

mcemsa

Meeting Minutes

Wednesday, June 19, 2013

In Attendance: Irene Allaire, Anita Anderson, Lorraine Brunn, Karina Hirschhorn, Jennifer Lauchlan, Melissa McDonald, Jennifer Nicholson, June O'Connor, Sarah Salnick

Welcome: Jennifer Nicholson

- Introductions

Back-To-School Fair: Anita Anderson

- Planned for August 24, 2013 11am-2pm
- Pass back to SLMP, since it should be an advocacy of our media programs, not MCEMSA

Membership Drive: Lorraine Brunn

- Table at Professional Day will help our membership this year
 - August 15, 2013 at Kennedy HS
 - Donuts and coffee will be provided
 - We will continue with PayPal and have a laptop available at PD
 - Membership contest: referral of a new member will get yourself entered into a raffle to win a ticket to the Spring Banquet

ACTION ITEMS:

1. Jennifer N. will email Helen and Andrea to get on the agenda to speak at the Professional Day
2. Jennifer N. will pick up Krispy Cream donuts and coffee; contact Pat Martinsen about amounts to pick up
3. Karina will email MS at Kennedy to see if they have a laptop and wireless
4. Jennifer N. will email Lorraine the PayPal directions
5. Lorraine will print PayPal directions and bring MCEMSA calendars
6. Lorraine will email a reminder about Professional Day on August 12th
7. Lorraine will update membership form to reflect the "contest idea"
8. Lorraine will talk with Robbie about tapping into collection development meetings
9. Lorraine will craft an email to be read at collection development meetings
10. Lorraine will talk to Daria and create top 5 reasons to join MCEMSA

Program: Jennifer Nicholson

- September 26th 4-6pm: Happy Hour (Gordon Bierch or somewhere with specials)—Sarah
- October 24th (BOARD MEETING): Barnes and Noble event—Anita
- November 21st: Book Bytes at Gaithersburg ES or Shady Grove—Jennifer Nicholson

- **January 23rd (BOARD MEETING):** Winter Tea Julius West—Anita and Sarah
- **March 20th:** Happy Hour (Rockville Town Center)—Sarah
- **April TBA (BOARD MEETING):** Public Library event—Jennifer Nicholson and Melissa McDonald
- **May 15th:** Spring Banquet—Irene and Jennifer Lauchlan

ACTION ITEMS:

1. Sarah will firm up location for Happy Hour
2. Anita will contact Esther; ask about October 24th and about shopping time
3. Melissa McDonald will contact Daniel about possibly having Book Bytes at Shady Grove
4. Jennifer N. will contact Gaithersburg Library
5. Jennifer N. will call Daria to find out when to sign up to speak at January Board of Education meeting

Board Meetings Jennifer Nicholson

- Board meetings noted above: October, January, April

Membership: Lorraine Brunn

- See above Membership Drive section

ACTION ITEMS:

1. Lorraine will create distribution list based on membership

Secretary's Report: Lorraine Brunn

- Agenda Items to revisit at during the next Board Meeting

ACTION ITEMS:

1. Add Sunshine Committee allocation to budget—June, is it too late??
2. Look at MCEMSA mission and decide where our energy and focus should be for the upcoming school year
3. Remind Jennifer Nicholson that she will need to be ready in December to sign up for testimony
4. Add fall happy hour to calendar
5. Talk about banquet chairs for upcoming year
6. Look at language of Nancy Walker nominations (who can be nominated and how long you must know the person being nominated)
7. Discuss membership drive

Treasurer's Report: June O'Connor

- June presented spreadsheet of expenses
- Clarification about membership and banquet:

- Previous retirees and assistants do not pay for membership, but do pay for the banquet
- Honorees (retirees and Walker winner) plus their guest do not pay for the banquet and do get one free drink each
- There is a member price and guest price, current MS not eligible for guest price
- Changes to budget
 - Banquet changed to \$2000
 - Hospitality changed to \$75 for each meeting (HH, book bytes, HH, public library)
 - Membership (donuts, coffee, and banquet ticket) changed to \$300
 - Outreach changed to \$500
 - Sunshine??

ACTION ITEMS:

1. June will update the budget for the upcoming year

Appreciation Committee: Jennifer Nicholson

- ½ price membership for new media specialists
- Something for new media specialists

ACTION ITEMS:

1. Jennifer will email Kyra to find out how many new MS
2. Irene will email Cynthia Perley and Marty Ladd to see if they are still doing Appreciation

Board Member Update: Karina Hirschhorn

- Updating people and responsibilities

ACTION ITEMS:

1. Karina will update the chart of responsibilities
2. Sarah and Jennifer Lauchlan will email potential representatives (ES and HS)

Evaluation and Closure: Jennifer Nicholson

- Plus/Deltas to Melissa