

LLAM Board Meeting Minutes

March 31, 2014

Location: Telephone Conference

Attendees:

Board Members: Tonya Baroudi, Kate Martin, Bijal Shah, Mary Jo Lazun, Mark Desierto, Sara Thomas

Committee Chairs: Joanie Bellistri, Pat Behles, Jenny Rensler

Meeting was called to order at 2:15 pm. Agenda attached.

Minutes for the previous meeting were approved by email.

1. Treasurer's Report (B. Shah)

Bijal discussed the current accounting update

- We still have outstanding LRI expenses to pay (AV, speaker reimbursements, food and beverage items, registration materials) which amount to approximately \$2,500. The total in our checking account after deducting those expenses is about \$3,100. We are also expecting a check for up to \$5,000 from AALL for their contribution towards the LRI expenses.

2. Committee Reports:

- **Membership** (P. Behles)

- One new member has joined since the last update.
- Pat will check with Sara Witman on the membership directory; she is under the impression that it's ready to be published.
- The board will consider increasing membership costs to \$25.00 because it hasn't been raised in many years and also to cover the cost of "doing business" using PayPal.

- **Technology** (J. Rensler)

Nothing to report

- **Government Relations** (J. Bellistri)

- AALL Lobby day was last week and several people from our chapter attended (Steve Anderson, Tonya, Mary Jo and Joanie). They got a briefing on issues at the federal level and then got to discuss those issues with their congressmen.
- Mary Jo and Joanie will write a short article on their experiences from the day for our upcoming newsletter and/or blog.

- **Communications** (S. Thomas)

- Sara has a dilemma with adding a tagline including her professional affiliation (firm name/title) because her firm has very stringent social media and writing rules. If she affiliates herself by naming the firm on any correspondence, it has to be reviewed, vetted and edited by their Ethics Committee and they will also require a disclaimer to be added to anything that is published. In order to avoid this, she will continue writing but instead affiliate herself only as "Communications Chair" of LLAM.
- Sara revisited the issue of transferring all the names on our current list serv to the website so that all correspondence with regards to LLAM will be disseminated as RSS feed over the website instead of individual emails. This will mostly affect blog posts (Sara) and job posts (Tonya). Once the switch over is done, we will need to stop sending the individual emails

so that people don't receive double emails. Sara will also send an email to the list serv ahead of time letting everyone know that this change will be coming.

- Sara will be putting out a formal newsletter during the month of April.
- **Programs** (K. Martin)
 - April Program will be the *45 Sites* program that has been rescheduled from January. It will be April 30, hosted by Mark Desierto at Venable.
 - The Spring Fling will be held this year at Gertrude's, the restaurant at Baltimore Museum of Art. It will be held May 16th from 4-6pm; museum galleries will be open for the first hour of the event (until 5pm).
 - Anticipated cost is \$25/person.
 - We will be accepting donations for Operation Paperback at the same time
 - It was discussed and decided that LLAM will pick up the cost of postage for this program.
 - We will also accept monetary donations if people don't bring books and that can be used to offset the cost of postage.

3. **Old Business**

- **Scholarship/Grant Committee**

- Catherine McGuire was awarded the \$500 grant for AALL; it will be announced in the next week or so

- **PayPal Account** (T. Baroudi)

- Should we extend our PayPal account subscription so that people can register for Spring Fling using this method? All agree that the small cost of doing business this way is worth it
 - Cost of each transaction is 2.9% plus 30¢.
 - The Membership Page on the website needs to be updated with the PayPal link; it's still WePay which is no longer active; Jenny will update this.

4. **New Business** (T. Baroudi)

- AALL is looking at Baltimore for the host city for the annual conference in 2018. Tonya expects to hear back from them by April 4th or 5th.
- The nominations committee has named the new board members up for election for the 2014-2015 year. Sara will post the election for a vote as soon as she receives bios from all of the candidates.
 - James Durham, Maryland State Law Library (Vice President/President Elect)
 - Camilla Tubbs, UMD Thurgood Marshall Law Library (Board Member)
 - CJ Pippins, UMD Thurgood Marshall Law Library (Secretary)
 - Mark Desierto, Venable (to finish the duration of James Durham's Board Seat)

Next Board meeting – April 30, 2014 at Venable; 11:00 am

End time 3:25 pm

AGENDA

LLAM Board and Committee Chair Meeting

March 31, 2014 @ 2:00 p.m.

Conference call

Approved minutes from last Board Meeting

Treasurer's Report

Committee Reports

Old Business

- Scholarship/Grant Committee
- PayPal
- Operation Paperback - postage

New Business

- Blog
- Baltimore, MD (AALL Host City 2018)

Next Board Meeting TBD

LLAM Accounting Update #4 - FY 2013-2014

Checking Account

Balance as of January 31, 2014: \$ 6,021.44

Deposits & Credits

1/27/2014	WePay payments (1 Membership + donation)	\$	28.83
2/28/2014	WePay payments (1 Membership)	\$	19.12
3/22/2014	LRI sponsorship checks from Innovative (\$500), Gale (\$250), Hein (\$500), & Lexis (\$500)	\$	1,750.00
3/22/2014	Checks from LRI registration fees	\$	565.00
3/27/2014	Transfer of LRI registration fees paid via PayPal	\$	1,169.16
3/28/2014	Checks from LRI registration fees	\$	690.00

Total Deposits & Credits for January 31, 2014 - March 31, 2014: \$ 4,222.11

Checks & Debits

2/7/2014	Check #651 - City Dock Catering - MLA Library Day breakfast	\$	371.67
2/28/2014	Check #652 - Le Soleil Catering, LLC - Deposit for LRI reception	\$	400.00
3/13/2014	Check #653 - Parking Management, Inc. - Parking vouchers for LRI attendees	\$	182.00
3/20/2014	Check #654 - Jay's Restaurant Group, Inc. - Breakfast for LRI attendees	\$	693.75
3/21/2014	Check #655 - Le Soleil Catering, LLC - Balance owed for LRI reception + gratuity	\$	450.00
3/26/2014	Check #656 - Sarah Mauldin (LRI speaker) - Reimbursement for LRI expenses	\$	443.78
3/27/2014	Check #657 - Pamela Gregory (LRI speaker) - Reimbursement for LRI expenses	\$	289.02
3/27/2014	Check #658 - Kate Martin - Reimbursements for holiday party items (wine, napkins, flowers, etc.) & LRI expenses (lanyards, speaker gifts & flowers)	\$	996.18
3/27/2014	Check #659 - Jessica Van Buren (LRI speaker) - Reimbursement for LRI expenses	\$	738.65

Total Checks & Debits for January 31, 2014 - March 31, 2014: \$ 4,565.05

Available Balance in LLAM Checking Account as of March 31, 2014: \$ 5,678.50

Savings Account

Balance as of February 28, 2014: \$ 3,185.64
(Earns .1% interest)