Approve agenda

Introductions

Approve minutes of September 14, 2012 meeting Motion to approve by Lien, second by Jones. Approved unanimously

1. ILA Report
   a. There was no ILA report

2. Committee Reports
   Scholarship – Ken Jones
   There were 5 applications from Iowa, 3 from UNI. Sarah Alexander won the Iowa scholarship, and Jennifer Dovre the UNI scholarship. There were 5 applications for the Lerdal scholarship, two $250 awards were given; one to Julia Dickinson and one to Sharon Johnson. There were also two $250 Biblionix scholarships: one given to Susan Mannix, one to Christopher Brown.

   Continuity – Susan Moore
   Election of officers and board members: President for 2013; Mike Wright; vice-president: Sarah Clendineng; Secretary, Lois Blythe; Treasurer, Wendy Street. Motion to accept the slate by _____; seconded by ______. Approved. New at-large board members: Karen Burkett-Pederson, Brandie Ledford, Susan Macken, Lois Blythe. Motion to approve the new at-large board members by Lien; second by Street. Approved.
   Committee Assignments for 2013: Mike Wright will chair the Fundraising Committee. Other assignments remain the same. Sarah Clendineng will become the Strategic Planning Committee representative, and Kay Runge will become representative to the ILA Leadership Development Committee. Motion to accept committee assignments by Kessler; second by Moore. Approved.
   Manual Updates: there were no manual updates to report.
   The Board thanked Tom Kessler for his years of service to ILAF, and presented him with a certificate of appreciation for his accomplishments. It was noted that he would be eligible to return to the ILAF board in a year.

   Budget & Finance – Wendy Street
   Wendy reported on the mail-box confusion, in which DMS inappropriately filed a forwarding order on behalf of ILAF, which directed mail from the West Des Moines postbox to DMS offices. The box then had to be renewed for another term to avoid having Foundation mail returned to sender.
   At present there is no contract between ILAF and DMS; we are being billed monthly, at $67/hour, with a minimum charge of 15 minutes ($16.75) Supplemental charges will occur for faxing, printing, conference calls, etc. Barb and Wendy will work with DMS to devise a contract. Motion to approve the arrangement by Lien; second by Runge. Approved.
   Budget handouts were distributed. Discussed the amount for the Endowed Speakers Fund disbursement, which by policy is 3% of the Endowed Speakers Fund. By that
calculation the amount for the next conference will be $5,800. Motion to approve the amount was made by Street; second by Clendineng.
The total conference proceeds were $10,852, with $7,131 from the auction (with one payment still missing) and $3,721 from the raffle. The 30x30x3 campaign now has $21,719 pledged, with $4,199 outstanding.
There was brief discussion of the 2013 budget, a draft of which will be presented at the March meeting. Foundation purchases for the next year will include more triplicate auction forms, our insurance bond, and a label maker for raffle tickets.
Wendy noted that, per previous Board action, the paperwork to start turning our investments over to the Community Foundation of Des Moines would be signed later in the day.

**Fundraising – Mike Wright.** Mike suggested an end-of-year fundraising appeal, noting the availability of “real” online donations.
   i. Status of 30x30x3 campaign
   ii. Results of 2012 raffle: The raffle total was $3,721.

**b. Auction – Marlys Lien & Linda Adams**
   i. Results of 2012 auction: The Auction netted $7,093. The Cubes worked very well for credit cards, and the auction mechanics worked smoothly. The pizza was particularly fine.
   ii. Raffle — Emily Weaver/Mike Wright: The raffle went well, and several ideas were discussed to start thinking about next year’s raffle. Having three different tickets/boxes was not especially confusing

3. Thank you letters for donations – Melissa Primus
4. Other
   a. Appoint By-Laws and Manual Subcommittee
   b. Review calendar (Susan Moore)
      i. Set 2013 meeting dates: Meeting dates for 2013: Friday, March 22, Friday, May 31, Friday, Sept. 13, Friday, Nov. 15
      ii. Reminder to committee chairs: annual reports are due to President by 12/31/12

5. Adjournment