I. Approval of October Minutes  
a. Motion to approve minutes passed.

II. Secretary/Treasurers Report  
a. We have received year-end figures from AALL. Susan will update draft budget and email to EB.

III. Committee Reports  
a. Christine created charge for Strategic Planning committee.  
b. Programming committee is moving forward with their planned program. Brian Matthews has agreed to speak.  
   i. $500 honorarium with flight and one night in hotel.  
   ii. Christine will find out whether AALL will pay travel expenses.  
c. Awards committee has inquired about number and amount of scholarships it can offer for Management Institute.  
   i. Susan will look at budget to determine if we can afford two $1000 scholarships and email EB.

IV. Annual Meeting Planning Matrix  
a. Nine of our ten slots are scheduled.  
b. Christine will check with Susan Nevelow Mart of Task Force on Identifying Skills for Practice to see if Task Force needs 10th slot.  
c. Business meeting, Directors’ Breakfast, Middle Managers’ Breakfast all scheduled.

V. Old Business  
a. Handbook timelines follow-up  
   i. Follow up with committees to keep track of dates for their work.

VI. New Business  
a. Annual Reports follow-up  
   i. 2012-13 and 2013-14 found. 2011-12 and 2010-11 probably don't exist.  
b. January meeting: Brainstorm about advocacy.  
c. Next meeting Jan. 9 at 11:30 am Eastern.

VII. Meeting adjourned.