

ARDLA Board Meeting

Minutes for
September 17, 2009, 2:00 p.m.
via teleconference

Members present: Valerie Wilson, Cathi Swan, Chris Robbins, Karen Liebhaber, Tonya McKinney, Bob Donaldson, Carmen Borne, Belinda Kittrell, Teresa Roebuck

Members absent: Max Kolstad, Kristy Carter

Visitors present: None.

The meeting was called to order at 2:04 p.m.

Agenda Item I: Approval of Minutes

The minutes were approved as presented.

Agenda Item II: Treasurer's Report

The bank and PayPal balances are the same. Chris has received approximately \$1400 more in checks. There are still several registrations that have not completed payment.

Agenda Item III: Conference Registration Report

Conference attendee numbers look higher than last time. As of now, there are approximately 98 attendees. Last year there were 106 total attendees, so this year should be about the same.

Conference expenses seem to be a little higher. Last year we spent \$17,571.94. This year, \$18,137.28 has already been spent. Chris estimates that this year's conference should cost close to \$22,750 which will allow us to carry forward approximately \$20,000. Last year, we carried approximately \$29,000 forward after the conference. Ways to reduce conference costs, especially food, were discussed as was increasing the registration fee and moving the conference. Bob suggested auditing this year's conference costs after all expenses have finalized to determine if any changes are needed.

Since the contract for the conference location has not yet been signed, other venues can be considered if necessary.

Agenda Item IV: Committee Reports

1. Membership Committee – Tonya

Tonya will place a “Welcome to ARDLA” card in bags.

2. Conference Committee – Cathi

Cathi and her committee will stuff bags tomorrow and be at the Clarion to receive additions to the bags at 5:00 p.m. Monday. Chris verified that a 125-150 count of bags and other items will be plenty to furnish to the attendees.

3. Publication Committee – Carmen

Carmen has not receive any response to the K-12 mailers.

4. Awards Committee – Teresa/Max

Valerie sent out the recommendations for the awards.

5. Vendor Committee – Chris

No report.

6. Nomination Committee – Belinda

Belinda is completing the official ballot now and will bring them to the conference. Ballots will be handed out at registration. Attendees will place completed ballots in a ballot box. Belinda is asking candidates to be present Tuesday morning so members can visit with and meet them.

7. Professional Development Committee – Kristy

Valerie reported that Kristy has the certificates and credits finished and has coordinated with Cathi.

8. Agency Advisory Committee – Max

No report.

Agenda Item V: Other Business

Valerie discussed final deadlines.

Agenda Item VI: Next Meeting

The next meeting will be held on Thursday, September 24 at the annual conference.

The meeting was adjourned at 2:42 p.m.