

MISSOURI LIBRARY ASSOCIATION
Board Report Template

Unit/Stakeholder Page Number:	4
Unit/Stakeholder Name:	Secretary
Unit/Stakeholder Representative Name:	Frances Piesbergen
MLA Board Meeting Date:	Sept. 11, 2009

I. Information Items

Report of electronic vote – Emerging Leaders recommendation

II. Discussion Items

None

III. Action Items

Draft minutes of the July 24, 2009 meeting

MLA BOD REPORT PROCEDURES

Board of Director (BOD) members and committee and special interest group chairs are to submit a report in advance of each board meeting. This report should be e-mailed to the Secretary and Executive Director. A sample report is included for your use. A list of page numbers is also included. Along with meeting specific details, these reports will make up the minutes of each board meeting.

Procedures:

1. All Board reports are due via e-mail ten working days prior to each board meeting. E-mail reports to the Secretary and Executive Director. If you miss the deadline, bring 40 copies to the BOD meeting and e-mail as directed above at your soonest convenience. The President and Secretary need a copy of your report before the meeting, especially if you have agenda items.
2. Each report should include anything that has happened with your unit since the previous board meeting. Please include a list of activities, goals, and dates of future meetings.
3. It is important that your unit represented at each board meeting. If you cannot attend, please send a report and a representative (another steering committee member or proxy).

MLA BOARD REPORT CHECKLIST, 2009

<i>Reports due to Secretary and Executive Director 10 days prior to meeting dates</i>		Page #	Mar 6	May 1	July 24	Sep 11	Nov 13
Executive Committee							
President		1	√	√	√		
President-Elect		2	√	√	√		
Treasurer		3	√	√	√		
Secretary		4	√	√	√		
Past-President		5	√		√		
Executive Board							
Member-At-Large	S. Howard	6	√	√	√		
Member-At-Large	M. Miller	7	√	√			
ALA Councilor		8	√	√	√		
MACRL		9	√	√	√		
PLD		10	√	√	√		
SLD		11	√	√	√		
Trustee and Friends		12	√		√		
YSD		13		√			
Executive Director		14	√	√	√		
Standing Committees							
AD Hoc/Special Standing		15					
Archivist		16					
Awards		17	√	√	√		
Budget & Finance		18					
Bylaws & Handbook		19	√	√	√		
Conference-2010		20					
Conference-2009		21	√	√			
Continuing Education		22					
Intellectual Freedom		23			√		
Legislative		24	√	√	√		
Long Range Planning		25	√	√	√		
Membership		26	√	√	√		
Nominating		27	√				
Public Relations		28	√	√	√		
Publications		29	√	√	√		
Site Selection		30			√		
Webmaster		31					
Special Interest Groups							
CSRT		32	√	√	√		
CIRCILL		33	√	√	√		
CIT		34					
Gene		35					
Gov Docs		36	√	√	√		
Outreach		37	√	√	√		
PEER		38					
RIS		39	√	√	√		
Support Staff		40					
Tech Services		41	√	√	√		
YASIG		42	√		√		

Stakeholders/Guests							
DOLL		43					
KCMLIN		44					
MASL		45					
MLNC		46					
MOBIUS		47					
MOREnet		48					
MOSL		49					
MPLD		50		√	√		
SISLT		51					
Beta Phi Mu		52					