

LIC - Leadership Institute Coordinator MPLA Board Report March 2018

Here is a quick list of what I have been up to:

- Met with Maureen and mentors via zoom for Q&A and agenda/curriculum planning.
- Corresponding with fellows regarding logistical and billing questions.
- Invoiced fellows for their registration fees, which cover room and board, plus *help* to off-set facility costs and Maureen's contract. Payment due date is March 15th.
- Ordered paper supplies for binder, name tags, certificates, etc.
- Worked with Maureen to finalize binder contents – some materials will be provided electronically, which should reduce printing costs a bit.
- Booked a plane ticket for me instead of driving. I do still plan to rent a car because I just feel better being able to help our cohort get their luggage to and from the lodge and run quick errands should I require them without disrupting the experience for that of a fellow or mentor. If there are strong feelings about this or objections, please let me know.
- Set up a private Facebook group for the 2018 cohort to use for pre-, during-, and post-Institute socializing, etc.
- Established a folder of materials in my personal Google Drive account that includes logistical information, biographies, and other materials that the cohort will need. After this institute, I will work on transferring all documents to a location that is more accessible by the board (or a few key back-ups) should anyone need it.
- I also worked with our webmaster to add fellow bios and photos to the MPLA site, you can find that document via <https://mpla.us/quick-links/leadership-institute.html>
- Created press releases regarding fellows and mentors (actually completed and shared with mentors last fall). They are included with my report as separate attachments. Feel free to use those and bios/photos to spread the word with your states, etc. If you need anything in a different format, let me know. For example, the bios and photos are provided via a pdf; due to file size, it does not attach very well. However, I can copy and send state-specific bios and photos should you need it.

Respectfully Submitted,
Aubrey Madler, MPLA Leadership Institute Coordinator

Attachments:

2018 Fellow Press Release

2018 Mentor Press Release