

MEMO Board Meeting Minutes
April 12, 2003
10:30 am - 1:30 pm
St. Cloud Public Library

Present:

Douglas Howard	Secretary
Gina Light	Co-chair membership
Sue Meyer	Co-past president
Gay Galles	Co-president
Becky Beck	Co-president
Susan Halvorson	Southwest Region representative
Doug Johnson	President elect
Ann Hansen	Mankato
Kelly Sharkey	Treasurer
Margaret Meyer	Co-chair, East Central Region
Jane Prestebak	Pres. elect
Deanna Sylte	Administrative Assistant

- I. Call to Order
- II. Adopt agenda
- III. Approve minutes of February 1 board meeting. The minutes were approved.
- IV. Treasurer's Report. Sharkey reported on the budget and handed out vouchers for regional expenses.
- V. Co-presidents Report. Beck reported that the grant from the humanities commission is on hold due to the state budget problems. Galles reported that there would be no midwinter conference in 2004 so as not to detract from the fall conference in Fargo. Johnson suggested holding a conference in the Twin Cities area for new media specialists or teachers-turned-media specialists.
- VI. Past co-presidents report. Meyer introduced Jane Prestebak as the new president-elect. Meyer also complimented Anne Smalley on the media center census report. Becky will take care of getting a press release to Education Minnesota about the census.
- VII. President-elect report. a. Johnson reported on a grant received from ABC-CLIO for \$1550 which will be used to cover expenses related to bringing Gary Hartzell for the summer leadership retreat. He reported on the summer leadership retreat plans. A charge of \$60 to attend will be forgiven if participants agree to take on some leadership role in the organization. Johnson shared information about the AASL Regional meeting. He is looking for stories of why media programs have been cut within the past 3 years. Johnson is also looking for a volunteer to take over editing MEMORandum.
- VIII. Committee Reports
 - A. Awards and professional development (Conzemius, Garlie) No report
 - B. Communications (Johnson, Corens, Steltzner, Conzemius) Ken Corens reported via e-mail that he is still planning to get our an April edition of MT News. Corens is retiring and announced that will probably mean an end to his involvement in MEMO as well. Corens suggested forming a group to consider the effectiveness of publishing MT News electronically in the future. Johnson asked Patrick Plant if the tech SID would be interested in putting out a newsletter. Conzemius reported that the new issue of MN Media was just sent out.

- C. Conference Committee (Conzemius, Garlie) The committee asked the board members for ideas for presenters and asked the board members to participate in a presentation for new inexperienced media specialists.
 - D. Intellectual Freedom (Steltzner) No report.
 - E. Legislative (Bull, Birmingham) No report.
 - F. Membership (Light, Meyer) A cleaned up list is on Excel. Light would like to send it to regional chairs for editing. The membership is under 500. There was a discussion about whether or not to send out hard copies of the directory to the membership. The last hard copy cost \$2000.
 - G. Nominations (Evans, Meyer) No report.
 - H. Policies, Procedures, Bylaws (Johnson) Johnson asked if there was an electronic version of the bylaws. Sylte will send one to Johnson.
 - I. Red Fund (Evans, Meyer) No applications.
 - J. Program, Internal Auditing, Archives/History (Barb Thierl) Barb Thierl will chair the program committee. Ann Hansen will serve as archivist.
- IX. SID Reports
- A. Information Technology (Plant, Finsness) Plant reported that 45-55 members attended the meetings. Plant and Finsness are willing to chair the SID for one more year with the understanding that a successor would be mentored on how to carry on. The Salary study is complete. The SID is working with ECSUs on a volume procurement plan.
 - B. Commercial (Kuehl) No report.
 - C. Literature (Erickson) Erickson send an e-mail message.
- X. Region Reports
- A. Northwest: MEMO Region One Spring Meeting will be May 13 at AC Clark Library at Bemidji State University. There will be a tour of the newly remodeled library facility and a short session on doing interlibrary loan with BSU. Tour starts at 4 p.m. Business meeting will follow the program. Main item on the agenda is the election of a new president for Region One. Alice Hofstad has served four years and is stepping down. Dinner will follow.
 - B. Northeast has no chair. No report.
 - C. West Central: No report.
 - D. Metro: Leslie Erickson resigned as regional chair and asked for help in finding a new chair for the region.
 - E. Southwest: The 2002-2003 end-of-year MEMO meeting of the Southwest Region will be held at Pipestone on Monday, May 19, 2003. The group will meet at the Calumet for a 6:00 p.m. dinner. After dinner, the group will move to the high school for a tour of their new facilities. During a short meeting, this year's retiree(s) will be honored. Contact Curt if you have any questions.
 - F. Southcentral: A joint annual meeting with SMILE was held on April 8, at the Southcentral Technical College in North Mankato. A short business meeting was held and then Susan Baxter presented the findings of the school media center census. After the SMILE annual meeting and dinner author Sarah Stonich talked about her work.
 - G. Southeast: A spring meeting is scheduled for May 5 at Riverside Elementary School in Rochester. This is Rochester's newest elementary school, so there will be a tour followed by dinner at the Hubbell House.
- XI. Unfinished Business
- A. Budget (03-04). The committee agreed to meet later in the day.
 - B. Minnesota Humanities Commission Grant Proposal
- XII. Election of officers. Post cards will be sent out .

XIII. New Business

- A. Conference lists to vendors. It was moved and seconded that the conference registration list be made available to MEMO vendors, vendors exhibiting at the MEMO conference and vendors willing to pay the MEMO vendor membership fee to get the list. Motion passed.
- B. It was moved and seconded that the conference registration list be made available to MEMO vendors, vendors exhibiting at the MEMO Conference, and vendors willing to pay the MEMO vendor membership fee to get the list. Motion passed.
- C. ISTE Affiliation. It was reported that the affiliation fee for one year is \$150. Plant moved, Light seconded a motion to approve the expenditure. Motion passed.
- D. Lifetime Achievement Awards at Fall Conference. No report.
- E. Alliance for Student Achievement
- F. Set agenda items for general membership meeting July 2003
- G. Storage. Plant moved, Johnson seconded a motion to pay for a year of storage for materials stored by the administrative assistant. Motion passed.

Adjournment. The meeting was adjourned at 1:00 p.m.

Respectfully submitted,
Douglas Howard
MEMO secretary