

LTLA Executive Board Meeting
November 3, 2017
Online Meeting Using Free Conference Call

I. Call to Order/Welcome/Roll Call

* Meeting began at 2:30 and was presided over by Lora Lathrop. Secretary Grant Rome called roll for attendance.

School	Adults	Students
Caddo Magnet High	1	2
Central Private School	1	4
DeQuincy High	0	0
Edgar Martin Middle	1	2
Episcopal Day School	1	5
Good Hope Middle	1	6
Hathaway High	1	2
Lacassine High	1	1
Mansfield High	1	0
Maurepas High	1	2
Welsh High	0	0
West Feliciana High	0	1
West Feliciana Middle	1	5
Zachary High	1	2

II. Introduction of Officers, Sponsors, Student Relations Committee, and Committee Chairs

- In order to save time, Lora asked that we skip introductions and save them for when reports were read.

III. Officer Reports

Parliamentarian- Gabi Mire - Edgar Martin Middle

Hi, My name is Gabi Mire. I am 14, and attend Edgar Martin Middle School. I have been a member of my school's Litjab club for three years, and have attended LTLA conference for three years as well. I play Volleyball for school and want to begin playing school basketball. In

my free time I listen to music which most of the time is rap. Music and books to me are the same because each song/book has there own story behind them. I have read the rules and regulations for being parliamentarian and understand my job and will do it to the best of my abilities.

I look forward to working with our president and I will do my very best to get our meetings running smoothly and efficiently.

Please email me a copy of the agenda for our online meeting and the length of time our meeting will be and I will divide up the agenda in the allotted amount of time so we can cover everything in a timely manner.

Historian- Natalie Clemmons - Lacassine High School

I have started putting together the scrapbook and sorting out pictures. I ask if any clubs have pictures from LTLA Convention 2017 (dance, workshops, costumes, game room, etc.) to please put them in the drop box or email them to me at designsbynatalie02@gmail.com. It would be greatly appreciated!

Reporter- Shelby Dronet - Hathaway High School

I will create the next newsletter after today’s Executive Board Meeting and email this newsletter to each club who was a member of LTLA and also to the new clubs this year. Please contact my advisor, Mrs. Glenda Granger – glenda.granger@jdpsbk12.org if you would like to add anything about your committee to this newsletter.

Treasurer- Joy Sutton - Zachary High

Hello, I am Joy Sutton, this year’s LTLA treasurer. I am in my junior year of high school at Zachary High. I will work hard to meet every requirement my position is responsible for. As of now I have sent LTLA forms regarding dues to all the library clubs. I have sent the check to the DJ that we will have at convention. I am currently collecting dues as schools continue to turn in money. So far, I have received money from Grant, Dequincy High School, West Fel Middle School, Hathaway High School, Lacassine High School, Zachary High School, Mansfield High School, and Bishop Noland EDS. I have no questions, but my only concern is that I was told about some emails that were sent to me, but I have not gotten them.

Treasurer's Report		
2017-18		
31-Oct-17		
Balance		5150.81
Income:		
Grant	2500	
Dues-Dequincy HS	175	
Dues-WFelicianana MS	200	
Dues-Hathaway HS	175	
Dues-Lacassine HS	20	
Dues-Zachary HS	50	
Dues-Mansfield HS	20	
Dues-Bishop Noland EDS	120	
Total Income		3260
Expenses:		
Deposit-DJ	273	
Total Expenses		273
Balance		8137.81

Vice President- Allyson Adams - Mansfield High

- Guest author will be Jennifer Brown. She has written many YA titles, including *Hate List*. Her middle school novel *How Lunchbox Jones Saved Me...* is on the LYRC Grades 6-8 list this year.
- She agreed to attend for \$2,000 (covering air fare and honorarium). LTLA will provide hotel room and meals.
- Mrs. Martin will assist Allyson in securing convention speakers.

IV. Committee Chair Reports

Book Discussion, Jr. - Josie D'Aquila and Caylen DeLaney - West Feliciana MS

West Feliciana is prepared to lead book discussion for LTLA, however we are not doing the following two books due to the printing problem of Charlie and the Grandmothers and the level of maturity in 5 to 1 for the 6th grade. Thank you!

Book Discussion, Sr.- Samuell McGahan - DeQuincy High

My name is Samuell McGahan. I am a senior at DeQuincy high school. I am the president of our library club and the chairman of the Senior book discussion committee for the LTLA convention. I have read and understand the responsibilities of this position.

The book discussion committee will consist of our DHS library club officers. We have met to brainstorm ideas and will be discussing the comments made from our last convention in order to prepare book discussion activities that will be interesting and engaging for all students.

Book Sale- Annie Hachtel, Addison Kay, Ella Mulhearn- Episcopal Day School

Mrs. Clemmons has been emailing back and forth with our new Scholastic representative. She is not in charge of our convention region. This is causing a problem because our school hosts the fair and we will not receive the book fair bucks in order to give the cash to LTLA.

At this point, we need a school in the Baton Rouge Region or a school being serviced outside of the Houston region to host the fair. We are willing to swap committees with that school if necessary.

UPDATE: EDS May have been able to resolve this issue.

Bookmark, Jr.- Susan Pickles- Welsh High

I, Susan Pickles, will be serving as the bookmark junior chairperson..

I will read the responsibilities in the handbook and make sure all task are ready for convention.

Bookmark, Sr.- Victoria Langley- Edgar Martin Middle

- No report received

Bulletin Board, Jr.- Cassidy Conner- Welsh High

I, Cassidy Conner, will be serving as the Bulletin Board- Junior Chairperson. I will read the responsibilities in the handbook and make sure all tasks are ready for convention.

Bulletin Board, Sr.- Grayson Fuller - Good Hope Middle

- No report received

Costume Contest- Claire Posey- Edgar Martin Middle

Hello, my name is Claire Posey. I am 14-years-old, and I am in 8th grade at Edgar Martin Middle School. I have participated in my school's Litjab club for three years, and this will be my third time attending the LTLA conference. My favorite thing to do, other than reading of course, is taking pictures. Photography is a main hobby of mine, alongside of yearbook. Being creative, working hard, and having fun is the theme of my day to day life. I was the committee chairperson for the costume contest last year, and look forwards to doing it again. Having read the rules and regulations for a committee chairman, I understand and accept the obligations my duty requires.

This year we would like to make some changes to the registration process for this particular contest. Our plan is to have students pick up their number for the contest at the registration table at conference. I would also like each participant to say their own names and the name of their costume before going onstage.

Last year our main concern was the layout and organization of this contest, these changes will ensure the process runs much more smoothly, meaning even more fun! As usual, I am looking forwards to this years conference.

Dance/Dance Contest- Addison Juneau and Sidney Laney - Central Private

We are excited to accept the responsibility as chairmen of the dance committee. We have secured a DJ for the dance. We will send out information about the contest, urging clubs to register. We will register contestants before the dance begins. We will acquire the three judges needed for this contest and present the winners at the author's luncheon.

Decorations- Skylar Henry - Hathaway High

I, Skylar Henry, will serve as the Decoration Committee Chairperson. Our club will be responsible for decorating the front lobby, stage area, and tables for banquet. We are very mindful of the budget issue and will submit bills as they arise. We will try to keep cost under \$100.00.

Door Prizes- Akira Grant - Zachary High

Hi LTLA members! My name is Akira Grant. I am with the Zachary High School Library Club and I am the Door Prizes committee chair this year. This year we are going to try to keep door prizes the same as last year with a few minor modifications.

To start, we plan to acquire gifts a couple of ways. We are asking that each club bring a gift for the students. We ask that these gifts be in the 5 to 10-dollar range and be tangible objects, meaning something along the lines of a toy, book, poster, etc. This was very helpful last year. Our club, here at Zachary, will buy some student gifts as well as gifts for the sponsors. If any clubs have ideas for theme related gifts that could be purchased, please feel free to contact our

sponsor, Mrs. Knight. Gifts will be turned in during registration and a Zachary High School representative will collect the gifts if needed.

To distribute gifts, we are asking that numbers be placed on both student and sponsor name tags. I, as committee chair, and possibly one other student from our club will draw numbers and allow the student or sponsor to come up and choose a gift from their designated box, as this proved to be a good system last year. We are also asking that door prize drawings be scheduled into the program of the conference as finding time to hand out gifts was a slight problem last year.

- Discussion during meeting: All clubs are asked to donate at least one \$5-\$10 door prize if they can. The Book Sale Committee will donate books from the book fair.

Drawing Contest- Anna Kate Hankins and Haleigh Jackson - Episcopal Day School

We are new chairmen and are learning our responsibilities from the handbook. We look forward to encouraging all schools to participate in the Drawing Contest.

Giveaways- Anna Kate Holmes - West Feliciana High

- No report received

Hospitality- Cassie Wesley- Maurepas High School

As Hospitality Chairman, I have been working diligently to fulfill my duties to the best of my ability. We have six female state officers and one male state officer. I will begin looking, along with my sponsor, for appropriate gifts for these officers. I will also begin looking for gifts for the guest speakers and workshop leaders who will be visiting during convention. I will continue to stay up to date with my committee responsibilities and am looking forward to serving as your chairman of the Hospitality Committee.

- Discussion during meeting: Mrs. Lathrop was asked to contact the Alexandria Tourism Bureau to see if they could donate a gift basket. (UPDATE: ATB will donate a basket for the author.)

Nominating-Cardell Smith and Anna Rea - West Feliciana MS

We have looked over our responsibilities in the handbook and will make every effort to obtain candidates for each office in LTLA. We will also prepare an entertaining officer induction ceremony that reflects the theme of convention.

We ask all sponsors to consider all of their club members and determine if any person would be a good candidate for an LTLA office. Please read over the officer responsibilities in the Handbook to get an idea of what is required. We will be calling for nominations in December.

Registration- Marissa Welch- Caddo Magnet High School

We have already purchased materials, except for ribbons, for registration. I will help our chairperson set up a different electronic registration form that will better accommodate groups of any size. Last year the Google form was a bit of a pain, so I will re-work that. It still helps A LOT to receive information electronically since we do have many fewer typos this way.

Scavenger Hunt- DeQuincy High

- No report received

Scrapbook, Jr-

- **No report due to confusion over club responsibility**
- **Lauryn Simmons from Hathaway agreed to take on this committee**

Scrapbook, Sr.- Nolan McDonald and Zacc Landry- Central Private Middle School

We are excited to accept the responsibility as chairmen of the scrapbook senior committee. We will fulfill our duties at convention by acquiring the three judges needed for this contest and facilitating the contest during convention. We will present the winners at the author's luncheon.

Social Games- Stephen Gotreaux- Lacassine High

Hello, my name is Stephen Gotreaux and I am in charge of the social games during the dance. The games I intend to bring to LTLA this year are many of the same from last year. However this year I intend to bring more games that get other schools to interact with each other so they can make new friends. I am still searching for better games that are good to get to know someone new. I am open to any suggestions for more sociable games.

Talent Show- Lexee Leger- Lacassine High

My name is Lexee Leger, I am from Lacassine, and I am committee chairman of the talent show. Once we get all of the entries, I will have a script and list made closer to time.

- Discussion during meeting: There is a question about the number of entries that each school can have. Last year's show went over time.

T-shirt, Jr.-

- **No report due to confusion over club responsibility**
- **Bre'anna Smith from Zachary agreed to take on this committee**

T-shirt Sr.- Sally-Callan Thornton -Good Hope Middle School

- No report received

Wes Smith Essay Contest- Joey Torres and Sarah Israel- Central Private

We are pleased to serve as Wes Smith Essay chairmen. Working with my sponsor, we have emailed an essay reminder and judging rubric to Shelby Dronet, our LTLA Reporter, for our fall newsletter. We have secured a judge for the contest and will announce the winners at convention.

Wes Smith Essay Contest Information

Essay Topic: What book character do you most admire and why?

Deadline: Friday, December 15, 2017 @ 3:00 p.m.

email to rmartin@centralprivate.org

Criteria for Judging:

Character's meaning to the individual (Content)	30 points
Student's Knowledge of the Book	20 points
Overall Writing Style	30 points
Grammar / Spelling	15 points

V. Web Design Coordinator and Handbook Coordinator- Mrs. Paula Clemmons

- No report received
- Vote on Handbook changes under Old Business

VI. Student Relations Chairman- Mrs. Renee Martin

Our LTLA year has started off well with our annual Officer Orientation held on September 16, 2017 at the Rapides Public Library in Alexandria. During this meeting, the officers and the Student Relations Committee spent time getting to know one another as well as taking a detailed look at the LTLA Handbook and individual responsibilities throughout the year.

Since our last meeting, I have been pleased to represent LTLA at the LASL Executive Board meeting. I will continue to attempt to recruit more schools through the contacts made in LASL. I encourage all sponsors to talk about the benefits of being associated with LTLA with any library colleagues in the hopes of gathering new membership.

I have created a gmail account for the LTLA Student Chairperson. The address is ltlastudentrelations@gmail.com. My intentions are to connect our organization's files to this account through Google Drive. I will begin sending out emails from this email so that correspondence done by the student relations chair can be easily documented and passed down to others that serve in this position. If this procedure works, we may want to consider creating similar accounts for our student officers in the future. I will send out an email to all sponsors and officers tomorrow so that you can add this email address to your contacts. Please make a note of it in your handbook.

I respectfully ask that all sponsors, officers, and committee chairs look over their responsibilities in the LTLA Handbook to ensure that convention activities run smoothly. Please check your email regularly and feel free to call or email me if you have any questions or concerns.

Something for sponsors to consider:

The rotation for Student Relations Chair is as follows:

2019 Christina Knight (Zachary High School)

2020

2021 Paula Clemmons (Episcopal Day School)

Thank you to Christina and Paula for agreeing to serve as Student Relations Chair. We are still in need of someone to join our Student Relations Committee next year with the intentions of rotating into the 2020 position. Sponsors, please consider joining this committee. LTLA cannot exist without adult leadership.

VII. Hotel/Convention Center Liaison- Mrs. Janet Lathrop

I secured this year's convention date with the Baymont Inn & Suites/Alexandria Convention Center at the close of last year's convention. At the start of this school year, I attempted to contact the Baymont to confirm our reservation and begin the process of relaying convention needs. Once again, we have a new Director of Sales, Ericka Young. Fortunately she worked at the Baymont last year and remembers our convention!

Ms. Young sent me a contract and assured me that our convention dates are still in the computer. I booked a block of rooms similar to last year's count and Ms. Young agreed to the same room rates and offered to cover the author's room for free. All rates for the use of the convention center will also remain the same. I will email our Needs List from last year to make her aware of our typical schedule.

I do ask that we discuss the Author & Awards Luncheon to make a decision about the meal. If you have any suggestions or other special requests for the facility, please let me know by the end of December.

VIII. Unfinished Business

- **Handbook Revisions**- Addison Kay made a motion to approve the handbook revisions, seconded by Gabi Mire. Motion carried. Mrs. Clemmons will email the approved revisions to all clubs and update the Handbook on the website.
- **Costume Contest**- Edgar Martin Middle would like to include costume contestant numbers in the Registration packet.
- There was some discussion about the individual vs. group contest contests. The electronic vote taken by Mrs. Martin indicated that the majority of the clubs want students to enter only ONE of those contests, i.e. the same costume won't be in individual AND group contest.
- **There is still a question about how many groups a school can enter into the Group Costume Contest.**

IX. New Business

- **2017-2018 Proposed Budget**- Cardell Smith made a motion to approve the budget as submitted, seconded by Tori Langley. Motion carried.

2017-18 Proposed Budget		
Submitted by Joy Sutton, LTLA Treasurer		
11/2/2017		
INCOME		
Dues	1700	
Conference Registration	8500	
Book Fair	800	
Total Income		11000
EXPENSES		
Decorations	50	
Hospitality	150	
Registration	50	
Student Relations		
Audio-Visual	150	
Awards	150	
Banquet	3800	
Equipment	100	
Gratuities	50	
Guest Speaker-Author	2000	
Hotel Service Charges	1200	
Meeting Rooms	2600	
Music/DJ	475	
Printing	200	
Wes Smith Memorial Essay Contest	25	
Total Expenses		11000

XI. Announcements/Adjournment

As there were no announcements, a motion was made by Josie D'Aquila and seconded by Annie Hachtell to adjourn the meeting. Motion carried.

President Lora Lathrop adjourned the meeting at 3:20.

Respectfully submitted by Grant Rome
2017-2018 LTLA Secretary