

June 12 2002

Mulsa Meeting Minutes

The meeting was called to order at 2:06 pm at the 4th floor conference room. Those present were: Jack Batterson, Rachel Brekhus, Steve Clayton, Mike Cook, Cindy Cotner, Ruthe Morse, Jacinda Johnson, Karen Eubanks, Karla Geerlings, Tammy Green, Debbie Landi, Bob Lynn, Wayne Sanders, and Melissa Skinner,

Rachel passed out three pages of handouts:

"Agenda for Old-New Mulsa Meeting, June 12 2002."

"Procedural Guidelines for Mulsa Draft" and the "Mulsa Treasurer's Year End Report, June 2001-June 12, 2002"

"The Missouri University Libraries Staff Association Constitution (Rev. May 2000)"

Discussion of the draft of procedural guidelines became the first order of business. What follows is a summary of the draft.

Budget Items:

Each Board member receives records of the past year's expenditures as a guideline for spending for the next year. If any board member exceeds the budget amount significantly, the Board must vote on the issue. The Board voted to allow the social chairs to go 15% over budget for parties without a Board vote.

Suggested budget amounts:

Social: \$800 (more than last year)

Courtesy: \$250

Community Service: \$208

Vice President (\$15 superstar award): \$120

Staff lounge: \$55 (?)

Muse: \$18

Mike warned that MULSA would have to file taxes if we exceed a balance of \$10,000. The treasurer should consult with Bob Almony about these tax issues if this situation happens.

Book sale income: \$4,712.85 for 2 years (\$2,356.42 per year). This money was received in March of the odd-number years. Present account balances: Checking: \$1,222.50 and Savings: \$5,356.91. The Credit Union has a \$1,000 minimum for the checking account.

Communication items:

The President emails all Board members a draft agenda as a reminder to turn in their reports. The Board members can suggest topics to add to the agenda, and each meeting's agenda is written on the board.

The secretary takes minutes to be read at the next meeting, amended as needed, and approved by the Board. The secretary sends the final copy of the minutes to the Board members within a week of the meeting. The President will post the approved minutes on the web site within a week after they are received.

At each meeting, committee chairs submit a report, including actions taken, money spent, analysis of relative success, and recommendations for how things could be done in the future. Reports should be signed and dated. They should cover the time between meetings rather than what happened that month. If no action occurred between meetings, the report will consist of words "no action." The chairs send the signed and dated reports to the President in the body of the email rather than as an attachment. The President will put the reports together and send an electronic copy to the secretary and pass out paper copies at the meetings. During the meetings, the Board will read the reports silently,

allowing time for any necessary amendments. The Board then votes on the reports and any amendments. If there are amendments, the secretary sends a final version of the reports to the President for posting on the web page.

Any Board member who cannot attend a meeting should submit a report in advance of the meeting, notify the President of inability to attend, and find out what was discussed at the meeting by asking for a draft of the minutes or by calling a Board member informally.

In most cases Board members vote in person, but in some cases votes may be cast by email. The President will email Board members a list of MULSA members to help with the facilitation of communication. The Treasurer will send monthly updates to the President, and the President will resend the updated list to the Board.

Garage sale discussion followed.

The main purpose of the garage sale is to provide an opportunity for a sale, especially for people who live in apartments. The garage sale, held at Mike Cook's house, provided a gross of between \$200 and \$300. From this, MULSA made \$50.06 minus expenses amounting to \$22.06. Expenses included \$18 for newspaper advertising, and \$4.06 for poster board.

Picnic update:

Rachel reserved the shelter at Bethel Park. There are volunteers to purchase and bring meat, buns, and drinks, and to help decorate, arrange the area, cook, and provide music. More volunteers are needed to help clean up.

-Decorations have been ordered.

-A call has gone out for door prizes/raffle prizes. Bob Almony has given 3 pairs of tickets to University performances.

-Email invitations have gone out to all staff and mailers for retirees are in the works.

Calendar:

Dates for future meetings (all at 2 pm in the 4th floor conference room) are tentatively set as follows:

2002

July 16th

Aug. 13th

Sept. 10th

Oct. 8th

Nov. 5th

Dec. 3rd

2003

Jan. 7

Feb. 4

March 4

April 9

General meeting on May 20