

## Leadership Institute Coordinator MPLA Board Report January 2016

Submitted by Aubrey Madler

### Key dates:

**February 1<sup>st</sup>** – Deadline for applicants to accept their invitation to the 2016 Institute

**March 31<sup>st</sup>** – Deadline for fellows to pay their registration fees

**May 15<sup>th</sup> – 20<sup>th</sup>** – Institute begins at 5:00 PM Sunday, May 15<sup>th</sup> and adjourns after breakfast Friday morning, May 20<sup>th</sup>

Highlights of the last few months include:

- ✓ Worked with state selection committees and the LI committee to select 30 applicants to join the 2016 cohort of leadership institute fellows. The LI committee also ranked 3 alternates that can be invited in the event that any of the original 30 is unable to accept/attend. I contacted each of the 51 applicants. Those who were not invited were encouraged to apply again. In most cases, the decisions came down to minor details or were due to the number of applications from some states. The 30 applicants who were invited have until February 1<sup>st</sup> to accept their invitations and submit short biography and photo. I know of at least 1 who is waiting to hear whether or not they have financial support from their state association. Otherwise, no one else has declined or expressed hesitation/concern. Acceptance emails are trickling in.

Here is a list of who was invited; I will consider this final (or as final as *final* can be) on February 2<sup>nd</sup>. This is when I will send Dan bio and photo content for the website and to Amadee for the newsletter.

- Arizona: (5 of 12 applicants) Amber Kent, Melanie Toledo, Coreen Wagner, Ellen Greene & Matthew Harp
  - Colorado: (3 of 7 applicants) Sarah Landeryou, Rebecca Cruz & Ruby Nugent
  - Kansas: (4 of 8 applicants) Ashley Creek, Heather Braum, Savanna Ball & Diana Weaver
  - Montana: no applicants
  - Nebraska: (3 of 5 applicants) Seery Sky, Terri Rickel, Allison Reisig
  - Nevada: (1 of 2 applicants) Stephanie Espinoza
  - New Mexico: (2 of 2 applicants) Joy Poole & Eva Jacobson
  - North Dakota: (3 of 4 applicants) Sarah Nelson, Mary Lorenz & James Nyland
  - Oklahoma: (2 of 2 applicants) Natalie Vaughn & Leanne Cheek
  - South Dakota: (3 of 4 applicants) Maria Gruener, Ana Olivier & Mary Johnson
  - Utah: (4 of 5 applicants) Becky Thoms, Kara Pearson, Emily Swanson & Jason Cornelius
  - Wyoming: no applicants
- ✓ Met via Zoom conference call with mentors to talk about (and finalize) the LI agenda and extra content. Maureen also joined us for the most recent call to go over her pieces and get acquainted. The drafted agenda is attached in a separate document. Aside from a few details, it is considered to be final.

The following is an updated timeline on the entire process, progress and next steps:

### March/April 2015

- ✓ Draft contracts with venue and facilitator - done
- ✓ Continue correspondence with the LI Committee and help coordinate fundraising efforts
- ✓ Work with communications committee to create marketing talking points and/or postcards that state reps can distribute at spring state conferences and via state association listservs (not done in time - need to have final date approvals and such set earlier)
- ✓ Encourage MPLA LI alums to hold receptions, forums or other applicable events at their spring state conferences in order to encourage applications and provide information (not done in time for spring - need to have final date approvals and such set earlier)
- ✓ Add preliminary information to MPLA website (Webmaster) -done
- ✓ Submit entry for Jun/July newsletter -done

### May 2015

- ✓ Create 2016 LI Mentor contract/requirements - done
- ✓ Start securing a diverse set of 4-5 library professionals within the MPLA region who are willing to serve as mentors according to the contract/requirements - done
- ✓ Set fees and finalize qualifications - done

### June 2015

- ✓ Work with LI Committee and state reps to review, update, and finalize applicant requirements and the application form/process itself - done
- ✓ Update MPLA website with new information (Webmaster) - done
- ✓ Work with MPLA Webmaster to create the application as an online survey that can populate data into a spreadsheet and that can allow for saving, downloading and sharing of application packages for use in the review process - done
- ✓ Work with LI committee and MPLA webmaster to create an online application for mentors - done

### July 2015

- ✓ \* change this to June Release online application via MPLA website (deadline will be late Oct/early Nov) - done
- ✓ Advertise via state association and MPLA listservs - done
- ✓ Create small handouts and updated talking points that state reps can utilize at fall state conferences and via state association listservs - done
- ✓ Encourage MPLA LI alums to hold receptions, forums or other events at fall conferences in order to encourage applications and provide information - done
- ✓ Release mentor application form online, advertise to MPLA members and spread the word from there. Members may encourage particular people to apply. - done

### August/September 2015

- Begin assembling application review committees of 3 for each member state. State reps will lead the review of each state's applications. Initial review of applications will be completed by the end of November – starting soon
- Prepare mentor training/orientation via Zoom – done
- Gather, organize, and secure fellow and mentor applications as they are submitted

- Mentor applications due September 1<sup>st</sup> - done
- Webmaster added “call for application” information to MPLA home page and Facebook page - done
- Review, select, and notify mentors by September 30<sup>th</sup> – done (Anali Perry)

### October/November/December 2015

- Coordinate a common time to hold 1st mentor training/orientation session via Zoom (October) - done
- Distribute electronic application packages from each state to the respective review committees along with a scoring sheet – 1<sup>st</sup> week of November - done
- Gather each state’s top 2 or 3 candidates – by November 30<sup>th</sup> / Dec 1<sup>st</sup> - done
- Work with LI Committee Chairs to make final selections (30 total) – Scheduled for Dec. 10<sup>th</sup> - done
- Notify all applicants regarding the outcome of their application – mid-December – done, Dec 15<sup>th</sup> and 16<sup>th</sup>
- \* Changed this to February Gather confirmation statements from each candidate we intend to accept – by January 1<sup>st</sup> -in progress

### January 2016

- Release final 2016 list of fellows to MPLA website and member listserv - waiting on confirmation statements; due Feb 1st.
- Add all fellows and mentors to a listserv for LI 2016 correspondence, facilitate introductions, share information, and answer questions - some correspondence is in progress; waiting on confirmation statements; due Feb 1st.
- Coordinate a common time to hold 2nd mentor training/discussion session via Zoom (February/March), done, contributions decided and drafted in agenda. We will use email until meeting again in March/April.
- Look into group rates for the DIA-Estes Park shuttle. Consider adding the fee into fellow invoices as part of the registration process for those that need the shuttle.

### February 2016

- Begin purchasing supplies and make any final arrangements with venue
- Release official list of names of the 2016 fellow cohort to webmaster, newsletter editor, and entire board which can then be shared widely. I will also include a draft press release which can be edited and distributed accordingly
- Send out invoices to fellows with a due date of March 31<sup>st</sup>
- Email fellows and mentors with information regarding LI logistics (some information was sent to mentors, but more will follow)
- Assist with any travel arrangements as needed

### March 2016

- Finalize agenda and content
- Start constructing binders, printing materials, and organizing information for electronic sharing (where necessary)
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#### April 2016

- Tie up loose ends, and make any final arrangements regarding logistics, refreshments, supplies, etc.

#### May 2016

Travel to and manage the 2016 Institute!