

**MILEX Meeting – July 12, 2013**  
Loyola Graduate Center, Columbia  
10 a.m. – 2 p.m.

Present: Gina Calia-Lotz; Barbara Cheadle; Sarah Crest; Shak Dhanesar; Pamela Flinton; Stephen Ford; Shana Gass; Sarah Gilchrist; Mike Kiel; Wanda Meck; Kim Miller; Julie Nanavati; Sara Nixon; Marianne Sade; Simmona Simmons; Lisa Sweeney; Brandy Whitlock

**MILEX Business Meeting**

**Current business:**

Spring Conference report [Lisa Sweeney]

- Registration went smoothly, participants commented about affordability
- Financial report [Mike Kiel]
  - MILEX Spring Conference - \$2030 pulled in– food \$738, cleared \$1300
  - \$7000 – approximate total in MILEX Foundation account
  - Mike presented the steps to becoming a legal entity
    - If MILEX becomes a 501C6 –foundation will not be allowed to handle MILEX account
    - Foundation and other library organizations generally declare as a 501C3
    - The group present voted to become a 501C3 organization
    - In response to discussion and vote by the group, Mike agree to take care of the application to become a 501C3
    - Application will be reviewed by the officers before final submission
    - A 501C3 must have an address which can be a home address or a PO box
      - Group agreed to have Mike rent a PO box
    - A 501C3 requires a Resident Agent of the corporation (resident =address)
      - Resident Agent could be a treasurer, or president of an organization or organization could hire a company to serve as Resident Agent for a fee
      - Resident Agent has to sign application form to become a 501C3
      - Sarah Crest agreed to be a Resident Agent and will check with the Towson U lawyer to make sure that this is ok legally
    - Have to have a board of directors – this can be the officers
    - Have to have bylaws – Don't have to show the state
      - Need to modify bylaws to say officers are the board of directors and resident agent should be the president – treasurer should be the one who files the tax forms
      - Should note that treasurer is responsible for assuring compliance with state forms and also will file tax forms
    - Have to amend history to say when we become a nonprofit
    - Costs:
      - Incorporating doesn't make you tax exempt
      - Costs \$170 for filing with IRS – members president agreed that this fee and the fee for a PO box can be taken out of the MILEX account

- If you want state to recognize you as tax exempt, fill out a form with IRS for \$400
    - Cost for everything should be less than \$1000 a year
  - Steps in the process include being Incorporated by state, then ask IRS for an account which is when you can open a bank account
    - Once MILEX gets an EID, money can be moved from the Foundation account, at which point we have more flexibility, and we will be able to pay the fee
  - Take about 8 weeks to complete the process of incorporation
- MILEX Membership
  - There are currently 33 members (dues-paying) of MILEX – Brandy will update these members on Google list so we can use it for mailing
    - From this point forward, membership dues will be counted from July of the current year
  - It was suggested that MILEX secretary send a message to recruit new members to marylib, acrl-md, and ILI-list
    - Also make sure to send message out to all instruction librarians in the area
    - Suggested that we sponsor a social event around the announcement about MILEX
- Elections
  - Following are the officers that were voted into office:
    - Sarah Crest as chair (for two years)
    - Gina Calia-Lotz as secretary
    - Mike Kiel as treasurer
    - Sarah Gilchrist as assistant treasurer (signer)
    - Lisa Sweeny as registrar
    - Stephen Ford as webmaster
- Program Planning
  - Fall 2013 – November 8, 2013 from 9:45 – 12:30
    - Mini program on IL program development
    - Gina Calia – Lotz (Harford CC) has agreed to chair
    - Marianne Sade (MICA) and Sarah Gilchrist (TU) will be involved in this
  - Winter 2014 – January, 10, 2014
    - Mike Kiel (UB) will chair a mini program on discipline integrated IL with the History department at UB
    - Place: Loyola@Columbia
  - Spring 2014 – March 21, 2014 (during Spring Break)
    - Program on IL assessment
    - Check with Claire Holmes to see if she will chair the planning for the program – Sarah Crest will assist
    - Full day workshop- RAILS, hands on involving assessment
    - Will be interesting to talk about programs at various schools –
    - AIA added?
  - Summer 2014
    - Tentative dates - 6/20/14, 7/11/14 –
    - Teaching as Acting - Simmona Simmons and Sarah Crest
    - Developing a sense of pedagogy – Brandy Whitlock presenting on active learning pedagogy and theory behind it
  - Fall 2015

- Stephen Ford could present based on Salisbury's four page document on liaison guidelines
- (Barbara Cheadle) could present on instructional problems solved with technology – Mind-mapping apps at Bowie
  - Kim Miller who is currently in immersion program on teaching w/ technology might be able to report on her work with mind-mapping in library instruction
- Think about co-sponsoring with ACRL-MD again w/ MLA

### **“Greatest thing you learned at a conference” reports**

- Mike Kiel – approaching grad students about what they were feeling
- Kim Miller – workshop on upper division instruction – wrote a concern on a crumpled up paper and toss it at someone else in the room – you're reading someone else's question – would work well w/ freshman who might be hesitant to participate
- Sarah Gilchrist – write down your idea on 3x5 and switch – other person had to reframe sheet
- Shana Gass – at Rutgers, they studied grad students found out that there were different stages of library use – found that they had transition times, when instruction might be good
- Lisa Sweeney– takeaway about gaming – could break anxiety because it was fun
- Julie Nanavati– grad students who have had limited use of a computer
- Sarah Crest asks– How do we get to transfer and/or graduate students?
- K-12 are using activities and thus they are used to it – we should pick up
- Music in the room helps everyone to focus
- Creativity session at MLA – has crazy activity at beginning of class – sets the tone for developing community - baggy of legos – 2 minutes to build anything – given partner, make up a story based on the theme- second one gave you a theme upon which to build a lego creation (mentioned exquisite corpse in relation to this)
- Simmona Simmons mentioned that Toastmasters use props as an aid in library instruction
- “100 Ways to Reach Your Faculty” - Terri Holtz presentation at 2002 ALA Conference on how to market IL to university faculty
  - Come up with an a la carte menu w/ timeframes, handing out business cards to students/faculty
- Workshop on Lesson makeover for librarians
- Research Ready at <http://www.researchready.com/> - a website presenting the research process – geared toward high school students heading to college
- Stephen shared the 6 outrageous claims from Barbara Fister's keynote address, “decode academy” at the LOEX 2013 Conference in Nashville and pointed out how thinking outside our normal, everyday librarian existence can be invigorating – see text of her address at: <http://homepages.gac.edu/~fister/loex13.pdf>.

Respectfully submitted,  
Sara Nixon, MILEX Secretary