

LIC - Leadership Institute Coordinator MPLA Board Report April 2017

1. I seek board approval today of the YMCA contract so it can be signed by the President and sent in to officially hold our spot. Judy paid the deposit in February.
2. I reviewed invoices from the 2014 and 2016 institute. Registration costs for members and non-members were \$550 and \$650 respectively. I believe these were increased charges compared to the 2012 institute, but I don't have that information. Ultimately, my point is there has been no increase in 4 calendar years in order to accommodate increased venue costs and reduced sponsorship revenue. We have certainly established the need to do so.

As discussed and requested at the February meeting, here are my new proposed registration fees for the 2018 Institute:

Members: \$600 (an increase of \$50) requires membership for 2 consecutive years immediately surrounding the institute (2017 and 2018)

Non-members: \$800 (an increase of \$150)

These increases will help to balance the LI budget.

Total estimated costs: \$30,935

Total estimated income: \$33,500 (\$21,000 from registrations and 12,500 from sponsorships)

3. CE credit for school librarians:
Mayville State University, Mayville, ND will sponsor CE credit for school librarians that wish to utilize the Institute for re-certification needs. There will be costs associated, but it would be minimal (maybe an additional \$150). If you want me to move forward with this, I will continue working out the logistics so that full details are ready by June 1st.

Next steps for LIC (Apr-May):

- Encourage MPLA LI alums to hold receptions, forums or other applicable events at their early fall state conferences in order to encourage applications and provide information.
- Update website with date information and any other changes to parameters (cost, etc.)
- Develop cancellation parameters and timeline/deadlines in coordination with venue.
- Write talking points and other marketing that state reps and other stakeholders can use to spread the word.
- Fine-tune application forms.

Key dates:

June 1, 2017: Fellow Apps Open

June 1, 2017: Mentor Apps Open

August 31, 2017: Mentor Apps Deadline

September 30, 2017: Fellow Apps Deadline

December 1, 2017: Notify applicants

December 15, 2017: Invited Fellows

Officially Accept/Decline

March 15, 2018: Registration Payment Due

April 29 – May 4, 2018: Leadership Institute

Respectfully Submitted,

Aubrey Madler

MPLA Leadership Institute Coordinator

Attachments: Budget, Venue Contract