New York State/Ontario Chapter, Music Library Association
Annual Meeting Minutes
University of Toronto Faculty of Music
Edward Johnson Building, Room 330
October 15, 2016

11 in attendance: Linda Blair, Beth Kelly, Ed Komara, Houman Behzadi, Lenora Schneller, Suzanne Meyers-Sawa, Lisa Philpott, Tim Neufeldt, James Mason, Carolyn Doi, Rick McRae

Meeting called to order by Chair, Ed Komara at 3:34pm

1. Chair’s report: For three years now we have had streamlined procedures using PayPal for membership dues and meeting registration. Ed relayed information from Paula Hickner on consolidating collection of chapter dues as an option for individual chapters:

- On May 10, 2016, following up on a message from MLA President Michael Rogan, the MLA Administrative Officer Paula Hickner sent a message to the Chapter Chairs soliciting responses from chapters interested in integrating the collection of chapter dues with the national dues.
- Certainly, consolidating/integrating dues collection is good.
- But, our need as a chapter to maintain our newly-established ways is that we are based in two countries, with individual dollars of widely varying strengths. This became more apparent to me while I helped Houman Behzadi with planning this Toronto meeting, (Houman clarified that each member paid $20 US dollars, Canadian members also), and while working with Linda Blair in determining the amounts of our travel grants.
- I think we can proceed as we have for the last three years.

Last year, we improved the Chapter archives. However, the newsletter archive stops at 2007. While planning for this meeting, I did – and I think some of the other Executive Board officers did, too – wish that the newsletters continued for the last 9 years. As the next Past Chair, I am willing to edit a special issue of the NYSO Newsletter for “what happened in” 2008-2016 as a pdf-only publication. Depending on how well that turns out, we (as in me and everyone else who helps) can resume the newsletter. In addition to this discussion, there was mention of compiling an archive of chapter officers, meeting locations, local arrangements, financial reports and meeting minutes so they could be accessed on the website. This would make planning for future meetings easier and serve as an historical record.

Chapter grants – Available from the national organization; applications submitted on or before for the September 1st deadline. This year’s deadline has passed, but now is the time to think about applying for the next deadline in fall 2017. Bear in mind that stated
preference is for proposals in accordance with the MLA Strategic Plan, and/or those in collaboration with other professional societies.

MLA Orlando Saturday breakfast – In recent years, our chapter has been getting together for breakfast on the Saturday of MLA national meetings. No business is conducted at this breakfast, but as Linda said in last year’s chair’s report, the occasion has become a nice tradition towards catching up with each other. At the next meeting in Orlando, we may eat breakfast in or near our hotel. Houman mentioned the need to avoid scheduling conflicts with other high priority presentations/meetings happening simultaneously.

Special election procedure and timetable – Normally, the last item on our agenda is the election results. This year’s chapter elections are for Vice-Chair/Chair-Elect and for Secretary/Treasurer. The Executive Board realized two weeks ago that the elections process should have begun sooner. Thereupon its members agreed to proceed with the normal timetable (5-6 weeks) so that the election is completed on or by November 15. This may be done in accord with the fourth point of the "Section E. Vacancies" of the chapter’s By-Laws of Article IV, which allows the Board to call a special election to fill two or more vacancies. Strictly speaking, come the end of this business meeting (on Oct. 15), the offices of Vice Chair and Secretary will be vacant. One month afterward is November 15. Accordingly and in anticipation, the Executive Board is calling a special election, in order to ensure an adequate length of time for all phases of work in nomination and vote-collecting. To facilitate the nominating stage, Linda Blair as this term’s Past Chair has convened the nominating committee with Rick McRae and Jennifer Burr serving their second terms as the non-officer members. I will be glad to answer any questions about this adopted procedure for elections at any time. One other thing, which I am sure all of you have taken care of but I will mention it anyway, be sure to pay your chapter membership dues in order to be in good standing. The Nominating Committee has to draw from the chapter’s pool of current paid-up members in good standing. The more current members there are, the easier the Nominating Committee’s work will be. According to the revised timetable, the close of nominations is on Tuesday, October 18, so do consider and discuss nominees while we are still together today.

2. Secretary’s report: Financial report is presented as slides instead of printed copies for those at the meeting. A copy is also available here. To summarize:

- 28 current registered members (pre-election total); 37 this same time last year (post election total)
- US Bank account total 7/1/2016 : $3,166.00
- Canadian bank account total 10/15/2016 : $853.59
- Total assets in both accounts : $4,019.59
- Meeting expenses : $245.03
- Travel grant award : $152.00 US = $200.00 CAN
- Income from dues + meeting registration : $600.00
The 28 figure will go up when the ballot goes out because members who haven’t renewed will pay dues in order to cast their vote. The financial outlook of our chapter is healthy with an increase in assets every year. The importance of filling out the online form in addition to the PayPal transaction was discussed. It’s easy to forget this step, but by filling out the forms your information then populates the spreadsheets making for easy information retrieval for the secretary. A general tour of our website was given on the screen showing location of online forms and past programs. Everyone agreed that additional historical information would be useful on the website.

3. Travel grant recipient: Linda Blair announced the recipient of the travel grant award for this meeting went to Carolyn Doi from University of Saskatchewan in Saskatoon. Over the past years offering a travel grant award has been discussed based on having a surplus of funds from our membership. The question of whether there is a policy for the amount and eligibility for receiving the grant was brought up, and was discussed briefly. The aim is to supplement travel when distance is far in a chapter that has a large area of membership. Staff who are at the beginning of their career take precedence for eligibility, but this is not strictly applied and based on who is applying in any given year. Carolyn inquired about the grant and Houman forwarded her the application information. A percentage from the amount of dues/registration that we collect each year determines the amount given in the grant, as well as the distance the applicant has to travel.

4. Goals, Ed Komara: Meeting location for Fall 2017 - only one invitation has been received from Nazareth College in Rochester. Any others? No others were mentioned. Enhancing the chapter website with the following:
   • Newsletters - perhaps with the special issue Ed has planned
   • Minutes - post as minutes are gathered for the special issue?
   • Chair’s report in full (could each newsletter have the agenda, minutes and chair’s report? Something to consider if the newsletter is resumed on a regular basis)
   • Chapter handbook and timeline - The Chair and Secretary had talked previously about the usefulness of having a timeline with templates for each officer’s duties, and this would be accessible on the website. Would this be done next summer while the Past Chair (Ed) is enacting all these processes?

The discussion centered around reviving a more comprehensive, accessible historical record for the future. Linda has a draft of serving as a board member with a calendar timeline for when things need to go out and will share that.

5. New business from the floor: Thanks were extended to the secretary for all her work on compiling the financial report, sending out announcements, collecting dues and meeting registration. Thanks were also extended to past chair, Linda Blair for her work administering the travel grant award. Houman announced the beginning of a new award from CAML for a Canadian librarian to be sent to MLA: the Cheryl Martin Librarian Award.

6. Adjourn 4:17pm