

# DRAFT

## MULSA Meeting

April 18, 2013 at 2:00

Present: Sue Barnes, Jack Batterson, Rachel Brekhus, Karen Eubanks, Ruth Feldkamp, Delores Fisher, Karla Geerlings, Tammy Green, Ashley Nelson

Absent: Abbie Brown, Jerri Eldridge, Ruthe Morse, Ann Riley

## Annual MULSA Meeting

- Discussion of date the annual MULSA meeting will be held.
  - Rachel proposed several possibilities:
    - Thursday, May 16<sup>th</sup>
      - Would be the usual day, but it conflicts with Amigos virtual conference if held in the morning.
    - Tuesday, May 14<sup>th</sup>
      - Not a Thursday as typical, but more in line with the usual timing. But some people from the board would be gone.
    - Thursday, May 30<sup>th</sup>
      - Would be later, but so is the picnic this year, and it would give more time to recruit people. Would be after the celebration of service. Memorial Day is on the 27<sup>th</sup>. New/old meeting would need to be soon after as new officers start July 1<sup>st</sup>.
  - Discussion of morning versus late afternoon meeting time.
    - Differing Technical Services schedules considered, matching work hour schedules of those on the board and those running,
    - 3:00 was determined to be a good time with the most overlap between varying schedules as possible.

- The final date was set as Thursday, the 16<sup>th</sup> at 3pm in the staff lounge.

### Book Sale Responsibilities

- Discussion of workflow changes to ease the workload of Book Sale chairs.
- The book sale requires a lot of work and time.
  - Currently, every book is handled and assessed by the chair. Then books are sorted into:
    - Individual sale online
    - Special sales
    - Recycled
    - Donated
    - Better World Books
    - Digiprint book sale
  - In addition, books require being assessed, packed, recycled, and/or shipped.
- Volunteer Work Days:
  - In the past, there have been volunteer work days to help assess, sort, and recycle books.
  - A volunteer committee to support the chair at volunteer days would be nice.
    - Rachel will pass a list around at the annual meeting for volunteers for an occasional work day (not more than once every two months) outside of work hours.
    - Emphasis on tone will be a fun, volunteer, fundraiser.
    - Volunteers can help assess, ship, and recycle books.
    - The book sale chair can manage and coordinate. This can help cut down on their work load and not have to handle every item individually.
    - Karla volunteered to be on the volunteer committee.

- Because the goal of the book sale chair is to raise money for MULSA and because of wanting to cut down on the book sale chair's workload, books to be donated can be a community chair responsibility.
  - Books donated to the hospital, public library, etc.
  - The description of the community service position should be officially changed to reflect this.
  - Sue reminded the board of some other community service opportunities, including donating conference bags and backpacks so that children from the Rainbow House don't have to carry their clothes or school supplies in plastic sacks.
- New workflow:
  - The book sale chair sorts the books by themselves and with the help of the volunteer work group. From there:
    - Books to be donated will be gathered once a month or less by the community service chair.
    - Books to be sold individually online will continued to be handled by Sandy.
    - Books to be sent to Better World Books will be mailed by the chair and with the help of the volunteer work group.
    - Books to be sold in Ellis Library's Digiprint sale will continue to be rotated and priced by the chair.
    - Books to be recycled will be handled by the chair with the help of the volunteer work group.
- Jerri will be asked to outline what Better World Book's criteria are -- what books they want.

#### Next Year's MULSA Board

- Continued discussion on people to ask to join.

#### Courtesy Chair

- Answering a question Delores had, 3/4 time employees are considered full time and eligible for MULSA membership. Therefore, they are eligible for both a donation and sympathy card. For those employees less than 3/4 time, a sympathy card without a donation is appropriate.

### Celebration of Service

- Still need to meet with Administration to discuss MULSA's budget for the event.
  - Don't want to go over Jack's budget of \$840.

### Minutes from last meeting:

- Passed unanimously, with one possible misspelling.

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MULSA Meeting  
Meeting on: April 18, 2013  
Treasurer's Report submitted: April 18, 2013

TCU Checking balance:	\$1,459.55 (4-17-2013)
TCU Savings account	\$4,461.35 (4-17-2013)
TCU CD #1:	\$1,502.29 (4-17-2013)
TCU CD#2:	\$2,536.65 (4-17-2013)
<u>New Covenant Balanced Income Fund:</u>	<u>\$14,224.71 (4-17-2013)</u>
Total balance:	\$24,184.55 (4-17-2013)

Income:

03-18-13 Amazon sale	\$61.70
<b>03-28-13</b> Mutual fund dividend	\$25.49
03-31-13 Savings interest	\$1.36
04-01-13 amazon sale	\$120.57
<b>04-04-13</b> CD dividend	\$7.17
04-13-13 book sale deposit	\$707.02
04-15-13 Amazon sale	\$19.65
04-15-13 Cash deposit from book sales	\$12.00
Total income.....	\$954.96

Notes:

**Bold** entries have not been deposited into the checking account.

MULSA got \$12 in cash from Jerri Eldridge for the sale of music books she donated.

Deposit of April 13 was for BetterWorld (\$61.70) and copy service sales (\$645.72)

Expenses:

#2022 Tammy Green for Vet Open house/picnic	\$50.73
<b>#2023</b> Memorial for Steve Clayton's father	\$25.00
Total expenses .....	\$75.73

**Bold** check numbers are checks that have not been cashed.

Notes:

#2022 HyVee water, fun size (\$2.98); Coke 8 pk (2 @ \$3.98); Diet coke, 8 pk, 12 oz (\$3.98);

Certificate of Deposit with Tiger Credit Union

Issue Date	04/04/12
Term:	2-year
Principal Amount:	\$2,536.65
Maturity Date:	04/03/2014
Rate :	1.15%

Certificate of Deposit with Tiger Credit Union

Issue Date	11/09/12
Term:	1-year
Principal Amount:	\$1,502.29

Maturity Date: 11-8-2013  
Rate : 0.60%

New Covenant Fund (Balanced Income fund- Ncbix) as of April 18, 2013:

Number of shares = 707.345

Price per share = \$20.11

Value= \$14,224.71

Notes: The fund is up 2.01% this year to date. It has a 4.45% annualized gain over the last ten years and it was up 8.7% in 2012.

Jack Batterson – April 18, 2013

From email April 11<sup>th</sup> from Tammy Green:

“Meals on Wheels is having its annual fundraiser. I have attached a copy of the order/information form for review. If you think this would be of interest to the staff, I can forward it to the list-serv.

Issues to consider:

Previously, we actually made participants pay half the cost with MULSA paying the other half. Should this be done again?

It starts next week & the deadline to order is two days before delivery. We should probably pick one specific day for delivery.

If it's a go . . . would someone else like to manage it? Or at least proof me before I send the order.”