New York State/Ontario Chapter, Music Library Association
Annual Meeting Minutes
Cornell University
October 16, 2015


Chair, Linda Blair called the meeting to order at 4:01pm

1. Chair’s report: Over the last two years notable improvements to NYS/O’s operating procedures have occurred with the implementation of online membership renewal and meeting registration. Special thanks were given to Beth Kelly and Rachel Fox von Swearingen for setting up more streamlined payment and registration processes that utilize PayPal and Google forms. Kudos to Rachel for taking the lead in establishing our chapter archives. These initiatives strongly support the MLA Strategic Plan goal of Organizational Excellence, and over the past year, work on this goal has continued in other important ways as well. One of these has been a continued effort to add content to the Chapter website, document activity, and make our organization’s history more readily available. Special thanks went out to web editor, Jennifer Vaughn for all her work in getting all this content posted and to changing the labels of the links so that the enumeration comes first. Linda was able to pinpoint and resolve an enumeration error using the new archives, which revealed that 2 different issues were both numbered as #32. Thanks to her detective work along with David Peter Coppen’s help in scanning the missing issue #33, we now have a complete run of the newsletter on the website. DPC also scanned some early programs and minutes from the chapter’s history, prior to the newsletter. These are due to be posted soon. Currently, the archive is quite small, consisting of 1 file box with 9 file folders, but there is a lot of information there about the chapter’s formative years. Years 1980-present have the least amount of documentation, so a call went out for any materials from individual files to help fill in the gaps. Fortunately we do have complete newsletter coverage from those years, where the chapter’s activities are well-documented with reports from the Chair, the Secretary-Treasurer, local arrangements programs and complete summaries of all sessions. When composing thank you letters for last year’s speakers, Linda designed an official NYS/O stationery template based on the MLA model with current officers listed in the sidebar. This came about because people have asked for official letters documenting appointments and thanks for presentations which they could place in their personnel files or promotion portfolios. There was no cost involved and the Chair felt it would reflect well if we, as an organization, present ourselves in a more official way for those members or guest presenters, who need proof of their activity for professional advancement. Lastly, the MLA Strategic Plan goal of outreach was addressed. The NYS/O travel grant is one way this was implemented, but this year no applications were received. The announcement went out a bit late, but it could also be attributed to the central location of this year’s meeting did not warrant a need for assistance. Nevertheless, the groundwork is in place and thanks were given to all the officers for their work on developing the procedures for the travel grant. With next year’s meeting in Toronto, there could be greater need for travel assistance. In conclusion, the Chair mentioned the importance of gathering informally at the national MLA meetings. Every year at the annual meeting our chapter gets together outside of the official meeting program to
socialize and share a meal. Although this is not a business meeting, it is a useful opportunity for members to meet, catch up on what other colleagues are doing, and possibly generate ideas for future chapter business. One of our strengths as a chapter, is that we are small enough to really get to know each other, and this tradition is another way to do that.

2. Secretary’s report: The financial report for fiscal year 2014-2015 was distributed with totals from both U.S. and Canadian accounts, and a breakdown of expenses and income. To start with, membership totals are up this year and stand at 34 registered members, in comparison to 32 last year. This increase can be attributed to the ease of renewing membership online and the secretary thanked everyone for their cooperation in making the new tools a success. She also pointed out that people sometimes overlook filling out the online form when using PayPal. There are 2 transactions that take place: the online form and the PayPal transaction. The online form is located at the bottom of the registration or membership page and must be filled out and submitted online, whether PayPal or personal check is mailed in. If you send a check in the mail, or wish to pay your registration or dues at the meeting, just fill out the online form, submit it, and send an e-mail to the secretary indicating that you are paying at the door of the meeting. Some details from the financial report were summarized by the secretary. Total meeting expenses from 2014: $213.98 compared to 2015: $489.46. It was noted that this year’s meeting included meals and refreshments throughout the day, whereas last year’s lunch was on your own. Our expenses using PayPal are still quite low totaling $15.17 for meeting registration and $10.48 for membership dues. This is nominal considering NYS/O used to have $44.00/year in charges from the bank. Expenses total came to: $504.63 and income total was: $965.00. So even with increased expenses, our total amount taken in is still comfortably above what was paid out.

3. Setting of goals: One goal already taken care of is next year’s meeting location, which is Toronto. Other goals were discussed such as outreach goals and continuing to enhance the chapter website in several ways. Posting the meeting minutes on the website and having an archive of minutes would be nice to have up by next year, and would further the goal of organizational excellence. Along these lines, Rebecca Belford noted that having different web pages for each meeting would be a useful enhancement allowing for easy access to local arrangements. Rachel Fox von Swearingen mentioned that if server space became problematic, the minutes could be hosted using Google docs (as PDFs) instead of hosting the minutes on the website. Presentations from each meeting are requested from the presenters and also posted to the website. Another goal expressed by the Chair was to create a Chapter Handbook which would document the explicit duties of each officer and also provide a timeline so that officers can plan ahead. The Constitution and Bylaws provide only a few of the duties required and no detailed instructions for our processes. This document could be mounted on our website so that it would be readily available to all. It was asked if the Chair’s reports are up on the website, too? They are not posted, but are summarized in the minutes.

4. Election results given by secretary. Two names were on the ballot for Vice Chair/Chair-Elect: Kevin Michki of State University of New York at Fredonia, along with Houman Behzadi of University of Toronto. Out of 34 current members, 19 people voted with the majority of votes going to Houman Behzadi. Neither of the two were able to attend the meeting due to extenuating circumstances, but a round of applause was given to Houman in his absence. Welcome to Houman Behzadi as Vice Chair/Chair-Elect of NYS/O.

5. The meeting was adjourned at 4:24pm.