

LIC - Leadership Institute Coordinator MPLA Board Report February 2017

Highlights of the last few months include:

- ✓ Drafted, then received a signed **contract from Maureen Sullivan** to facilitate the 2018 Leadership Institute (LI) (attached)
- ✓ **Received a contract from the YMCA** of the Rockies, Estes Park, CO to host the 2018 Leadership Institute. I have asked them to adjust the room number to reflect Maureen's mid-week departure. I also asked if we could adjust the cancellation dates to better coincide with our timeline. I have not heard back. Please consider the attached contract a draft. There will be a deposit due to them within the next few weeks, but I expect the amount to change slightly. As soon as that is final, I will notify the Executive Committee of the payment due.
- ✓ **Edited a planning timeline** (attached). Here are the key dates:
 - June 1, 2017: Fellow Applications Open
 - June 1, 2017: Mentor Applications Open
 - August 31, 2017: Mentor Applications Deadline
 - September 30, 2017: Fellow Applications Deadline
 - December 1, 2017: Notify Applicants of Results
 - December 15, 2017: Accepted Fellows Officially Accept/Decline
 - March 15, 2018: Registration Payment Due
 - **April 29 – May 4, 2018: Leadership Institute**
- ✓ **Finalized the LI budget** (attached). Reflects \$50 increase to registration rates. I think I mentioned a \$100 dollar increase previously. **Is there a preference?**
- ✓ Started work with the LI Committee to assist with fundraising efforts as needed. To balance the budget based on anticipated expenses and income, **\$12,500 will need to be raised.**
- ✓ Looking into the possibility of offering **CE credit** for school librarians completing the LI. Started with my institution, which offers an LMIS minor, which certifies North Dakota school librarians. **Other ideas are welcome.**

Next steps (Feb - Apr):

- Seek budget and contract approval from board
- Help LI committee organize fundraising plan and documentation
- 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
- 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
- Update website with date information and any other changes to parameters
- Develop cancellation parameters and timeline/deadlines in coordination with venue
- Pay venue deposit

Respectfully Submitted,

Aubrey Madler

MPLA Leadership Institute Coordinator

Attachments: Budget, Facilitator contract, Venue contract, Timeline