I. January 2021
II. Planning Committee
III. Members: Jessica Abbazio, Brian McMillan, Jonathan Sauceda (chair), Misti Shaw, Diane Steinhaus, Kimmy Szeto
IV. Board Action Required:

Amend the Administrative Handbook to correspond with current practices regarding the Assistant Planning and Reports Officer and their role as Interest Group Liaison. Specifically, clarify that a meeting between the APRO and IG Coordinators should take place on an “as needed” basis. See added text in red and eliminated text crossed out below:

II.E.11. PLANNING AND REPORTS OFFICER AND ASSISTANT PLANNING AND REPORTS OFFICER
One newly elected member-at-large is appointed by the President to collect the annual reports of special officers, committee chairs, and representatives to other organizations. The reports are compiled and published on the MLA website. The Planning and Reports Officer will serve as a liaison between the Board and the next annual meeting’s Program Committee. The Assistant Planning and Reports Officer will act as the liaison between the Board and interest group coordinators, including receipt of letters supporting an Interest Group’s renewal, and will schedule a meeting with coordinators as needed. The Planning and Reports Officer and the Assistant Planning and Reports Officer are ex-officio members of the Planning Committee, with the Planning and Reports Officer serving as Chair. (rev. 2/2013) (rev. 9/2013) (rev. 9/2016) (rev. 1/2019) (rev. 2/2020) (rev. 2/2021)

VIII.G. BOARD LIAISON
The Assistant Planning and Reports Officer will act as the liaison between the Board and the interest group coordinators, and will schedule a meetings with the coordinators as needed. The Board liaison is charged with maintaining the list of current Interest Group Coordinators, and sending any changes to the list to the Administrative Officer. (rev. 5/2014) (rev. 9/2016) (rev. 2/2021)

V. Brief Summary of Activities
   A. Revised Planning Committee Handbook
   B. Sent out committee vacancies notice (January 19, 2021)
   C. Corrected link text to the Open Meetings Guidelines on the MLA website.