

MIDWEST CHAPTER/MLA
Board Meeting Report - Spring 2004

TO: Melinda Orebaugh
President

FROM: Bette Sydelko
Membership Secretary

RE: Spring 2004 Report

DATE: March 1, 2004

2004 Objectives

- Mail out one follow-up notice for renewal in April 2004
- Mail out membership renewal forms for 2005 in December 2004
- Maintain up-to-date and accurate membership records
- Respond to all requests for membership information, including mailing labels as needed
- Confirm membership for annual meeting registration
- Conduct a review of membership database with assistance of membership committee members; purge inactive records
- Serve as Listserv manager
- Maintain list of new members, provide names for submission to Chapter newsletter
- Maintain list of members who indicate interest in running for office and serving on committees, provide information to Chapter President and Nominations and Elections Committee Chair as needed
- Continue to provide a current password protected electronic membership directory on the Chapter web site
- Provide printed membership application forms for distribution
- Review and update membership information on Chapter web site
- Recruit members for the Chapter's Membership Committee and serve as Chair
- With Membership Committee and Technology Committee pursue web based driven membership database options
- Attend spring and fall chapter board meetings and annual chapter meeting
- Attend Membership Committee meeting at MLA as the Midwest Chapter representative; serve on New Members/First Time Attendee Breakfast subcommittee
- Provide membership and promotional materials to be displayed at Chapter Booth at MLA Annual Meeting and at the Midwest Chapter Annual Educational Conference

2004 Year-to-Date Activities

- Corresponded with database manager (Sue Knopf) to notify her of Board's decision to discontinue her database maintenance service
- Membership committee established (same people retained from last year)
- Mailed membership renewal forms
- Received membership renewals and passed checks on to Treasurer

- Updated the membership database as renewals were received
- Prepared reports for Spring Board Meeting
- Revised and printed 2004 Membership Application Forms
- Sent all renewing members with email addresses electronic confirmation of dues receipt, those with no email received written confirmation
- Responded to requests from members and potential members for information
- Continue to serve as Chapter representative on the MLA Membership Committee; working with New Member/First Time Attendee Breakfast subcommittee
- Membership stands at 298 on 3/1/04 as compared with 301 on 3/5/03. See attached for breakdown by state, MLA status, AHIP status and Institutional Affiliation
- The chapter has gained 18 new members since October 2003.

Discussion Points

- Discussion/clarification of membership confirmation during annual meeting registration process

This report requires action by the board.

Respectfully submitted,

Bette S. Sydelko
Membership Secretary