

Midwest Chapter / Medical Library Association

Spring 2009 Executive Board Meeting

Friday, March 27, 2009

Courtyard by Marriott O'Hare, Chicago

8:30 a.m. – 4:00 p.m. (Central Time)

Continental Breakfast at 8:30 a.m.

1. Call to Order (8:45 a.m.)
2. Review Agenda
3. Review and Approve Minutes (Elizabeth Smigielski)
 - a. Fall 2008 Executive Board Meeting
 - b. Review Fall 2008 Business Meeting
4. Reports
 - a. President Deborah Lauseng
 - b. President, Immediate Past Mary Markland/Deborah Lauseng
 - c. Membership Secretary/Committee Rebecca Caton
 - d. Treasurer/Finance Committee Marlene Porter
 - i. Approve transfer of money into Money Market account and purchase of new 13 month CD
 - e. Audit Susan London/Deborah Lauseng
 - f. Annual Meetings Committee Donna Barbour-Talley
 - g. Archives Mary Hitchcock
 - h. Awards and Scholarships Committee Sheryl Stevens/Elaine Skopelja
 - i. Governmental Relations Liaison Julie Schneider
 - j. MLA Chapter Council Ram Rees and Karen Hanus
 - k. Nominations and Elections Committee Mary Markland/Deborah Lauseng
 - l. Professional Practice Committee Janna Lawrence
 - m. Representative at Large/State Liaisons Committee Ximena Chrisagis/Deborah Lauseng
 - i. State Liaison rotation schedule - process
 - ii. Clarify appointment of State Liaisons process

Morning Break 10:00-10:20 a.m.

5. Unfinished Business (Action Items from Fall Board Meeting)
 - a. Communications Committee—parameters for making photos available; best means of storage
 - b. Communications Committee—establish members only section of Chapter web site
 - c. Membership Secretary—discuss price quotes from Acteva for possible change in dues (\$20, \$25, \$30)
 - d. Immediate Past President—discuss costs and access to services options for PBwiki for Board Members
 - e. Board Members—update on procedures and policies sections in PBwiki
 - f. Annual Meetings—designated committee meeting time during annual meeting added to Annual Meeting Planning Guide; announcement—if planning on Committee meeting in Columbus notify Clare Leibfarth (cleibfar@kent.edu)

- g. Immediate Past President and President—provide form to Committee chairs for submitting goals and objectives
- h. Annual Meetings Special Committee—preliminary report on pro and cons of annual meeting coordinating models
- i. Finance Committee—template for annual meeting budget (include discussion on purpose, future planning, annual comparisons, etc)
- j. President—Special Archives Committee charge and membership

Lunch Break 12:30-1:15 p.m.

- 6. Communications Committee Report/Old Business/New Business Karen Anderson, Allan Barclay

- 7. New Business
 - a. Conducting Chapter Business between Fall Executive Board Meeting Deborah Lauseng
 - b. Travel reimbursement policy—revise round-trip distance Deborah Lauseng
 - c. Annual Meeting Scholarship Payment Policy—revise or rescind Sheryl Stevens/
Elaine Skopelja
 - d. Procedures for electronic ballots for Chapter elections Mary Markland/
Deborah Lauseng
 - e. Memorandum of Understanding template Deborah Lauseng
 - f. 2009 Chapter Budget—finalized and approved Marlene Porter
 - g. Other?

- 8. Review of Action Items

- 9. Adjourn (by 4:00 p.m.)