, and to post as a newsletter article, on MLA-L, and a blog post.

8. Regular review of committees: Board consensus was to request each committee conduct a self-study re: what works and what needs changing, so that changes come from the committees themselves vs. a top-down approach. The Planning Committee will develop a proposal for committee self-study, for Board review.

On October 27, 2011, then Planning Committee Chair Liza Vick emailed each MLA committee, requesting they create a committee handbook to document the work of their group and to provide continuity, per a template created by the Planning Committee in 2011. Landstreet noted that the majority of committees have not yet submitted their handbooks, and few committees have described working on them

in their reports to the Board. McBride suggested that committees be required to submit their handbooks along with their annual report.

- l. Preservation (Sandi-Jo Malmon)**
- m. Program (Gerry Szymanski)**
No report submitted.
- n. Public Libraries (David King)**
- o. Public Services (Tom Bickley)**
- p. Publications (Philip Vandermeer)**
Publications will need a new chair before the Atlanta meeting. Colby requested recommendations.
- q. Resource Sharing and Collection Development (Keith Cochran)**
No report submitted.

10. Joint Committees

The following reports were submitted for review by the Board. If the chair requested no action from the Board, the committee and chair's name is merely listed. When Board action was requested, a fuller discussion follows. In all cases, the Board greatly appreciates the committee's service to MLA.

- a. AMS, Joint Committee on RISM (Daniel Boomhower)**
No report submitted.
- b. MPA/MOLA Joint Committee (Andrew Toulas)**
- c. US/RILM Office (Sarah Adams)**
No report submitted.

11. Representatives to Other Organizations

The following reports were submitted for review by the Board. If the representative requested no action from the Board, the organization and the representative's name is merely listed. When Board action was requested, a fuller discussion follows. In all cases, the Board greatly appreciates the representative's work for the association.

- a. MOUG (Mary Huismann)**
- b. NISO (Mark McKnight)**

12. Old Business

- a. Strategic Plan Implementation.** Michael Colby
Colby will appoint a Board task force consisting of McBride as chair, Landstreet, and McRae, to prioritize which goals MLA should focus on next, and to report at the fall Board meeting.
- b. YourMembership.com Contract**
The following vote took place online between Board meetings, March 28-29, 2013.
It was moved by Rick McRae and seconded by Stephanie Bonjack to accept the YourMembership.com contract. The motion passed unanimously.

13. New Business

- a. Conference Task Force (Amanda Maple)**
The task force was charged to start from scratch in identifying the issues, and recommend one or more possible alternatives to the current conference program structure and balance; suggest a revised program committee membership and terms; and propose a timeline for implementation of the suggestions.
The task force submitted a preliminary report too late for a complete review by the Board at this meeting. The report will be made public once member comments from the conference survey, which are confidential, are removed from the report.
Initial reactions were that the report included some ideas already being considered, and that its review would be a priority at the next online Board meeting. Colby will ask Maple to remove the survey comments so that the report can be made public.
- b. System User Groups Report (Misti Shaw)**
To save meeting space and money, the President charged the ILS user groups to poll themselves regarding the need to meet at the MLA conference. Per their Board report, the Innovative, Voyager, and Aleph groups may need to continue meeting, and the Sirsi/Dynix group may not. Board consensus was to recommend the user groups meet simultaneously; that they meet at the end of the program day, e.g., 5-6pm, and not later in the evening; that they not be scheduled against other sessions; and that one person in each group be responsible to report attendance numbers and whether the ILS sent a representative to the ETSC

member who serves as user group coordinator, who will report this information to the Board. Colby will notify the Program Chair, the Convention Managers, ETSC user group coordinator Jennifer Matthews, and each user group's coordinator; he will also request the Program Chair to add to the Program Committee documentation/handbook, and the ETSC Chair to add to ETSC handbook.

c. Nominations Task Force (Susannah Cleveland)

The task force was charged to examine the current nomination procedures and criteria for all MLA offices and for the MLA Citation, and to produce a Nominating Committee handbook. The Board reviewed the recommendations in their report, which can be found in full at <http://www.musiclibraryassoc.org/about.aspx?id=1118> :

1. Limit consecutive Board service to 4 years, regardless of whether service is elected or appointed.

The Board determined that this recommendation is in conflict with the Constitution, Article IV.D.5, which states that Board membership may run for six consecutive years; adopting the recommendation would first require a vote of the membership. **It was moved by Rick McRae and seconded by Michael Duffy to strongly recommend limiting consecutive Board service to four years, regardless of whether service is elected or appointed.** The motion passed unanimously.

2. Strongly encourage potential candidates not to run for offices in two professional organizations (including MLA chapters) simultaneously, or, at the very least, ask them to bow out of the later of the two elections if elected in the first.

Rationale: While it's common for people to want to hedge their bets and not miss an opportunity to run for office, serving as an officer in two professional organizations simultaneously is taxing on the individual and likely leads to less effective work for both organizations.

Change: Committee Handbook, Appendix 5, no.5.; Common Nominating Questions, Eligibility, 6.

It was moved by Mark Scharff and seconded by Steve Landstreet to accept this recommendation. As MLA already has policies in place to discourage members from taking multiple offices within MLA (in order to give more members the chance to be involved and to guide the organization), the Board interpreted that this recommendation is meant to discourage simultaneous elected roles in MLA and outside organization(s). The motion passed unanimously.

3. Change membership categories in the Administrative Handbook so that Honorary members are included within the Personal category.

Rationale: Currently, Honorary members are excluded from running for office (as well as serving on committees, as special officers, and as editors). Since the Honorary membership is granted to the recipients of our Citation, members who have made the greatest contributions are excluded from most MLA service.

Change: Administrative Handbook II.A.5.i.; Common Nominating Questions, Eligibility, 2.

It was moved by Steve Landstreet and seconded by Michael Duffy to accept this recommendation. The Board clarified that only citation award winners are Honorary members, and that Honorary members are awarded lifetime MLA membership without dues. The motion passed unanimously.

4. Select one member of the Nominating Committee to continue each year.

Rationale: Typically, one outgoing Board member is appointed to chair the Nominating Committee, but this role is not codified in the Administrative Handbook and only offers continuity from Board discussions one year, not from the nominating process itself. While it is certainly desirable to change most of the Nominating Committee membership each year to avoid too much cronyism, having one single member continue could help the next year's committee get started more easily without having to retrace activities from the previous year with notes and minutes. This person would be the chair in the second year of his or her service. This approach allows the chair to meet with potential new members at Get Involved at the national meeting.

Change: Committee Handbook I.A.-C.; IV.A.; Administrative Handbook VI.H.5.b.

Proposed Administrative Handbook Change (replacing existing language): “The President will appoint one non-Board member to serve as chair-elect in his or her first year on the committee; that person will continue to serve on the committee for a second year as chair. The Nominating Committee includes five members only one of whom may be a member of the Board of Directors. Only the chair may serve a consecutive term, and that person may only serve two consecutive years. All members of this committee must be personal members.”

It was moved by Rick McRae and seconded by Michael Duffy to accept this recommendation. The motion passed unanimously.

5. Request and publish in the ballot a philosophical statement from each candidate, not just candidates for President.

Rationale: A list of previous MLA activities can help to show a person’s history in the organization, but the addition of a philosophical statement can help those who don’t know candidates personally better judge their fitness for office. These should be limited to 250 words (the President’s philosophy is granted 500 words).

Change: Committee Handbook X.A.11; Committee Handbook, Appendix 1, July

It was moved by Steve Landstreet and seconded by Mark Scharff to accept this recommendation. Board consensus was that, without guidelines, such statements could vary so widely, or be so generic, as to be unhelpful, that Board candidates won’t necessarily know what their vision for MLA is (although of course a Presidential candidate must lay out a vision), and that providing each candidate’s activities is sufficient. The motion did not pass, by a majority.

6. Require that candidates for President be IAML members.

Rationale: As the head of the IAML-U.S. chapter, the President has specific duties to fulfill within IAML and must be a member of that organization.

Change: Administrative Handbook VI.H.5.a.a. Proposed Administrative Handbook change (following existing language): following the sentence, “Candidates for office must be personal members of the Association,...” add “Candidates for Vice-President/President-Elect must be members of IAML prior to standing for election.”

It was moved by Steve Landstreet and seconded by Michael Duffy to accept this recommendation. The motion passed unanimously.

7. Add the “Common Nominating Questions” document to the MLA site to help make the election process more transparent to members. It is also part of the committee’s handbook.

Rationale: Since this document is designed to help those who would eventually like to run for office to understand better how they might prepare themselves professionally, we believe it would be useful as a standalone document.

Change: No change to existing documents necessary

The Board supported this, but no Board vote was required.

Colby will inform the task force chair; Scharff will update the Administrative Handbook with the changes that the Board approved.

Duffy requested the task force add to their handbook that MLA has directors and officers insurance, which covers elected MLA members, and asked that future nominating task forces make sure that nominees are made aware of this before they agree to become candidates.

d. Committee Appointments

i. Papakhian Special Achievement Award Committee

The committee traditionally consists of the President, Past President/President-Elect, and one additional person; Colby appointed himself, McBride, and Duffy.

It was moved by Mark Scharff and seconded by Michael Duffy to move into executive session, to discuss committee appointments. The motion passed unanimously.

ii. Web Committee

iii. Public Services Committee: Instruction Services Subcommittee

iv. Best of Chapters

v. ETSC

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

14. Future Meetings and Adjournment

The Board scheduled online meetings 2-3:30pm Eastern Daylight Time on Monday, June 24 (sans vacationing Cary and Blair), Thursday, July 11, and Tuesday, August 27. The fall Board meeting will take place at the Eastman School of Music, University of Rochester, Thursday-Friday, September 26-27, 2013.

It was moved by Pamela Bristah and seconded by Stephanie Bonjack to adjourn the meeting at 5:26pm. The motion passed unanimously.

Appendix I: New Policies Adopted by the Board

- 1. Remove Administrative Handbook references to indexing the Administrative Handbook, so that policy aligns with practice (03)**
- 2. The Assistant Planning and Reports Officer receives letters to both establish and renew roundtables (03)**
- 3. The Paraprofessional membership category is renamed “Paraprofessional/Non-Salaried/Part-time,” with the same dues and privileges applying to all three types of members (04.g)**
- 4. The Promotional Sales Subcommittee is renamed the Marketing Subcommittee (09.d.i)**
- 5. The Marketing Subcommittee is authorized to set up a CafePress account on a trial basis (09.d.i)**
- 6. The Marketing Subcommittee Chair serves ex officio on the Development Committee (09.d)**
- 7. For incoming Board members, MLA will cover lodging and half per diem for the days before the Annual Meeting. MLA will not cover transportation to and from the meeting (09.g)**
- 8. For sitting Board members, MLA will cover lodging and half per diem only for the days before the Annual Meeting. MLA will not cover transportation to and from the meeting (09.g)**
- 9. For reimbursement for travel by car, MLA will pay the cost of gas, tolls, and parking rather than the IRS mileage rates, not to exceed the cost of reasonable airfare (09.g)**
- 10. As recommended by MLA’s auditors, an Approved Vendors List will be adopted, to be reviewed annually by the Finance Committee (09.g)**
- 11. Committee chairs, editors, representatives to MOUG and NISO, and special officers are required to submit three Board reports and one annual report each year. This rescinds the policy of February 2009 (09.1)**
- 12. The YourMembership.com contract is approved (12.b)**
- 13. Require system user group coordinators to submit attendance numbers and ILS representation to ETSC user group coordinator, who will report to the Board (13.b)**
- 14. Strongly recommend limiting consecutive Board service to four years, regardless of whether service is elected or appointed (13.c.1)**
- 15. Strongly encourage potential candidates not to run for offices in two professional organizations (including MLA chapters) simultaneously (13.c.2)**
- 16. Change membership categories in the Administrative Handbook so that Honorary members are included within the Personal category (13.c.3)**
- 17. One member of the Nominating Committee will continue each year (13.c.4)**
- 18. Require that candidates for President be IAML members (13.c.6)**