15 in attendance: Beth Kelly (S/T), Jim Farrington (CE), Lenora Schneller (C), Houman Behzadi (PC), Tracey Snyder, Ed Komara, Maureen Nevins, Lisa Philpott, Gerry Szymanski, Rick McRae, Kris Shanton, Rachel Fox von Swearingen, Jan Guise, Susannah Cleveland, Brian McMillan

Lenora Schneller (Chair) called the meeting to order at 1:12pm

1. Chair’s report: I would like to begin by thanking our NYS/O officers who contributed to the success of this meeting: Beth, for her help with registration details and our web editing; Jim for negotiating hotel arrangements and serving on the joint-meeting program committee which put together a wonderful program, and finally Houman, our coordinator extraordinaire, who liaised, delegated, facilitated, and worked tirelessly through a myriad details to make sure everything would run smoothly for these two days. Special thanks also to Houman & Beth, who rotate off their positions today and to everyone for making the trip here to Montreal!

For an overview of the planning of this meeting, it started at our October 2017 annual meeting at Nazareth College when Gerry relayed the message that past MLA president, Michael Rogan, recommended that we consider a joint meeting, with the likelihood that the MLA board would attend and plan their fall meeting to coincide with the joint meeting. Houman indicated the importance of involving colleagues in CAML in this initiative, which would encourage more substantial participation at a joint meeting. Soon after, NEMLA expressed interest when we proposed the idea to them, and Houman approached the Quebec chapter, who voted in favor and also appointed him vice president for a year, which allowed him to serve as a liaison between NYS/O and the Quebec chapter. NYS/O and NEMLA both surveyed their membership for an indication of interest level, and found there was ample support to proceed (Among NYS/O’s membership 18 people indicated they were “likely” to attend). The IAML Board later suggested including the Greater NY Chapter, and they initially accepted our invitation, but then pulled out with concerns about the potential financial burden. For meeting registration, it was decided that each chapter would have links to register through their own websites, and participants could register through any chapter.

MLA Chapter grants: MLA offers chapter grants for chapter-level projects that support the goals of the MLA strategic plan. For the joint chapter meeting, Marci Cohen from NEMLA and I submitted a joint grant proposal (which actually required separate submissions due to the web form) to defray meeting costs of the room rental and A/V technician. Each chapter was awarded $350. In addition, $1,000.00 CA dollars came from Canadian Association of Music Libraries Grant, this + the 2 grants from MLA paid for rental and fees. Chapter registration paid for food. Kathy Martin paid for the reception at McGill.
Streaming the 2018 joint meeting: Although we had a successful pilot with live-streaming our 2017 meeting at Nazareth College, the organizing committee of the Montreal joint chapter meeting decided against streaming due to the high costs of hiring a technician and renting equipment.

Chapter dinner in Portland: We continue to gather for a chapter meal instead of a formal meeting during MLA conferences. Instead of the more recent tradition of a chapter breakfast, we met for dinner to accommodate those who couldn't make the breakfast time. I have informed the MLA 2019 Program Chair, Anne Shelley, that NYS/O will not need a meeting room in St. Louis.

Best of Chapter competition: NYS/O nominated two excellent presentations from the Nazareth meeting. I worked with both presenters to complete the application packages, which were then submitted to MLA. Unfortunately, neither was selected as the winner of the competition, but we were pleased to have our chapter represented by these fine nominations.

NYSO's Web Editor: Although former Web Editor, Jennifer Vaughn, resigned this year from her role on account of moving permanently to Prague, Beth Kelly, our outgoing Secretary/Treasurer has taken on the role with some coaching from Jennifer and lots of help from Katie Buehner.

2. Secretary’s report: the secretary displayed the financial report on the screen which is also available here. The bank account balances remain healthy with more $$ taken in than is spent. Membership totals have dropped slightly this year with 27 registered members, compared to 30 last year and 37 in 2015. Why have the membership numbers dropped? The secretary noted that membership tends to go up and down depending on the location of the meeting. If someone is able to attend, they will pay their dues and vote, etc. There have also been long standing members who have not renewed their membership in the last few years for whatever reason. A breakdown of membership, income and expenses was displayed:

- 27 registered members; 30 last year; 37 this same time 3 years ago
- US Bank account total 7/1/2018 : $3,733.94 ($3,166.00-last year)
- Canadian bank account total 11/9/2018 : $893.59
- Total assets in both accounts : $4,627.53
- Meeting expenses : $1,163.96 : (includes NYS/O's share of food + hall rental + bus. meeting room rental)
- Travel grant award : $500.00 = ($639.18 CAD)
- Income from dues + meeting registration : $248.92 + $813.96 = $1,062.88

3. Membership renewal and meeting registration logistics: Although NYS/O’s membership renewal is in sync with MLA’s timeline, the location for renewing dues continues to be independent from the MLA online renewal location. We maintain our traditional system of handling registrations through the NYS/O website, which has separate tabs and instructions for membership and meeting registrations. As discussed at the 2016 annual meeting, the reason for this decision is that our chapter is in two countries, and there are financial complications having dollars of different strengths, as well as the possibility of some chapter members not wishing to be MLA members. J.
Guise raised the question of being able to renew memberships for NYS/O & MLA simultaneously from the MLA website when renewing MLA membership. Several chapters have membership renewal located together in this way, and when she didn’t see NYS/O on the list, thought it was a glitch. Ed elaborated that due to the nature of having chapter members in 2 countries with 2 national organizations (MLA + CAML) is the reason why dues renewals are located separately. Also, it is helpful for chapter members who are not MLA or CAML members or academic appointments. K. Shanton suggested another option instead of all or nothing: could non-members of MLA + CAML still renew through the site where MLA or CAML renewals take place? R. Fox von S. brought up a multiple stream approach: sign up either way you want based on affiliation. Both of these ideas refer to renewal tabs where the MLA or CAML renewal page is located, as well as in the separate locations under the chapter’s web pages.

S. Cleveland added: you should be able, through MLA’s perspective, to register just as a chapter member instead of being a member of both. NEMLA is another chapter that has membership renewal in one location: from their web page. This is because they do not align their membership renewal with MLA’s fiscal year, so they keep their membership page separate, too. Possibility of a tab to register through NYS/O from the MLA registration page. Inquire as to how the Mountain Plains chapter works out their 2-country membership. Further discussion ensued around renaming the Business Meeting to Business meeting for members. Any changes to bylaws or requests for changes need to be submitted 3 weeks prior to the meeting. Cycle: amendment proposal; then a special committee is selected to investigate options. Last amendment adjustment was in 2009 when Kris, Jim & Bonna looked at terms and roles of NYS/O officers. RFvS appointed to investigate more on this.

4. Shared Dropbox to house NYS/O’s procedural and historical documents. Houman set up a Dropbox account for this purpose and is hoping that more can be added to it. This would enable officers access to receipts, insurance agreements, catering, technical support, etc. It would be confidential, accessible only to current officers. Receipts and procedures could be stored there, like the documentation for the K&K insurance that we bought for the 2017 meeting, or documentation about catering or other materials that can be referred to. S. Cleveland mentioned the MLA website can’t manage all the issues with those kinds of documents. K. Shanton suggested setting up NYS/O gmail accounts for the officers to assume as they shift into their roles. This NYS/O gmail account would be linked to the dropbox account. Use Google drive and set up an account. Trading off individual e-mails with passwords attached and then managing the transfer of the account gets cumbersome when considering there are also phone numbers attached too, hence a NYS/O gmail account.

5. Migration of NYSO-L: Rick has been the manager of the NYS/O e-mail list which had been housed at Univ. of Buffalo for many years. John Bewley notified Rick that UoFB could not continue to support the list serv and if it wasn’t relocated, it would be lost. Rick migrated the list serv seamlessly and continues to manage it with the help of IT at Eastman. Rick then created NYS/O-L based on what other chapters had created imagining it could be a forum for resource sharing/help me out type of exchanges
instead of simply announcements about renewal + meeting news. For example: a question on Canadian music could be fielded through this exchange.

6. Travel grants: Due to 2 day meeting length there were 2 grants offered, which came to the amount below. Officers agreed to fund Madeleine Boyer, a new NYS/O member from the University of Toronto ($500.00 US = $639.18 CA) to attend this year’s meeting. Discussion followed regarding renaming the business meeting to something other than business meeting. Some alternatives included: Annual Meeting for Members, Members Meeting, Members Happy Hour or something less formal. Everyone was in favor of a name change and a vote was taken, only to be noted by RFvS that the process needs to happen through an amendment prior to the meeting.


8. Goals:

a. Meeting location for Fall 2019: Who is interested in hosting? Rachel Fox von Swearingen said she has thought about it for the last 2 hours and she agreed to host pending authorization from SU. Is Belfer still in operation? Yes, and a recorded sound curator/cataloger search is in process right now.

b. Organization of May and September virtual meetings for Chapter officers: Houman proposes that there are at least 2 virtual meetings needed to have communication with board members during the year to keep on track with preparing for our meeting, chapter goals, etc.

c. Improving the NYSO Chapter Handbook- Lenora & Beth discussed making enhancements to the handbook that officers could consult throughout the year. Houman suggested the addition of early planning in May for the meeting, a virtual meeting of officers for planning purposes. Rick suggested something on recruitment be added: area sites use a bring a friend idea with benefits for the person recruiting. This would help insure that job duties stay on track with the calendar year.

d. Recruitment. See secretary’s report.

9. New Business: From the floor. Discussion regarding the ballot process: rethinking the time frame in NYS/O’s constitution. Referring to #3 in the bylaws, nominations are sent out 4 weeks before the annual meeting; then 3 weeks out, the ballot is sent out. There was agreement that 4 weeks was too close to the annual meeting, and securing nominees within 1 week was too brief as well. Houman suggested 2 things:

- The nominating committee begin their search earlier in the year so it is not so rushed
- Change the deadline to 6 weeks out before the annual meeting instead of 4.
Others agreed that 1 week is not ample time to get enough nominees and then send the ballot out. This new schedule could be included in the job duty calendar in Box. This would require an amendment to the bylaws. Discussion commenced on the process of making amendments to NYS/O’s constitution concluding that:

- Amendments can be voted on at any time, with written submission of the amendment no less than 3 weeks before the Fall meeting.

The question was raised whether a NYS/O breakfast, at the annual MLA, could be a time to vote on an amendment, so we don’t have to wait until our annual chapter meeting. Discussion followed regarding:

- Can the breakfast at MLA be called a meeting to conduct business?
- How do you change the text of an amendment with only those present at the breakfast/meeting?
- What constitutes a quorum according to NYS/O?

NYS/O’s definition of a quorum: members present shall constitute a quorum. There was agreement to utilize the NYSO breakfast for discussing/voting on business matters of concern, and for those not present at the MLA/NYSO breakfast, an electronic ballot could be sent out prior, so as not to exclude those who are not in attendance.

10. Adjournment: Lenora Schneller, (now past chair) adjourns the meeting at 2:20pm. Jim Farrington is now Chair.