

**Missouri Library Association  
Report to the MLA Board**

*Attach additional pages if necessary*

Board Meeting Date: January 26, 2018

Submitted by: (Officer or Committee Chair) Cindy Thompson

Representing: (Position or Committee) Treasurer

**Information Items:**

- Action items from previous meeting(s):
  
- Meetings and/or actions taken this month:
  - Documented process and workflows for the Treasurer in a shareable space, and created tracking spreadsheets for better monitoring of expenditures and approvals. Shared all documentation with incoming Assistant Treasurer Susan Wray.
  - Developed documentation on the process for receiving reimbursement for approved budget requests (including a new expense report form).
  - Notified everyone who submitted a non-conference budget request of its status, reminded them to renew membership, and provided information on reimbursement.
  - Approved budget expenditures for:
    - ALA chapter dues
    - Freedom to Read Foundation membership

**Discussion Items: Needs/Requests for Board assistance:**

None.

**Action Items:**

- Approve November 2017 Income Statement
- Approve December 2017 Income Statement