LTLA Executive Board Meeting

October 18, 2019

Online Meeting Using Free Conference Call

1. **Call to Order/Welcome/Attendance**
* Meeting began at 2:15 and was presided over by Natalie Clemmons. Secretary Mary Mitchell from West Feliciana Middle called roll for attendance.

 School Adults Students

|  |  |  |
| --- | --- | --- |
| Bishop Noland Episcopal Day School | 1 | 8 |
| Central Private School | Ab | Ab |
| DeQuincy High | Ab | Ab |
| Edgar Martin Middle | 1 | 6 |
| Hathaway High | 1 | 6 |
| Lacassine High | 1 | 5 |
| Mansfield High | Ab | Ab |
| Maurepas High | 1 | 7 |
| West Feliciana High | 1 | 2 |
| West Feliciana Middle | 1 | 5 |

**II. Officer Reports & Questions**

1. **President- Natalie Clemmons- Lacassine High**

Following a successful Officer’s Orientation in September, I began to follow the timeline set in the LTLA handbook. Using the Doodle Poll helped decide which day worked best for all the clubs for our first executive board meeting. Once the meeting was set, I began working on the agenda and script for this meeting.

I thank the officers for quickly responding to my emails. I feel confident that we will accomplish all that we need to accomplish for convention.

1. **Vice President- Bryce Felps- Maurepas High**

In the last month, I have been in contact with the LASL President and LLA President and have invited them to bring greetings on the Sunday of the 2020 LTLA Convention. In their reply, they expressed excitement and have said they can attend. The guest author Ms. Ashley Poston, on this year’s LTRC List for *Geekerella*, has also been arranged to attend this year’s convention. My sponsor, Mrs. Donna, and I are currently working to organize the workshop events and contact the individuals necessary for those events. I will be in contact with the Highs and Lows soon as well.

1. **Treasurer- Morgan Campbell- Central Private**
* My sponsor and I are now authorized to administer the LTLA checking account.
* The membership form has been updated in the handbook and will be emailed to clubs that attended LTLA last year.
* Membership dues have been received by
	+ Lacassine High School
	+ Episcopal Day School
* I will send a list of clubs that have paid dues for the handbook after the November 1st deadline.
* Below is the account balance. The proposed budget will be discussed in New Business.



1. **Reporter- Skylar Henry- Hathaway High**

I will email out the October LTLA Newsletter to all LTLA Clubs after the meeting on October 18. I will also mail a hard copy out to all clubs that were LTLA members last 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. I’ve also been promoting LTLA via Instagram (@ltla\_reporter).

1. **Historian- Alyssa Louis- Edgar Martin Middle**

Hi, my name is Alyssa Louis. I attended the meeting for the officers in Lafayette. I enjoyed meeting the other officers and their sponsors. Please send any pictures you have from conference last year to kasturm@lpssonline.com or to your sponsor and your sponsor will get the pictures to me so I can begin putting together the state scrapbook.

1. **Parliamentarian- Addison Kay- Bishop Noland Episcopal Day School**

I am preparing for the 2020 LTLA convention by reviewing my duties and preparing to assist the president and the executive board to the best of my ability.

**III. Committee Reports**

**MOTION MADE- Natalie asked for a motion to allow committee chairpersons to vote. The motion was made by Bryce Felps and seconded by Jordan Bernard. It carried with no opposition.**

1. **Book Discussion, Jr.- William Bergeron & Falynn Cupit- West Feliciana Middle School**

West Feliciana is prepared to lead the book discussion for LTLA convention. As usual we will be planning fun activities that spotlight our Louisiana Young Readers’ Choice books. We will use this event as a time to meet each other and break the ice! After reviewing the Handbook and reflecting on past LTLA conventions, we feel that the title of our committee and its description aren’t quite accurate. We would like to make a motion to change the name of this committee. We can send out a few name suggestions for a vote and then begin revising the handbook page.

**MOTION MADE- A motion to change the name of the Book Discussion Committee was made by Falynn Cupit and seconded by Will Bergeron. There was no opposition to the motion. The Executive Board will wait to move forward after the name change vote has occurred.**

1. **Book Discussion, Sr.- Austin Erhart- West Feliciana High School**

At this point, we’ve mostly only begun developing ideas for the senior book discussions. We are also developing a plan and a timeline to communicate with the hotel/convention center liaison about needs at the facility for convention, as well as what materials will need to be gathered and transported to the convention center. We’ve also reached out to the Reporter to include a reminder that students must read the required books for their particular level.

1. **Bookmark, Jr.- LaDasia Adams- Mansfield High School**

No report was submitted as of October 28, 2019.

1. **Bookmark, Sr.**

**There was no sponsor for this committee. However, Edgar Martin Middle asked to chair it during the Unfinished Business portion of this meeting.**

1. **Book Sale/Autograph- Nathan Ughovwa, Julee Fisher, & Raechel Riquelmy- Bishop Noland Episcopal Day School**

We are continuing to work with the Baton Rouge region representative and have a confirmed fair for convention. As soon as we know who the author will be, we can work with Scholastic to see if we can have their books for convention. We are also looking at our responsibilities in the handbook.

1. **Bulletin Board, Jr.- Persephonie Vanzant- Mansfield High School**

No report was submitted as of October 28, 2019.

1. **Bulletin Board, Sr.**

**No sponsor as of October 28, 2019. Interested sponsors can email Natalie or Mrs. Lathrop if they wish to take this committee.**

1. **Costume Contest- Dylan Breaux- Edgar Martin Middle**

My name is Dylan Breaux. I am excited to be the Costume Contest chairperson this year for conference. We are not making any major changes to the costume contest. Members can participate in the individual contest or the group contest, but not both. If you have any suggestions for the Costume Contest please send an email to Mrs. Sturm.

1. **Dance & Dance Contest- Alex Muffoletto- Edgar Martin Middle**

My name is Alex Muffoletto. I am the chairperson of the Dance Contest. This is the first year for our club to oversee this contest so we are in the process of figuring out what we need to do by reading the LTLA handbook. If you have any suggestions for the dance contest, please send an email to our sponsor Mrs. Sturm.

1. **Decorations- Myah Koonce & Macie Leger- Hathaway High**

Myah Koonce and Macie Leger will serve as the Decoration Committee Chairpersons. 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.

1. **Door Prizes-**

**No sponsor as of October 28, 2019. Interested sponsors can email Natalie or Mrs. Lathrop if they wish to take this committee.**

1. **Drawing- Porter Pourciau & Cassidy Scroggins- Bishop Noland Episcopal Day School**

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

1. **Giveaways- Emily Matheson- DeQuincy High School**

No report was submitted as of October 28, 2019.

1. **Hospitality- Ruthie McCann- West Feliciana High School**

We have requested a budget for gifts from the LTLA President, as well as an estimated number of total gifts required, since this requires knowing how many guest speakers and workshop leaders will be in attendance. We have begun thinking about ideas for possible gifts. We have begun developing a timeline for when we plan to make purchases. We are also developing a checklist of items to bring to convention in February to ensure nothing is left behind.

1. **Nominating- Emily Stelly- West Feliciana Middle School**

I have looked over my responsibilities in the handbook and will make every effort to obtain candidates for each office in LTLA. I will also prepare an entertaining officer induction ceremony that reflects the Disney theme of convention. I 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. I will be calling for nominations in December!

1. **Registration- Emily Matheson- DeQuincy High School**

No report was submitted as of October 28, 2019.

1. **Scavenger Hunt- Allie McClure & Hannah Sonnier- Hathaway High**

Our club will create the scavenger hunt.

1. **Scrapbook, Jr.- Bralyn Kitchens- Maurepas High School**

Hello, I am Bralyn and I am Committee Chair for the Junior Division of the Scrapbook Contest. I am very excited to be able to hold this spot this year, I am beyond excited and happy to be able to be part of the committee and being able to take care of the Junior Division’s Scrapbook Contest. I will soon to be sending out emails about this contest to the necessary Library Clubs’ sponsors in order to generate participation in the Scrapbook Contest, Junior Division.

1. **Scrapbook, Sr.- Anna Kate Hankins, Haleigh Jackson, & Ella Mulhearn- Bishop Noland Episcopal Day School**

We are reading over our responsibilities from the handbook and will work to promote this contest to the high school clubs.

1. **Social Games- Lexee Leger & Brenna Deshotel- Lacassine High School**

We have several games from previous years. (card games, board games, etc.) We also have coloring sheets (Disney themed and other) and coloring supplies. We are searching for Disney themed games to purchase or play.

1. **Sound System- Lance Nguyen- Hathaway High**

Lance Nguyen will serve as the music coordinator at the LTLA Convention. He will have playlist created on phone that will be projected through convention center Sound system.

1. **Talent Show- Sally-Anne Torres- Central Private**

I am excited to accept the responsibility as chairman of the Talent Show committee. I will remind schools to pre-register for the Talent Show once registration for convention begins.

1. **T-Shirt, Jr.- Brittney Miller- Lacassine High School**

I have looked over the judging forms and am ready to tally votes and announce winners at convention.

1. **T-Shirt, Sr.- Nevaeh London- West Feliciana Middle School**

I am happy to be on the board serving as a contest committee chair. I am familiar with my responsibilities and look forward to seeing the t-shirt entries at convention.

1. **Wes Smith Essay- Amber Crowe- Central Private School**

I am pleased to serve as Wes Smith Essay chairman. I have secured a judge for the contest and will announce the winners at convention. The updated score sheet for this year’s topic is attached and I will request it be added to Convention information on the LTLA website. All clubs are reminded to submit essays that are at least 250 words but no more than 500 words.

**IV. Student Relations Committee Reports**

1. **Website and Handbook Coordinator- Mrs. Paula Clemmons**

The website has had several updates in the last few weeks in preparation for this meeting. You will see Wes Smith Essay guidelines and scoresheet available, the membership form in now online, and the convention page has more information. The LTLA Reporter and I are working together to put the latest newsletter online and have the latest information on our social media sites.

The handbook is continually being updated. The Wes Smith Essay score sheet was updated to reflect what is more closely associated with the writing prompts that are constantly changing. I have shared the membership directory page of the handbook with the treasurer so we can have it updated quickly. That will be shared to all clubs after November 1.

1. **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. Their Sales Representative sent me an email alerting me to rate increases due to improvements to the hotel. The Student Relations Committee approved the new contract and asked for it to be sent for my signature. I haven’t heard anything since. I attempted to email our rep, but her address is no longer valid. I fear that we once again may have a new contact person. I will attempt to get information before our meeting. As for the rate increases, here are a few changes in the contract:

“The lunch as it stands due to year-over-year increases in food costs are now $14.95 per person. The service charge increased from 18% to 22%. This is due to industry standard. Because of the Wyndham Garden Inn rebranding and the renovation, the hotel room rates will still include breakfast for you, but they will be increasing to $89.00 plus taxes. Suites will be available with 2 Queens and a pull out for $149.00 plus tax.”

I do ask that we discuss the Author & Awards Luncheon to make a decision about the meal. Do we want to keep our traditional burgers and fries or do you want me to ask about the other options we may have with the $14.95 cost? If you have any suggestions or other special requests for the facility, please let me know by the end of December. I will be asking you to look at the room specs from last year to be sure that we have enough chairs, tables, etc.

1. **Student Relations Committee Chair- Mrs. Janet Lathrop**

Our LTLA year has started off well with our annual Officer Orientation held in September at the Lafayette Public Library. 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 talk about LTLA at the LLA annual conference in March and the LASL Fall Summit in September. My profound thanks to Natalie and Mrs. Clemmons for setting up a table and representing LTLA at the summit! 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 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.

**V. Unfinished Business**

1. **Unfilled Committees-** Madison Roberts from Edgar Martin Middle School asked to be the Bulletin Board, Sr. committee chair.
2. **Picture Files-** Historian Alyssa Louis mentioned that she had a problem accessing and using DropBox for image sharing. Several sponsors agreed. Mrs. Clemmons said that she would refresh the DropBox account. However, the Student Relations Committee later discussed this issue via email and decided that we would email the Historian and Reporter any pictures we want to share. Mrs. Lathrop created a shared folder in their Google drives.

**VI. New Business**

1. **Proposed Budget-** At Mrs. Lathrop’s request, the proposed budget needs to be revised to reflect cost changes. A new proposal will be sent out for approval as soon as possible.
2. **January 2020 Board Meeting Date-** President Natalie Clemmons will be sending out a Doodle Poll so that a date for the next board meeting can be established.
3. **Workshop Leaders-** Vice President Bryce Felps asked if volunteer librarians could help to supervise the workshops held at the LTLA Convention. He was told that he can obtain speakers at his discretion, preferably at little to no cost.
4. **Winning Essays From Last Convention-** Reporter Skylar Henry asked that the winning essays be sent to her so she can include them in the newsletter.

**VIII. Adjournment**

It was moved by Bryce Felps and seconded by Dylan Breaux that the meeting be adjourned. As no opposition was made, the LTLA President declared the 2019 1st Executive Board meeting of the Louisiana Teenage Librarians Association adjourned at 3:15.

Respectfully submitted by

Mary Mitchell

2019-2020 LTLA Secretary

10/29/19