In attendance: Rachel Fox von Swearingen, Linda Blair, Bonna Boettcher, Beth Kelly, Ed Komara, Kris Shanton, Tracey Snyder, Rebecca Belford, Jennifer Vaughn, Sandy Lemmon, Lenora Schneller, Rick McRae, Sophie Rondeau, Charlotte Cooper, Dan Zager, Jennifer Burr, Lisa McFall, John Bewley, Gerry Szymanski, Jim Farrington, Alice Carli, Suzanne Myers-Sawa, Lisa Philpott, Houman Behzadi, Kyra Folk-Farber

Meeting called to order by Rachel at 2:31pm

1. Chair’s report:
Thank you to meeting host Linda Blair for her work, as well as Dan Zager for welcoming us and affording Linda the time and support to host us. Thanks also to the rest of our Eastman hosts. One of this year’s initiatives was making the first steps towards establishing a chapter archive. Last winter, MLA archivist Sandy Rodriguez made a recommendation to MLA that chapter chairs establish regional archives to preserve and provide access to their chapter materials. Back in February of this year, David Peter Coppen and our friends at Sibley agreed to having their Special Collections department serve as a repository for our papers. I worked with Sandy to identify our chapter’s materials in the national archive and they were shipped to Sibley in April. I believe this was under one linear foot of materials. In June, the chapter made an offer of monetary assistance to Dan and Peter for processing, which they generously declined. Next steps in this are to establish guidelines for collection going forward, and to deposit materials retrospectively from our Secretary/Treasurer and from past officers if they aren’t already in the Secretary’s files.

Another of this year’s projects was finishing the expansion of our website. This focused on scanning and posting our chapter’s past meeting programs. This serves as a good historical reference for us plus increases our web presence and supports part of MLAs Strategic Plan for Operational Excellence. Thanks to Rebecca Belford and Suzanne Meyers-Sawa for contributing many files from their institution’s archives, as well several other members for submitting files of meetings that they hosted. A big thanks goes to Kris Shanton, our Web Editor, for organizing and posting this large number of submissions. Next steps in this are to locate the few missing programs in our chapter archive and scan those for posting, and to consider scanning our back run of newsletters. Secretary will check the files for any historical documents of relevance.

The MLA web committee asked chapter officers to fill out a survey outlining how they use technology as well as what sort of technology we might use if it were available. Our chapter responded with requests for assistance in online payment, meeting registration, membership renewal, online surveys, and other similar services.

Our Secretary/Treasurer and I have been looking at technology for chapter activities as well. For this year, we’ve utilized Google Forms for our meeting registration and membership renewal, and we’ve introduced online payment through PayPal. Beth will cover more about this change in the Secretary/Treasurer report. Using Google forms provides enormous advantages by depositing info directly into an Excel spreadsheet instead of manually inputting all that data.
A big change for this year was the splitting of our meeting registration and our membership renewal. Our chapter has traditionally had these two processes combined, but this has not been serving us well in recent years, resulting in low membership if our meeting turnout is low, and having unstable or non-existent membership for the first three months of our membership year. Our membership year according to our bylaws is from July 1-June 30. The benefits of this schedule mean that our renewal lines up with national MLA and also means we have a stable membership base when doing our fall election. Ballot counting when you are simultaneously renewing membership has major challenges, as well as the fact that officers, nominating committee members, and ballot candidates must be paid members in order to do their chapter duties. MLA membership renewal calendar is the goal. This way our chapter can appoint people to the nomination committee and have them be on the ballot. This year had some delays due to setting up online payment and forms. However, in years going forward, we will conduct membership renewal in June along with MLA’s schedule, and meeting registration will occur in line with the meeting schedule.

Last Item – MLA is no longer doing a chapter chairs breakfast. Instead, we are relying on electronic communication.

2. Secretary/Treasurer's report: Membership renewal was up with 32 current members in comparison with 2013-2014 total of 22. The online Google forms make it much easier for members to renew in a timely manner with direct advantages for the secretary’s job. Instead of entering data for each member individually as was done in the past, the data from the forms is automatically deposited onto an excel spreadsheet. PayPal was set up by the secretary with 12 members utilizing this feature, while the rest paid with personal check. PayPal charges only amounted to $12.98 for both meeting and dues payment. The advantages of using PayPal is that payment happens simultaneously with filling out the online registration or membership forms. Personal checks are fine as long as people remember to mail them in. The important change was in using the online Google forms: only 3 people renewed their membership at the meeting! The goal of renewing membership at the beginning of the fiscal year in July is already on it’s way to being implemented. Beth will look into getting the PayPal in Canada to deposit directly into the bank with US dollars. Financial report was handed out with bank account balances given. Canadian account has $764.59 and US account has $2,760.01.

Breakdown of expenses & income:
Expenses for the meeting: $213.98 (cost of food, coffee, water)
Total meeting registration income: $244.10 (total: $250.00 minus $5.90 for PayPal fees)
Total membership dues income: $352.92 (total:$360.00 minus $7.08 PayPal fees)
Total income: $587.02
Total expenses: $213.98 + $12.98 = $226.96

3. Meeting registration & membership renewal process - The online form is getting good feedback and makes tracking membership and payments much easier. PayPal features were discussed and if the dues/meetings rates should be increased. NYS/O’s rates have remained the same for a long time. Other chapters increased their rates over the years for example: $12/$6 NEMLA chapter; $15/$5 SEMLA; $20/free Midwest; Atlantic $12/$7; GNYMLA $10/ ($10.61 through PayPal) are what other chapters are charging. Consensus was to leave the membership at $10/$5 since our expenditures are low. Reasons cited were low expenses for meeting locations, few overnight meetings, lack of rental/insurance
fees. Other chapters have meetings where there are more expenses involved and or overnight fees. If there is a decision to fund an annual travel grant or something of that nature this could be revisited. No need to increase at this time.

4. NYS/O chapter archive - To determine what to place in our archive going forward, we discussed forming a committee to establish guidelines for collection. We don’t need a chapter archivist in general because of the size of our chapter and the lack of newsletter or documentation that we tend to have. Is there anyone interested in working on these guidelines? Rachel volunteered to continue work on this, form a committee, and establish guidelines. Materials that came from MLA archives from MD has been transported here to Eastman already. Several members expressed the desire to create an online finding aid. Rachel will head up the coordination of this.

5. NYS/O chapter web editor - Thanks to Kris Shanton who has served as NYS/O web editor for almost 5 years. And, congratulations to Jennifer Vaughn on her appointment as the new NYS/O web editor. On the topic of the website, several members expressed interest in having meeting presentation slides & handouts loaded onto the chapter website. Website space is on MLA server, and Rick indicated that there are no limits on storage except for with video files. The executive committee will work with the old and new web editor to set up these changes.

6. NYS/O chapter travel grants - NYS/O has had very few expenses and we've had requests for travel assistance. There was a travel grants officer in the past. Travel grants to our annual chapter meeting could be something like $50.00-$100.00 to help with an overnight stay offered to new members, students, paraprofessionals, etc. Some people travel far and consensus was that it would be nice to offer this. In the past, our chapter used a MLA chapter grant to fund this. It was also suggested that we start a student presentation award as a second option, as some members remember having this around 2001-2002. A committee would need to be created to evaluate these applications. Vote was taken : all present were in favor of appointing a travel grants officer to look at possible uses of this money. Procedures would need to be evaluated by this committee for these applications.

7. MLA Strategic Action Plan: Membership & Outreach. MLA’s goal is to Increase outreach to under-represented groups; community colleges, public libraries, archives, etc. We discussed various possibilities for supporting this from the chapter’s point of view. Some ideas: Form a line of communication to public library librarians who work with music or sound collections. Invite them to meetings for information sharing. MLA has launched an initiative to bring in a more racially and culturally diverse population into the organization. What are we doing to make MLA a vital and attractive organization that attracts people from a variety of backgrounds? More effort to reach out to those outside the usual institutions. What does this mean for upstate NY/Canada? How can we make it possible for people outside our meetings to find out about us? Letters could be sent across the state offering assistance in handling music collections was mentioned. Professional libraries or other organizations that house music collections could be introduced to our organization through a letter of invitation to one of our meetings. Use funds to send someone from NYS/O with a table to other meetings besides ALA, or workshops. Make a visible presence in places we haven’t explored yet. Chapter officers may be looking for
volunteers from the chapter to attend meetings that are close by that would give us opportunities for information sharing, expansion, and exposure.

8. **Location for Fall 2015** - our 50th anniversary! The NYS/O chapter was established in 1965, and our first meeting was held in Ithaca. Cornell is being considered as a host for fall 2015 (last hosted in 2000), and there is also an offer from Suzanne Meyers-Sawa to host in Ontario (last hosted in 2010). The NYS/O executive committee will discuss and decide after the close of this meeting.

9. **Election results**: Thanks went out to our nominating committee, Bonna Boettcher (chair), Suzanne Meyers-Sawa, and Sandy Lemmon. Congratulations to our new Vice Chair/Chair Elect Ed Komara, as well as to our Secretary/Treasurer Beth Kelly who will be continuing for a second two-year term. Voting statistics: Current membership (paid members) is 32, with 16 members returning ballots. Fourteen were electronic, and two were paper. All votes for Vice-chair / Chair-elect were in favor of Ed Komara, and all votes for Secretary/Treasurer in favor of Beth Kelly.

10. **Announcements**: Reminders to all to attend IAML next summer, hosted in New York City, and about MLA to be hosted in Denver. Rick McRae announced that we could volunteer soon for the MLA Reduced Registration Program. Guidelines are that volunteers should be in their first 5 years of membership, they will provide 5 hours of work, and there are 13 slots available. Linda announced that several duplicate newsletters from the chapter are available to give away if anyone is interested.

11. **Pass the gavel** Linda Blair will be our new chair starting at the end of this meeting. Gavel passed by Rachel. Business meeting adjourned at 3:34pm.