North Carolina Library Association Executive Board Meeting
Thursday & Friday, January 30 & 31, 2014, Embassy Suites – Durham Airport/Brier Creek

Attending: Alan Bailey (Director), Randall Bowman (CUS), Wanda Brown (Past President, Nominating, SELA Rep), Robert Burgin (Finance), Anthony Chow (Legislative), Harry Cooke (Endowment), Dale Cousins (President), Mike Crumpton (Leadership), Laura Davidson (Constitution), Angela Davis (CJCLS), David Durant (GRS), Denelle Eads (Archives), Dana Eure (ALA Councilor), Harry Frank (NCLPA), Larry Gavin (LAMS), Brandy Hamilton (Continuing Ed), Jennifer Hanft (Secretary, Marketing), Tamara Hayward (Trustees), Amy Harris (Director), Rachel Holderied (RTSS), Crystal Holland (RASS), Avis Jones (REMCO), Billy King (PLS), Carol Laing (WILR), Priscilla Lewis (Operations), Rodney Lippard (Vice-President, Conference), Raye Oldham (Leadership), Kim Parrott (Admin Asst), LaJuan Pringle (Legislative), Matt Reynolds (RTSC), Lorrie Russell (Treasurer-Elect), Mary Scanlon (BLINC), Cal Shepard (State Library), Kathy Shields (TNT), Lisa Shores (Membership), Debbie Shreve (YSS), Libby Stone (Scholarship), Dave Trudeau (Intellectual Freedom), Molly Westmoreland (LIT), Laura Wiegand (Web), MJ Wilkerson (Treasurer), Melanie Wood (NMRT).

The meeting was called to order at 2:40pm by Dale Cousins.

Board Member Expectations (Dale Cousins):

Be the face of NCLA
- be present, be an advocate and an ambassador for the organization

Promote the association to colleagues

Attend meetings
- four this year, three next year plus conference

Engage vice-chairs
- especially in their 2nd year, as vice chair is responsible for conference planning

Be aware and mindful of association finances

Voting
- Executive Committee, Section & Round Table chairs vote; Committee chairs do not, but equally important in an advisory role

Communication
- with other Executive Board members, with the NCLA Administrative Assistant, with members of Sections/Round Tables/Committees
- members want to be engaged and asked to participate, they can help Section and Round Table officers
- NCLA listserv, Facebook page, website

Membership
- everyone’s responsibility to grow the association, not just the Membership Committee

Dates to Remember:
Biennial conference—October 19-23, 2015 @ Koury Center in Greensboro
Leadership Institute—October 2014
Legislative Day—May 2014 in Washington, DC
During the off-conference year, Section & Round Tables lead workshops and webinars, etc.

**Preparation for Executive Board Meetings:**
Section, Round Table, Committee chairs
- submit written report to Kim Parrott, Laura Wiegand, Jennifer Hanft, Dale Cousins two weeks before Board meeting
- motions submitted two weeks prior to meeting to the above, plus Laura Davidson
- a call for agenda items will be sent out prior to Board meetings
- hope to incorporate continuing or a learning component into future meetings
- lunch cost is $12, paid to Kim at meetings, menu options will be sent out in advance

**Treasurer’s Report** (MJ Wilkerson/handouts):
Fund accounts (blue handout)
- balance in Column H shows end of 3rd quarter, not 4th quarter
- conference balance variously reported because Endowment Dinner fully sponsored
- Leadership Institute money in scholarship section: possibly an artifact of the year
- LI was cancelled and did not go to Caraway
- 4th quarter shows expenditures, not balances

Income and expenses (green handout)
- earned $12,000 more than budgeted ($62,000 vs. $74,000)
- spent about $1400 more than budgeted

Accounts (yellow & purple handouts)
- end-of-year net worth $37,301, total assets $355,000

**Motion to accept—approved**

**Finance Committee** (Robert Burgin/handout):
Finances in very good shape, thanks to profitable last few conferences
2014 Budget Proposal
- careful budgeting will allow us to do what we want
- half our income comes from membership, half from conference: $73,000
  estimating $35,000 in memberships (off-conference year)
- $10,000 of 2013 conference profits is seed money for 2015 conference
- paying back $1800 from unrestricted reserve used for Moldova project
- expenses: $73,000
  5% pay increase for Admin Asst
  office expenses, including new logo items (stationery)
  operations support: $52,000
  committee budget requests—Membership: $600, Legislative & Advocacy:
  $10,000, Archives: $2000, Marketing: $1000
  mid-biennium retreat in January 2015, with outside facilitator?
  does not include Section & Round Table costs
  North Carolina Libraries: $2000 to continue publishing online

**Motion to accept budget—approved**
Motion to approve July 2013 Executive Board meeting minutes:

Past secretary posted minutes in 2013 to Executive Board at that time

- amendments were received and incorporated
- minutes not yet linked on website
- on good faith, motion is approved

NCLA Office Operations (Priscila Lewis/handouts):

Kim is here to help, but please respect office hours

- M-F 7:30-2:30, 3-5
- in office MWF, telecommutes TR
- office is in NC Library for the Blind @ 1841 Capital Blvd. in Raleigh
- responsibilities include: monthly membership reports for Sections & Round Tables, active/inactive membership reports, processing new memberships & renewals, processing payments, site selection for Leadership Institute & conferences, printing, copying, registration, mailing, managing Avectra, managing association finances, support for workshops, etc.
- don’t hesitate to call for help: 919-771-3995 (cell)

Priscilla welcomes feedback for Kim’s annual evaluation and will email Board for feedback

Check request form

- if reimbursement needed for expenses, send in check form to office

Conference call form

- $.10/min/person, charged to Section, Round Table, or Committee budget

Homework Assignment:

Look at NCLA Handbook, read through Constitution

See what applies to your Section/Round Table/Committee

Recap of Last Biennium (Wanda Brown):

Retreat in Jan 2012, identified six strategic initiatives to stay relevant (reports on website)

Essential to strengthen financial wellness of NCLA

Grow NCLA endowment

Increase membership by 5%—membership report should be added to minutes

Foster interest in NCLA between conference

Develop more robust online presence—engage members, communicate w/ lapsed members

Increase outreach, especially with library directors, school librarians

Emphasize that the association is for everybody

Branding—new logo, website, new listserv (unmoderated), increased use of social media

State Library support—Leadership Inst, 2012 Board retreat, first-time conference attendees

Moldova project

- sister library association (Moldova Library Association)

- Wanda attended/presented at MLA conference/meeting

- to repay their hospitality, Moldova representatives invited to NCLA conference

Website (Laura Wiegand):
Sections/Round Tables should appoint web administrator—send Laura their name & email. Web Admins will be given website contributor access and will get Webex/Drupal training. Info on the website with link to site documentation on how to update events & add info. Section & Round Table events should be added to online calendar & news posted to website. Drupal can do webform (for surveys or feedback solicitation) & image galleries. Use this, rather than Survey Monkey or other sites/tools, to drive traffic to website. Training held in March. Email reports/motions to Laura Wiegand (UNCW), not Laura Weigand (Forsyth Co PL).

Section & Round Table Reports:

BLINC

Mary Scanlon reported biennium highlights:

- BLINC celebrated 10th anniversary last year
- Hosted quarterly workshops, about 25 people attended
- Report published on impact of public libraries: entrepreneurs and small business owners use libraries’ collections—BLINC looked at which libraries provide help to these populations and built relationships with those libraries
- Working with Library directors and NCLIVE to provide trainers and programming to help small business/entrepreneur support organizations
- NCKnows partnership/ask BLINC listserv: help librarians with business questions
- Eight presentations at conference; two scholarships to conference

CUS

Randall Bowman reported biennium highlights:

- One day miniconference “Assessment Beyond Statistics” w/ CJCLS, 50 participants
- Three ACRL webinars
- Strong presence at conference—luncheon & six sessions
- Coming this biennium—miniconference & more webinars

CJCLS

Libby Stone reported for Angela Davis:

- Plans to collaborate with North Carolina Community College Learning Resources Association (NCCCLRA)
- Developing online workshops to complement NCCCLRA conference in April
- Working on updating Section bylaws

GRS

David Durant reported biennium highlights:

- Webinar series (Help! I’m an accidental gov’t librarian), 30+ sessions—will continue
- Planned further webinars through May 2014
- Spring 2012 workshop at Elon, November 2012 at ECU
- Sponsored three events at biennial conference
- Planning another face-to-face workshop in June 2014

LAMS
Lorrie Russell reported for Larry Gavin:
- highlights include a quarterly newsletter—will increase to monthly
- held Unconference, will offer again in off-conference years (this year)
- sponsored Leadership Institute scholarship
- conference events: Preconference (Leadership Institute), speed interviewing with NMRT, managers panel
- hope to have a program this May

LIT (not here/no report)

NMRT
Melanie Wood reported biennium highlights:
- 24 networking events around NC—275 attendees; looking for hosts, contact NMRT
- jobseeker Tips & Tricks event presented three times & posted on Youtube
- outreach to library schools in Aug/Sept
- presented Meet NCLA event, with representatives from Sections & Round Tables
  would like to improve that event this biennium, possibly create virtual event
- plan to continue the quarterly newsletter
- will develop Mentoring & Resume Review program—expand to online, new format

Dale commended NMRT for their conference event: they had reservations about the Endowment Dinner and came up with a successful alternative event (Pub Crawl).

NC School Librarians (Vacant)
Cal, Dale & Wanda attended conference. Offered a reciprocal seat at meetings (we attend their meeting, they attend ours). Discussed 2017 conference co-hosting.

NCLPA (not here/no report)

Trustees, Advocates & Friends
Phil Barton not able to attend; will submit written report. Suggestion made to consider getting a trustee to chair in effort to revitalize the committee.

PLS
Billy King reported biennium highlights:
- mini conference (Fabulous Fridays series) in off-conference years around NC
  three events, 300 attendees, 40 presenters, 15 libraries
  aim to provide tailored programming for people who can't attend conferences
  programming topics include: circulation issues, digitizing local history,
  security practices, innovative youth services events, etc.
- hosted eight conference programs, two author events
- presented William Roberts Distinguished Library Service Award
- planning third year of Fabulous Fridays this fall

RASS
Crystal Holland reported biennium highlights:
- webinar series with Distance Learning Interest Group
- updated section bylaws
-sold out luncheon, three programs at conference
-currently discussing strategic initiatives to engage members in off-conference year
-would like to do more events at alternate locations, as well as webinars
-planning for author presentation in March
-discussing potential for Gmail communication
-working on getting RASS volunteer corps off the ground
    headed up by Library School students & one RASS director

[Side conversation] keeping members engaged—key to keeping them is to get them involved.

REMCO

Avis Jones reported biennium highlights:
- good conference experience
-preconference sponsored author who deals with Coretta Scott King awards
-Round Table targeted to ethnic minorities, but the concerns of everyone are dealt
    with and are relevant to everyone
-communication challenge: want to keep ideas going in the new biennium

RTSS

Rachel Holderied reported biennium highlights:
-in 2012, sponsored Leadership Institute attendee & hosted workshop at UNCG
-sponsored four or five conference sessions
-many new faces on RTSS board, would like to do things differently
-traditional format events (one-day, one-location) not working well
-plan to try something new to increase engagement

RTSC

Matt Reynolds reported biennium highlights:
-sponsored three sessions at conference; business meeting was encouraging
-plan to focus on communication improvement; will try forums on website
-instead of one workshop, maybe two webinars this year due to travel restrictions
-trying to establish vetted list of appraisers, evaluators, estimators, conservators for
    special collections for library staff to refer to with questions from their patrons

TNT

Kathy Shields reported biennium highlights:
-11 popular webinars last year
-partnering w/ NMRT on 2014 webinars: new members can present/get experience
-partnering with state library for workshops around the state
-looking for other new partnership opportunities—interest in events around NC

WILR

Carol Laing reported biennium highlights:
-off-year retreat was good, but low attendance
    competition with lots of other NCLA groups hosting off-year workshops
-instead of hiring speaker this year, plan informal discussion on relevant issues;
    experienced librarians host break out groups
-great conference—BA Shapiro author event
NMRT Networking Events are great, but need something for NCLA veterans, not just “new members.”

YSS

Debbie Shreve reported on biennium highlights:
- off-year retreat in 2012, well attended
- two author events at conference; panel discussion
- planning to redefine board positions with new jobs for board members
- retreat on October 16-17, 2014 at Haw River State Park
- author event, summer reading, grade level reading initiatives
- looking at ways to increase/engage membership & communication with members
- board members going to Collaborative Library summer reading program meeting this summer

Committee Reports:

Archives

Denelle Eads reported:
- proposal on partnership with NC Central Library school fell apart
- currently forming new Archives Committee
- NCLA Archives needs cleanup: lots from 1980s; must be cleared out and organized
- archives audit is done, can move forward with processing boxes
- need volunteers from staff working in archives or special collections to help
- suggestions to Denelle: put out a call to Library Schools; find out retention plan for financial records (if too old, perhaps discard?)

Conference

Rodney Lippard reported:
- committee is currently being populated
- would like to use some people from last conference committee
- Greensboro site visit on February 14th with Kim Parrott
- conference will be held on October 19-23, 2015

Constitution, Codes and Handbook Revision

Laura Davidson reported on biennium highlights:
- established official copies of NCLA governing documents
  separated historical pieces from current pieces
- leftover from last biennium:

Motion: NCLA conduct a virtual special meeting of the Association to pass two constitutional amendments. The virtual meeting method would be established by the Web & Technologies Committee.

Crystal Holland seconded the motion.

Discussion on synchronous voting vs. asynchronous
- Laura’s preference would be asynchronous
- Executive Committee is empowered to act on behalf of board between meetings and eventually get board approval
- There is precedence for a virtual meeting
  Motion is approved.

Continuing Education
Brandy Hamilton reported:
- new to the committee, working on finding out the charge
- brainstorming on opportunities to offer training to the Board
- getting assistance from former chair
- serving on board of State Library’s Continuing Education Committee
- currently, 36 continuing education workshops scheduled for spring, six all new
- workshop announcements forthcoming in the next few days on the NCLA listserv

Endowment
Harry Cooke reported:
- main goal this biennium to get more visibility for endowment
- Dale Cousins expressed interest in remarketing and rebranding endowment
  need help from Laura W. (Web) and Jen (Marketing)
- discussion on member outreach for endowment fundraising & how to get the
  message out to younger members

Intellectual Freedom
Dave Trudeau reported:
- several banned book challenges across NC
- discussion on challenges: The Invisible Man in Randolph County, The Color Purple in
  Brunswick County, House of the Spirits in Watauga County
- went to ALA midwinter as Chair-Elect of Intellectual Freedom Roundtable
- Appalachian State University hosted a pre-Christmas read-in
  English Dept, students, community read & discussed House of the Spirits
- ACLU getting involved w/ The Color Purple case; continues involvement in House
  of the Spirits case.

Leadership Institute
Mike Crumpton reported on biennium highlights:
- talked to Algonquin rep at ALA midwinter, thanked her for support of conference
  rep reports all authors came back w/ glowing reports from conference events
- Leadership Institute a success, past attendees stepped up to NCLA leadership roles
- dates set for 2014 Leadership Institute; will be at Caraway again
  call for participants out in March

Legislative and Advocacy Committee
Anthony Chow reported on biennium highlights:
- name changed from Public Policy to Legislative & Advocacy
- poster session at 2013 NCLA conference
- committee’s main responsibility is coordinating with ALA for Library Legislative
  Day in Washington, DC and NCPLDA for State Legislative Day
- Anthony expressed thanks to Carol Walters & Brandy Hamilton for their efforts
  leading the committee in the past
- National Library Legislative Day will be held May 5-6, 2014 in Washington, DC
-new Student Ambassador program underway with 20+ entries so far
-planning to stage a flash mob in Washington in front of the capital
-currently working on National Library Week and #MyNCLibrary project
goal is to collect experience users have in the library, as well as staff stories
-will be social media driven with incentives for people to participate

Discussion and brainstorming on engaging legislators and communicating value of libraries.

Marketing
Jennifer Hanft reported on biennium highlights:
-partnered with classes at Meredith College to create NCLA marketing plan and
-rebrand NCLA with new logo & website
-worked with Web & Tech Support Committee to create & promote new listserv
-planning to finalize new NCLA website, transition remaining NCLA marketing
-pieces to the new logo, finish the move from Facebook Group to Page, reviving
Tarheel Libraries newsletter.

Membership
Lisa Shores reported on biennium highlights:
-researched membership benefits program (will not go forward) & web
-conferencing tools (will revisit)
-attended January NCCU LIS orientation
-goals: to get committee robust & recruit new committee members
-will update membership brochure
-considering purchase of credit card payment tool (such as Square)
-plan to attend Library School orientations, create video for events unable to attend

Nominating
Wanda Brown reported:
-elections will take place next year
-will update again in late fall/early spring

Operations
Priscilla Lewis reported:
-most of 2013 spent preparing for conference, online registration, working with
-conference committees, Sections & Round Tables, etc.
-Kim attended planning for Leadership Institute, now planning for next conference

Pay Equity (Vacant)

Scholarships
Libby Stone reported on biennium highlights:
-created electronic scholarship application forms
-15 complete applications for scholarships
-awarded NCLA Memorial scholarship, Mclean scholarship, Query Long scholarship, Appalachian scholarship
-seeking new members for the committee
-six year rotation
some members now rotating off committee

Website
Laura Wiegand reported on biennium highlights:
~ established the committee
~ changed name and charge
~ solidified NCLA social media accounts
~ created Youtube policy, new Facebook page (rather than group)
~ new website design—“Inform Support Connect” navigation may not be intuitive
~ need usability feedback on navigation
~ photos will be incorporated more
~ requested Board members to take pictures at events to see all that NCLA does and incorporate into social media and website.
~ questions about obtaining photo release

Other Reports:

ALA Council
Dana Eure reported:
~ went to ALA midwinter
~ resolutions on expanding federal whistleblower protections, maintaining federal websites in the event of another government shutdown, etc.
~ total: 12,207 people at meeting
~ report forthcoming

SELA Representative
Wanda Brown reported:
~ deadline for entries into the SELA Journal is February 12th
~ would like to submit state news (introduce new NCLA president)
~ send info to Wanda if you have new-hire news and she can send it into the Journal
~ NCLA will use SELA Journal for this until we get Tarheel Libraries up & running

North Carolina Libraries
Ralph Scott (not here/no report)

State Librarian
Cal Shepard reported:
~ next State Library Update will be on Wednesday, February 12th
~ free on Train Station
~ will provide an overview of what’s going on at the State Library

New Biennium Goals (Anthony Chow):
~ Where do we want the association to go? What are our goals, what is our purpose?
~ Small group breakout, part 1
~ hands-on exercise: revisiting/revising NCLA’s purpose document
~ Small group breakout, part 2
hands-on exercise: brainstorming on NCLA goals

Dale’s goal for NCLA is to energize, be inclusive, be active

NCLA Goals

1. Address library related issues
   a. Discussion (communication through listserv, website, social media)
   b. Establish Sections/Round Tables/Committees that are relevant and represent the diverse interests of the association, yet promote unity and cooperation
   c. Provide resources
   d. Diversity

2. Reflect diversity
   a. Provide opportunities for the underrepresented
   b. Ensure the organization reflects the diversity of communities we serve

3. Encourage innovation to keep libraries relevant

4. Promote respect and inclusion in staffing and collections

5. Support professional growth
   a. Continuing education
   b. Conferences
   c. Leadership development
   d. Research publications

6. Create leadership initiatives and opportunities for professional growth
   a. Encourage involvement
   b. Collaborative mindset
   c. Respect everyone’s point of view
   d. Develop mentoring opportunities

7. Advocate for libraries to citizens and government
   Laura Davidson—potential constitutional issues
   - NCLA’s goals are already in its constitution
   - Clarification on whether we’re trying to change the association’s goals or if these are biennium goals.

   Dale stated that the purpose of the association and the goals of the biennium should align—that’s the intent of this exercise.

   Let the record reflect, these are biennial goals.

Biennium Board Meetings:

2014
- April 25th @ Koury Center in Greensboro, 10am
- July 25th @ East Carolina (tentative), 10am
- October 24th @ Durham South Regional Library

2015
- January 23rd mini board retreat @ High Point Public
- April 24th @ TBD

will revisit and communicate further 2015 meeting details later

Board Reorganization Brainstorming/Discussion:

NCLA Executive Board huge, created years ago, for many purposes
Have those purposes scaled up to meet our current needs?
Not trying to exclude anyone or groups, but what is the best way for us to operate?
Some Sections/Round Tables represent constituents well, some are older/less relevant
- Is Section/Round Table list relevant as it stands or can some be combined?
- e.g., NC School Librarians—established their own association 20 years ago, but still have a seat on NCLA Board
- clarification: a seat on the Board is different from a seat at the table
Board is meant for efficiency—too spread out and it’s hard to accomplish things
Challenge: How to ensure continued excitement & enthusiasm and also ensure efficiency?
Question about current Board structure—what is the function of committees, as opposed to Sections/Round Tables?
- Committees serve at the pleasure of the President; established as need arises & until work is done.
- Bylaws make it possible for any group to form a Section or Round Table
  need a petition signed by requisite number to establish
  if there’s a group who wants to have a seat at the table, they can

Question: If we started this board today, what would it look like? How would we best meet the needs of our constituents. Small group brainstorming:

Team 1
How did the board evolve?
Some Section/Round Tables are institutions (CUS), some are interests/functions (RASS)
How do other associations deal with this? How do their meetings work?
Group breakouts in meetings focusing on how we’re meeting goals
Have an agenda ahead of time—if committee not on agenda, chairs attend
Virtual meetings a possibility

Team 2
Nothing wrong with size of board
Structure of meetings important, not effective read reports in meetings
Direction on what to include in reports helpful (e.g., membership, strategic initiatives)
Breakout sessions for Sections/Round Tables—opportunities to talk about joint interests

Team 3
No problems with size of board or meeting frequency
Meetings should focus on important issues, initiatives, budgets, etc.
President should solicit agenda items before meetings
Reading of reports should be eliminated
Structural change a long term process—needs to be studied by committee for best decision
Timer for giving reports with two- minute limit

Team 4
Size of board contributes to helpful decisions
Focus not on reports, but special interest topics for Sections & Round Tables, continuing ed
Skill-building or learning—guest speakers or hands-on exercises
Changing physical meeting set up—away from tables in rectangle, include projector
Geography—regional unconferences to disseminate information from meetings, locally

Team 5

Board size okay
Bylaws must be enforced—active Sections & Round Tables
First year of Board meetings essential to become familiar with how Board works
Purpose and structure: provide full report on web with bulleted list at top, Secretary pulls out highlights and sends out before meetings
More networking with other Board members & sharing ideas
Relevant topics & current issues at meetings: What can we do to make NCLA relevant?
Continuing ed with leadership and training
—spotlight four Sections/Round Tables per meeting: Purpose of Section/Round Table? Challenges they face?

Team 6/7

No consensus reached on Board size
Talk about issues at Board meetings, not updates
Section/Round Table issues put on agenda—not all Sections/Round Tables on agenda
Meeting focus: continuing education, reports, varying focus to meetings
Sections & Round Tables talk about issues faced, group discusses ways to help
Issues-based discussion more engaging to members outside Board—post on listserv

Team 8

Purpose of meetings to focus on achieving goals
Reports should be sent out and read in advance, bullet highlights at the top
More focus on speaker time limits
Should Leadership Institute be a subsection of LAMS?
Should Legislative & Advocacy pull together with Trustees, Advocates & Friends?
Do all Sections/Round Tables/Committees need to be at every meeting?
Should Operations be more than overseeing Administrative Assistant?
Cliff’s Notes version of the handbook would be helpful for new Board members

Team 9

Board size good, keep Sections & Round Tables as part of regular meetings
Committees should come as agenda items arise or as requested
Meetings as needed? Tied to biennium goals
Section/Round Table relevancy—recertification ensures charge/bylaws/goals still relevant
No reports—updates posted on websites for accountability/communication to members
Directors each assigned to group of Sections/Round Tables, liaison to Exec Committee

Team 10

Board size—not a robust virtual community, so communication is a concern
Sections & Round Tables must ensure representation at every meeting
Purpose and structure: focus on continuing ed and training, writing good biennium reports,
succession planning, Section/Round Table leadership, taking effective minutes, etc.
Question raised about duplicated activities (e.g., PLS has a YS subcommittee, and YSS exists, too—is this effective?)
Do committee chairs need to attend every meeting or report as needed?
Closing Comments (Dale Cousins):
No concrete outcome expected from discussion; healthy to examine Board on regular basis
Lorrie Russell will chair committee to explore suggestions
- will make proposals about Board structure & function
- Committee members: NCLA Directors, Rodney Lippard, Ross Holt, Mike Crumpton, Ginny Lewis

Kim requests that if Sections & Round Tables are planning a meeting/workshop the off-conference year, please email Board via Google Group to ensure no conflict of dates.

MJ requests an intro to Google Groups at next Board meeting. Laura W. will work on it for next meeting.

Meeting adjourned at 2:52pm.