

Date: March 5, 2004

To: Melinda Orebaugh

From: Kellie Kaneshiro

Subject: Immediate-Past President's Report

2004 Objectives

- \$ Attend March 26th spring Board Meeting in Chicago
- \$ Attend the Fall Board Meeting prepared to recommend to the board the names of three individuals to serve on the Nominations & Elections Committee
- \$ Prepare certificates of appreciation for outgoing Board members
- \$ Serve on Awards Committee, and other committees and task forces as appointed by the President
- \$ Maintain Chapter Board's Responsibility Matrix
- \$ Recreate a procedure manual for the Chapter President and assist/encourage other officers to consider the same, and place manuals on the Chapter website
- \$ Submit Annual Report to MLA

Post Annual Meeting Activities September 2003 through March 2004

- \$ Sent thank-you letters to 2003 Annual Meeting Coordinators and committee chairs
- \$ Consult with Executive Committee to approve one-time waiver of the \$1,000 Chapter loan to the Indiana Health Sciences Librarian's Association (hosts of the 2003 annual meeting) and bring topic to Spring Board Meeting
- \$ Confer with Carole Gall regarding 2004- 2005 Governmental Relations Chair
- \$ Follow-up with annual meeting scholarship recipients regarding reimbursement procedures
- \$ Hunt for new Chapter Benchmarking Educator/Enabler
- \$ Put together a Task Force to investigate methods of managing annual meeting finances and recommendations for initiatives that would benefit all or most Chapter members

Action Item: The Midwest Chapter Executive Committee voted to award a one-time waiver of the \$1,000 loan to the Indiana Health Sciences Librarians Association for the 2003 annual meeting. Any actions taken by the Executive Committee must be ratified at the next Board Meeting.

