

**METROLINA LIBRARY ASSOCIATION
MINUTES OF THE BOARD MEETING**

Wednesday, March 15, 2017 P.M.
Meeting by Email

Attendance: Brenda Almeida, Paula Brown, Mark Coltrain, Rebecca Freeman, Valerie Freeman, Michael Frye, Jason Hazard, Jo Henry, Kaetrena Davis Kendrick, Andrea Kincaid, Rae Lovvorn, Laura McShane, LaJuan Pringle, Heather Smith, Betty Thomas, Michael Winecoff

Minutes from [February MLA Board Meeting](#) were approved.

Treasurer's Report: Michael Munson announced that he is unable to continue as Treasurer and Andrea Kincaid has kindly volunteered to take over. Per Section 5 of the MLA bylaws Michael Winecoff (President) appointed Andrea to this position with a majority approval of the remaining board members. Michael Munson has also decided not to assume the at-large seat. The list of board members on the Google Drive has been updated. [Balance](#) at the end of February: \$11,013.19.

Spring Program - Tech Summit:

Date: Friday, March 17, 2017 at Johnson & Wales Innovation Lab (1 to 3 pm)

Presenters: Zachary Broughton, Mark Coltrain and Deborah Tritt

Refreshments: Paula-water and cookies; Rebecca-cupcakes; Valerie-coffee; Michael Winecoff-napkins, cups, plates

Number registered: 23, including presenters

Parking pass would be mailed out with confirmation and map.

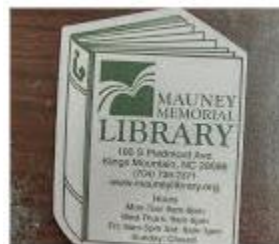
Annual Conference:

Sponsorships - Heather emailed Spoonflower in Greensboro and has yet to get a response. She also emailed Gregory Grier Interiors on 03/07/17 to remind them about their ad. They are giving \$500.00

Conference Hotel - Andrea secured rooms at the Hyatt Place Charlotte/Arrowood for \$109 per night. This rate is good on or before May 25, 2017. Information about the hotel block is on the Google Drive. Paula to post this information to the website. The keynote speaker will only need a room for the 8th.

Giveaways – Michael Winecoff asked if Jo and Michael Frye had time to be go-to people for these. Also, he asked Valerie about the number of lanyards available.

Magnets – Kaetrena offered to make MLA themed magnets. Mark noted CPCC is talking about magnets rather than stickers. Paula got information from Mauney Memorial Library about their magnets: Janway for .30 ea. They ordered 1000 tho with a 20 screen set fee and 15.41 shipping... total for 1000 was 355.41.



Bag vendor- Jo offered to contact vendor that was used last year. She shared Google Drive info.

Ribbons	http://www.nametaq.com/badge-ribbons/horizontal-badge-ribbons.php
Bags	Brand RPM-Rep Brittanie Clontz brittaniec@brandprm.com , 704-225-1800
Lanyards	Idea Express Group Inc, 1400 Colorado St. Boulder City NV 89005, X-01339-PR Lanyard Color Royal Blue with plastic hook
Badge Holders	Idea Express Group Inc., X-00116 size 3-7/8" wide (holds 3-1/2 x 2-1/5 insert clear plastic badge holders

Expenses – Jo also shared last year’s conference income and expenses.

Income		
Conference Payments	\$ 5,640.00	91 + 3 lunch only (4 student @ 26, 35 Member @ \$65, 15 Non-memb @80, 40 Presenters @ \$50
Sponsorship-Cash	\$ 1,500.00	
Sponsorship-Bill Payments	\$ 365.03	J&W
Total	\$ 7,505.03	
Expenses		
Keynote Speaker (gift)	\$ (100.00)	
Keynote Travel	\$ -	
Keynote Hotel	\$ (150.00)	
Badges/lanyards	\$ (250.00)	
Ribbons/Badge cards	\$ (59.87)	
Bags	\$ (240.03)	J&W
Program/printing	\$ (125.00)	J&W
File folders	\$ -	
Stress balls (Qty 150)	\$ (336.20)	
Gift Cards+ Giveaway	\$ (219.98)	
Incidentals		
Room/space rental/food	\$ (5,651.59)	\$57.50pp + \$459.09 tax/prep fees-head count given 89 + 3 lunch @ \$25
PayPal cost	\$ (110.54)	PP cost x .0337
Total	\$ (7,243.21)	
Profit/Loss	\$ 261.82	

Earbuds – Paula suggested earbuds in cases with logo. She got the following information on pricing: “The first time we ordered 500 they ran about \$1.59 per set. The total cost was \$792.73 and that included some setup costs to personalize the Friends logo. This last time when we ordered 500 they were around \$1.34 which did include some 'fees'. Total cost for the second order was \$670.” Paula noted that they had paid \$1.59 but MLA would be closer to \$3 because of volume discounts. There was some discussion about the durability of earbuds.

Pens – Michael Frye shared the pen price quote from last year’s mug vendor.



BEST SELLER

Ostia Pen
Item # 40901
★★★★★ 4.6/5.0 (191)

2 DAYS Ready to ship in two days! [details](#)

Click to view item in preferred color

Product Color:

Pen Ink Color: Black

Action: Retractable

Imprint Area(s): 1.25" w x 0.75" h

Imprint Color:

Custom Logo Fee: \$29.95

Set Up Fee: \$19.95

as low as **\$0.69 ea**

QTY	REG. PRICE	SALE	SAVINGS
150	\$1.90	\$0.89	\$151.50
300	\$1.60	\$0.79	\$243.00
500	\$1.54	\$0.79	\$375.00
1,000	\$1.50	\$0.79	\$710.00
2,500	\$1.44	\$0.79	\$1,625.00
5,000	\$1.30	\$0.69	\$3,050.00
7,500	\$1.00	\$0.69	\$2,325.00

Personalize & Add to Cart

[save to wish list >](#)
[quick quote >](#)
[request a sample >](#)

Ostia Offers High-Tech Styling for Your Next Promotion!

- Trendy style at an affordable price!
- Bold silver accents on the tip, clip and plunger
- Black, rubber comfort grip for control when writing
- Translucent color barrel in popular bright colors
- Retractable ballpoint pen click mechanism

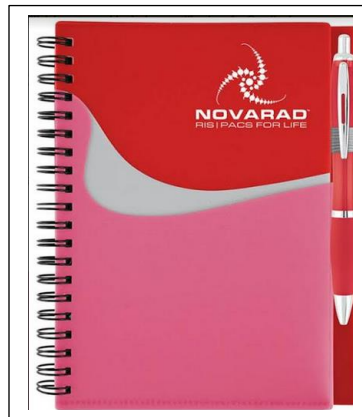
[f](#) [t](#) [p](#) [g+](#) [e](#) [p](#)

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Pen with Notebook Options: New Wave, Talbot, Baldwin and Hardcover Spiral

*New Wave Pocket Buddy Note Book
150+ will be 4.99 each
Set up charge is
s/h additional 50.00*



Talbot Notebook

Item # 43754
 ★★★★★ 5.0/5.0 (3)

Your order ships in 6 business days

as low as **\$3.94 ea**

QTY	REG. PRICE
75	\$5.14
150	\$4.72
250	\$4.51
500	\$4.14
1,000	\$4.00
1,500	\$3.94

Product Color:

Product Size: 5 3/4" w x 7 3/8" h x 3/8" d

Imprint Area(s): Front Cover: 3" w x 3" h
 Front Cover Single Ctr Option: 4" w x 6" h

Imprint Color:

Custom Logo Fee: \$29.95

Set Up Fee: \$50.00

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[request a sample >](#)

Take Note of this Attractive Custom Notebook!

- Eye-catching and useful promotional notebook
- Notebook is ultrahyde paperbook bound
- Includes 80 page ruled notebook, ribbon marker
- Bonus feature of matching ballpoint pen in black ink that fits perfectly in elastic pen loop
- Screen-printed with your custom message/logo

If additional charges apply to your order, you will be contacted.

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Baldwin Notebook

Item # 43697
 ★★★★★ 5.0/5.0 (1)

Your order ships in 6 business days

as low as **\$1.60 ea**

QTY	REG. PRICE
125	\$2.15
250	\$1.94
500	\$1.84
750	\$1.74
1,500	\$1.64
2,500	\$1.60

Product Color:

Product Size: 4 1/2" w x 6" h

Imprint Area(s): Centered On Front Cover:
 3" w x 3" h

Imprint Color:

Custom Logo Fee: \$29.95

Set Up Fee: \$50.00

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[save to wish list >](#)
[quick quote >](#)
[request a sample >](#)

Customers Will Take Note with these Custom Notebooks!

- Promotional notebooks for the office, school or home
- Paperback, bound notebooks (recyclable)
- Includes 100 ruled pages in each
- Integrated pen loop with matching ballpoint pen (not imprinted)
- Screen-printed imprint centered on the front &/or back cover of each notebook

If additional charges apply to your order, you will be contacted.

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Hardcover Spiral Notebook

Item # 45768

Your order ships in 6 business days

as low as **\$2.95 ea**

QTY	REG. PRICE	SALE	SAVINGS
150	\$4.46	\$3.55	\$136.50
300	\$4.14	\$3.29	\$255.00
600	\$3.94	\$3.15	\$474.00
1,200	\$3.80	\$3.05	\$900.00
2,400	\$3.70	\$2.95	\$1,800.00

Product Color:

Product Size: 5-3/4" w x 8-1/2" h

Material: Plastic, Wire, Paper

Imprint Process: Screen Printed

Imprint Area(s): Front: 4" w x 5" h
 Back: 4" w x 5" h

Imprint Color:

Custom Logo Fee: \$29.95

Set Up Fee: \$50.00

Personalize & Add to Cart

[save to wish list >](#)
[quick quote >](#)
[request a sample >](#)

The Rugged Notebook!

- Notebook features a durable hard cover with a glossy finish
- 80 lined pages of recycled paper
- Wire binding makes page turning easy
- Add your custom imprint for a lasting impression
- See a virtual proof when you add your custom imprint

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Rae liked the Baldwin Notebook option. Jo noted that \$336.20 was spent last year so she recommended the 125 quantity.

No decision was made concerning giveaways for the conference.

JWU Contribution to Conference Expenses – Valerie confirmed that Johnson & Wales University (see Jo's chart above) would not be contributing financially to the conference this year. Valerie verified that programs could be printed at JWU but unfortunately JWU would not be covering the cost.

Next Meeting is scheduled for Thursday, April 20th.