

## LIC - Leadership Institute Coordinator MPLA Board Report August 2017

I will report on two main aspects that require some assistance and feedback.

1. **Applications** for both fellows and mentors are open. *Please continue to spread the word and encourage colleagues in your states to apply.* See report attachments for text that can be utilized via newsletters and email listservs. I can also offer post card-sized handouts for conferences. Just notify me how many you want and I will print and send them. Alternatively, I can email a file that you can use to print on your own. So far, I have received 2 partial fellow applications: 1 from Nevada and 1 from Kansas.
2. I drafted **policies** affecting applications, payments, and cancellations/refunds on which I ask for board review and recommendation/direction. I then ask that the policies be voted on at the next meeting (or ASAP depending on standard procedure) so that I may move forward accordingly. The need for policies arose after cancellations and extra charges occurred at the last institute. Unfortunately, the YMCA of the Rockies cancellation timeline is such that reimbursements and changes (reduction in rooms) are not possible after October 2017. If fellows or mentors must change their plans after that point, either MPLA or the fellow/mentor is responsible for charges. If there is enough notice, the LI Committee and I will work to invite an alternate fellow or mentor to fill vacancies. Having policies in place can help in making decisions that are fair and consistent. In the 2 cases last time, fellow cancellations were due to illnesses and could not be helped. I appreciate your feedback.

As a side note, my MPLA/NLA conference proposal to host a Leadership Institute informational forum was accepted (thanks!) I will be working to organize that. If you or anyone you know (previous LI fellow or mentor) would like to serve on the panel, please let me know. So far, (if I remember right), Mickey is on board to serve as is at least one fellow from 2016. I will be at the conference and will also work to plan an LI alumni reception as well as anything else that would be helpful. Keep me in the loop and let me know what I can do.

### Next steps for LIC (August/September):

- Continue marketing the call for applications, answer questions, and receive applications.
- Write thank you notes to sponsors and collect company logos as monies are received; track donations in budget.
- Continue helping the LI Committee to solicit and track sponsorships.

### Key dates:

August 31, 2017: Mentor Apps Deadline  
October 30, 2017: Fellow Apps Deadline  
December 1, 2017: Notify applicants regarding decisions

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: Marketing image, email text, draft policies