

MEMO

Administrative Assistant

Duties and Responsibilities

The Administrative Assistant reports to the Presidents and the Treasurer. All money is handled through the Administrative Assistant. This includes collecting membership dues and conference registration fees. All bills are paid and checks written by the Administrative Assistant. All bank accounts and safety deposit boxes are under the supervision of the Administrative Assistant. The accounts are reconciled by the Administrative Assistant and then sent on to the Treasurer for checking. Reports are prepared jointly by the Treasurer and the Administrative Assistant.

Mailings

The MEMO Administrative Assistant does most of the mailings for MEMO. Mailings are all sent bulk mail unless otherwise specified. Bulk mail may require up to five (5) days for delivery so this should be taken into account when mailing dated material.

All mailings are handled through a Bulk Mail Center location convenient to the Administrative Assistant. Both bulk and first class mailings can be processed under the same permit number. The MEMO Administrative Assistant needs to insure adequate funds for expected mailings.

The Administrative Assistant is responsible for having all of the publications printed and readied for mailing.

MEMOrandom

MEMOrandom and MT News are MEMO's monthly newsletters. MEMOrandun is published in print form in September and May; the other issues are available online at the MEMO website. MT News is only published online once or twice a year at the MEMO website.

Minnesota Media

Minnesota Media is the annual publication of MEMO. It needs to be labeled and sorted as per Bulk Mail Center regulations.

Membership

New Member Packet

A new member packet should be prepared and printed over the summer for distribution at the Leaders' Summer Retreat and October conferences. Sufficient number of copies should be printed so that board members and region chairs can have copies for distribution. This packet should include a cover letter written by the President(s), the most current issue of MEMOrandom and MN Media, and the most current directory.

Mailing

The mailing for membership renewal should be done monthly. It should include a cover letter written by the Presidents, the renewal form, an explanation of the MEMO SIDs, RED Fund and Lobbyist, and an addressed return envelope. This mailing should be made first class as bulk mail is neither forwarded or returned

Processing

When memberships and renewals are received, they should be processed in a timely manner. The MEMO Administrative Assistant should be sure that all memberships and renewals have been processed prior to printing labels for any mailings. Membership directories are mailed after they are printed. New memberships or renewals received after the directories have been printed should receive a membership directory. All new members receive a note explaining that they will be subscribed to MEMOmail and that they can elect to subscribe to MEMOlist.

Directory

The membership directory should be produced and sent to the printer by November 1. This allows for receipt by members in early December.

MEMO Publications

MEMO may periodically have publications for sale. Orders for these publications are received and processed by the Administrative Assistant.

Order Processing

Orders should be processed and shipped in a timely manner. Orders for 4 or fewer copies should be shipped via US Mail-Catalog Rate. Orders for 5 or more copies should be shipped via UPS.

Collections

The MEMO Executive Committee voted to require prepayment of all orders. A letter should be sent requesting prepayment when an order is received with a purchase order only.

Conferences

The MEMO Administrative Assistant may be called upon to perform any number of tasks for a conference. These tasks may include but are not limited to: mailing conference announcements and brochures, receiving and processing registrations, preparing conference handouts and folders, preparing conference name tags, working the conference registration desk.

The time spent by the Administrative Assistant should be billed back to the conference.

Phone Calls

The MEMO Administrative Assistant is the general phone contact for MEMO. Phone calls received by the MEMO Administrative Assistant should be returned in a timely manner. Callers should be directed to the appropriate Executive Committee member, Board member, or committee chair if the Administrative Assistant is unable to answer the callers question.

The Administrative Assistant will use Internet e-mail to expedite communication.

Administrative Assistant Services

Mailing Labels:	Mailing labels can be provided for any Region or SID. Labels are provided in Zip Code order unless otherwise specified. Requests for mailing labels should include the following information: <ul style="list-style-type: none">• What labels are needed (region 1, commercial SID)• When the labels are needed (<i>allow 2 weeks</i>)• To whom they should be mailed (include complete address)
Mailings:	If you don't have time to get a mailing done, it can be done by the Administrative Assistant. Duplicated materials or masters for duplication can be sent to the above address. The region or SID will be charged \$15.00/hr plus duplicating and postage. <i>Allow 2 weeks</i> from the time you contact the Administrative Assistant to the time the mailing needs to be out.
Conference	A variety of conference services can be performed by the Administrative Assistant. They include: <ul style="list-style-type: none">• mailing conference flyers• receiving conference registrations and maintaining a registration database• making bank deposits• printing name tags• preparing participant folders• working conference registration table

MEMO Lobbyist

Duties and Responsibilities

- A. Monitor legislative activities related to the MEMO legislative platform, including school library/media/technology funding, school / public library cooperation, networking, access to information and educational reform.
- B. Notify the MEMO Legislative chair or MEMO Presidents of pertinent hearings and/or meetings.
- C. Coordinate activities with other education lobbyists, when appropriate.
- D. Provide advice to MEMO on the legislative process, lobbying strategies and effective legislative actions. Arrange meetings with Legislators and other state education officials for MEMO officers, as requested.
- E. Attend the MLA/MEMO Legislative Day.
- F. If timing permits, attend one MEMO Board of Directors meeting during the legislative session.
- G. Write timely reports for the MEMO Presidents who will determine the most appropriate format and method of dissemination to MEMO members and other persons and organizations.
- H. Write a final report for the MEMO Board of Directors at the end of the Legislative session.

Budget

The Board of Directors voted in August, 1996, to enter into a two-year agreement with MLA (Minnesota Library Association) for sharing the lobbying services of Capitol Hill Associates at a cost to MEMO of \$7,000 per year. (See original and current letters of agreement on the next two pages)

**LETTER OF AGREEMENT
BETWEEN
MINNESOTA EDUCATIONAL MEDIA ORGANIZATION
AND
MINNESOTA LIBRARY ASSOCIATION**

This letter of agreement for sharing the services of Capitol Hill Associates, Inc., (CHA) 525 Park Street, Suite 310, St. Paul, MN 55103 is entered into by the Minnesota Educational Media Organization (MEMO) and the Minnesota Library Association (MLA).

1. **SERVICES PROVIDED:** CHA will provide to MEMO the services, as appropriate, listed in 1.a through 1.g of the current letter of Agreement between CHA and MLA. (Attached)
2. **COORDINATION:** The coordination of this Agreement for sharing the government affairs consultant services shall be undertaken by a Steering Committee chaired by the MLA Legislative Committee Chair. Steering Committee members shall consist of the MLA President, MEMO Presidents, MEMO Legislative Chair, a representative from the Minnesota Council of Regional Public Library System Administrators and a representative of the Council of Cooperating Libraries (Multitypes). Representatives of the Office of Library Development and Services and MINITEX shall be ex-officio members of the Steering Committee.

The Steering Committee shall formally meet three times a year - in October before the Minnesota legislative session, in February during the Minnesota legislative session, and within 30 days after the Minnesota Legislature adjourns. The Steering Committee shall otherwise meet whenever called by the Chair or at the request of two voting members. The Steering Committee can meet and act without a quorum if necessary.

3. **MEMO REPRESENTATION:** The MEMO representatives to the Steering Committee shall receive copies of the minutes and announcements of the meetings of the minutes and announcements of the meetings of MLA Legislative Committee and the Platform Subcommittee. A MEMO representative will participate in the evaluation of CHA as performed by the MLA Legislative Chair (OR the Chair of the MLA Legislative Committee will solicit comments from Steering Committee members before formally evaluating CHA.) A MEMO representative shall participate in the planning and development of the annual Library Legislative Day and Library Legislative Forum.
4. **LENGTH OF AGREEMENT:** This agreement begins September 1, 1996 and continues until August 31, 1998, unless the MEMO Board formerly withdraws in official action at it June board meeting.
5. **FEES AND PAYMENT:** MLA agrees to share the services of CHA with MEMO for a total fee of \$14,000. \$7,000 shall be due in the first year, and in the second year, in monthly installments of \$586.

MEMO further agrees to pay MLA 20% of the amount that MLA reimburses CHA for copies at the rate of \$.20 each, fax copies at the rate of \$.65 each, for mileage at the rate of \$.29 per mile, for postage and for any long distance call on behalf of MLA and MEMO.

6. **TERMINATION OF AGREEMENT:** Either Party may terminate this agreement, with cause, at an official June meeting of either board, or anytime if MLA terminates its agreement with CHA.

The undersigned parties, duly authorized, accept this letter of agreement.

Minnesota Library Association President

Date

Minnesota Library Association Executive Director

Date

Minnesota Education Media Organization Presidents

Date

Minnesota Education Media Organization Legislative Chair

Date

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The Steering Committee shall formally at least once a year within 60 days after the Minnesota Legislature adjourns. The Steering Committee may otherwise meet whenever called by the Chair or at the request of two voting members. The Steering Committee can meet and act without a quorum if necessary.

3. **MEMO REPRESENTATION:** The MEMO representatives to the Steering Committee shall receive copies of the minutes and announcements of the meetings of MLA Legislative Committee and the Platform Subcommittee. A MEMO representative will participate in the evaluation of CHA as performed by the MLA Legislative Chair (OR the Chair of the MLA Legislative Committee will solicit comments from Steering Committee members before formally evaluating CHA.) A MEMO representative shall participate in the planning and development of the annual Library Legislative Day, Library Legislative Forum and the development of the MLA/MEMO platform.
4. **LENGTH OF AGREEMENT:** This agreement begins September 1, 2004 and continues until August 31, 2006, unless the MEMO Board formerly withdraws in official action at a board meeting at least four months or more in advance of the start of the Agreement.
5. **FEES AND PAYMENT:** MLA agrees to share the services of CHA with MEMO for a total fee of \$21,312; \$10,524 shall be due in the first year, and \$10,788 in the second year; in monthly installments of \$877 the first year, and \$899 the second year.
6. **TERMINATION OF AGREEMENT:** Either Party may terminate this agreement, with cause, at any official meeting of either board, at least four months or more in advance of the termination date; or anytime MLA terminates its agreement with CHA.

The undersigned parties, duly authorized, accept this letter of agreement.

Minnesota Library Association President _____ Date

Minnesota Library Association Executive Director _____ Date

Minnesota Education Media Organization President(s) _____ Date

Minnesota Education Media Organization Legislative Chair(_____ Date