



Midwest Chapter of the Medical Library Association

Fall 2011 Executive Board Meeting

Friday, October 7, 2011

Indianapolis Marriott Downtown

2:00 p.m. – 7:00 p.m.

Present: Clare Leibfarth, President; Janna Lawrence, President Elect; Elaine Skopelja, Immediate Past President; Charniel McDaniels, Recording Secretary; Sue London, Treasurer; Katherine Chew, Membership Secretary; Bette Sydelko, Representative to Chapter Council ; Pam Rees, Alternative Representative to Chapter Council; Mary Hitchcock, Archivist; Barbara Gushrowski, Auditor; Donna Barbour-Talley, Annual Meetings Committee Chair; Liz Fine, Awards and Scholarships Committee Chair; Deborah Lauseng, Professional Practice Committee Chair; Kathy Shilling, President Elect Elect; Chris Childs, Incoming Recording Secretary; Amy Donahue, Incoming Treasurer
Electronic attendance via Skype: Stephanie Schulte, Representative at Large

1. Call to Order – Clare Leibfarth

Meeting called to order at 2:31pm.

2. Welcome to Incoming Board Members and Visitors – Clare Leibfarth

Clare welcomed Kathy, Amy, and Chris.

3. Review Agenda – Clare Leibfarth

Agenda is in alphabetical order with the Treasury report appearing first. Clare asked that discussions (action items) from any reports occur during the discussion of any old/new Business. The membership survey discussion was added to the Old Business section of the agenda. The agenda was taken as it stands.

4. Review and approve minutes – Charniel McDaniels

a. Spring 2011 Executive Board meeting minutes

Spring 2011 minutes were not reviewed and will be approved at the next Executive Board meeting.

b. Review of Fall 2010 Business Meeting minutes

Defer review until the end of the agenda. Between 9 & 10 on agenda.

5. Reports (Full reports are available on the chapter website)

a. President – Clare Leibfarth

2010 books (treasury) are not reconciled yet, neither are the 2009 books. Acteva sending checks twice per month that were not reaching Sue. Money sent to Ruth Lilly Library and deposited in their account. Working with Acteva, identified all checks that were deposited in the library account and are currently working on retrieving them. Total amount around \$30,000. During the 2010 spring board meeting, the chapter used a company to set up a conference call for a monthly fee, with the idea of stopping the account after the meeting was over. However, the account was not stopped and ran for a year totaling \$3,000. Money was debited automatically and charged to the conference account. This is the reason why things didn't balance in 2010. In the future it is important to understand any financial commits made in to outside parties. Working on getting Amy Donahue up to speed to take over as Treasurer.

b. President-Elect – Janna Lawrence

2012 appointments moving along.

c. Immediate Past President/Nominations Committee – Elaine Skopelja

Used Survey Monkey to run the election. Sent out to 321 member with 126 responders is 54%.

2012 officers:

Katherine Schilling – President Elect

Amy Donahue – Treasurer

Chris Childs – Recording Secretary

Barbara Knight – Candidate for Membership on MLA Nominating Committee

d. Treasurer/Finance Committee – Sue London

(Clare asked for as much detail as possible.)

Report not currently on website. Draft budget contains items that will need to be changed. One of them is that after talking with Janna, Quick Books Cloud Computing is the way to go regarding finances. Need more than one person with access to software, which increases cost. Clare recommended over estimating the cost of adding more than one person.

Do we want to continue with Acteva or not? Did not include cost of another year of using Aceteva in the draft budget on the report.

Clare noticed a mistake on final balance for the savings. Says \$60,086.80, but should really be \$6,086.80.

Clare wanted to verify ending balance of \$52,639.36 which does not include most of the registration money from the 2010 conference.

Clare asked about membership dues amount of \$6,446.73 Sue said that amount includes correctly deposited Acteva checks and checks sent via Membership Secretary. Clare said that according to Acteva, no checks were correctly deposited for 2011. We haven't gotten all of the 2010 & 2011 money back. Sue doesn't have itemized check for 8/31/10 for \$20,000, which is part of the total amount that is currently missing. Sue isn't sure how to split the money out.

Money that went into Ruth Lilly, we'll get a big check, but then we need to figure out how the money should be split between membership dues and conference registrations.

Acteva does not currently provide specific information on our account (i.e. when an individual check is coming). We have a new Acteva Representative.

Bette said that part of the problem with the 2009 number is because of Acteva.

Thought is to move away from Acteva. Hard to determine now how much we are paying Acteva because they take money out before we get it, so we cannot identify the specific amount in our books. This makes conference accounting very difficult.

Conference income and expenses for 2010 isn't reflected in the treasurer's report. No 2010 expenses are reported and very little is reported for 2011.

e. Annual Meetings Committee – Donna Barbour-Talley

Barbara Gushrowski – The hotel is not going to charge the chapter for unbooked rooms in our block. This courtesy was extended as the hotel is fully booked. In the past, the chapter would eat the cost of part of the cost for all unbooked rooms in our block. Clare recommended that all conference planners look closely at all hotel contracts for upcoming meetings.

Deborah Lauseng recommended comparing registration and conference lists to determine how many people did not book a room on our block.

Only 94 people registered for the full conference and several one day attendees. Don't know if this is a trend, so perhaps in the future we should be conservative in the number of rooms we reserve for a hotel block.

Clare asked if the new norm is not to attract over 100 people, should we consider a new type of conference? Kathy recommended joint meetings as a possibility.

Action Item: Bette will go to Chapter Council Members to see what other chapters do for their conferences and find out what their attendance numbers are. She will report that information to the board and to Donna.

The location of the national conference can affect chapter meeting attendance, which makes it a good idea to look at chapter meetings before and after the national conference.

We did get some last minute registration and CE's.

f. Archivist – Mary Hitchcock

Mary Hitchcock – Archives submissions are increasing. Mary asks that all 2009-2011 conference information be sent to her directly. She will talk to Wisconsin Historical Society to see how they deal with their electronic records. Mary is currently working on the Retention Schedule.

Action Item: Mary will work on a Retention Schedule for conference materials and another Retention Schedule for all chapter business.

g. Auditor – Barbara Gushrowski

Report stands as submitted.

h. Awards & Scholarships – Liz Fine

Special recognition of Lenatta Akins. No Innovation Award. No nominations for Jean Williams Sayre Award.

i. Communications Committee – Clare Leibfarth

In April, Jean Gudenas resigned for health reasons. Editorship of the newsletter is still open. Clare did a couple of issues on the fly. Someone is needed who is a specific newsletter editor. Someone is needed to run the blog. Amy couldn't function as the blog editor because she was switching jobs. Alan and Brian are still working on the website. Barb has agreed to be the new newsletter editor. We need more member involvement on this committee.

j. Governmental Relations Liaison – Julie Schneider

Report stands as submitted.

k. Membership Secretary/Membership Committee – Katherine Chew

Membership has increased by 4 people since Katherine's report was submitted. Creating an extra password for Acteva confused a lot of people who were trying to register and it was suggested that in the future, the same password be used to access Acteva and to register for a conference.

Chapter renewals start in January so we need to decide if we want to keep Acteva or not. Janna suggested looking at their contract to see when it expires.

i. Membership Survey

There was a 54-57% response rate to the survey.

Survey results available as a laminated poster.

I. MLA Council Representative & Alternate – Bette Sydelko, Pam Rees

Report stands as submitted.

m. Professional Practice Committee – Deborah Lauseng

Deborah explained that committee members may be asked to serve as MLA Liaisons. With MLA's recent focus change from benchmarking to a yet-to-be defined metrics, the Professional Practice Committee charge needs to be revised to reflect this change (see Old Business). The revised section on committee membership reads as follows:

“The Professional Practice Committee shall consist of at least four Midwest Chapter MLA members who are appointed to serve a two-year term by the Chapter President. The Committee Chair and one member must be appointed in odd-numbered years; two members must be appointed in even numbered years.

A member of the Committee will be appointed by the Committee Chair to serve as the liaison to the MLA Continuing Education. A different Committee member will be appointed to serve as liaison to the MLA Credentialing Committee. Other members may be appointed to serve as an MLA liaison as appropriate.”

n. Representative at Large/State Liaisons Committee – Stephanie Schulte

Letters were sent to all states. Affirmative responses were received from all the states, although Michigan did not confirm by way of a letter. A note will be sent to State Liaisons to report on this meeting. Deborah thinks a good idea to keep going and then reevaluate Representative at Large role.

o. Bylaws Revision – Clare Leibfarth for Melinda Orebaugh

Time frame for revision is four months prior to voting to have them completed. Stephanie said that would be a good idea to start this process while she is still in the role at Representative at Large.

Discussed whether to include an evaluation of the states liaison committee in our bylaws revision and we decided not to, and instead will wait for the next term to complete this process.

Melinda Orebaugh was asked to chair this committee. She consulted with Dena Hansen, Chair of the MLA Bylaws Committee. She is currently working on a timetable to make any bylaw changes. Originally it was thought that the bylaws needed to be amended to create the Emeritus membership, but the new model bylaws state you don't have to make any changes to create this membership category.

We need to update our bylaws to reflect the model bylaws. 2008 was the last bylaws update. Melinda is on board to spearhead this project.

Clare recommended a special Bylaws Committee and asked Janna to appoint committee members, for this committee, with Melinda as a Chair.

April 2012 is Melinda's timetable to get the new bylaws out and can be voted on during our fall meeting in 2012.

6. Old Business:

a. Membership Survey Recommendations

A survey was sent to the membership to gather information and determine how to better serve them. The results of the survey will be posted on a special issue of Midline. A poster was created, highlighting the survey's results. This poster may be shared among the membership. Examples of some responses are suggestions for more activities for hospital based librarians and more chapter activities outside of the annual conference with more things spaced out during the year.

Action Item: Ask the membership committee to mine the results of the membership survey and come up with recommendations.

Action Item: Membership Committee will work on a full report of the survey results for MIDLINE and then create a set of FAQ's from the concerns raised.

b. Bylaws Special Committee – Clare Leibfarth, Janna Lawrence

Janna will be appointing a special committee.

c. Travel Reimbursement Policy – Janna Lawrence

Janna is looking into providing more funding for people to attend the spring meeting. Clare recommended that a special committee will need to be established to look into making any changes to the travel reimbursement policy.

Action Item: Janna will create a Travel Reimbursement Policy Committee

Action Item: Janna will look into where the board meetings are held and how they are financed.

d. Professional Practice Committee charge – Deborah Lauseng

The revised charge addresses the recent changes in MLA liaison positions required by Professional Practice Committee members. The structure of the charge is different than the other Chapter Committee charges, and longer. Minor edits were made to the proposed charge.

Motion to accept the revised charge with amendments was raised. Motion carried.

Motion to establish a standing \$300 expense line for advocacy under the Professional Practice Committee budget for printing and distribution of advocacy materials, starting with the 2012 Chapter Budget. Motion carried unanimously.

Action Item: Deborah Lauseng will have the revised Professional Practice Committee charge posted on the Chapter's web site.

e. Accounting processes and software

Amy Donahue is incoming Treasurer. Change of the signature card for the current bank account. Clare, Amy and Sue must all sign the card. It is not complete as of yet.

The committee is considering a commercial software as an answer to the problem that annual meetings are planned at least 2 years in advance so 3 years' worth of documents are needed.

Discussion: There should be only one set of books. Currently it is difficult to pass the information from one planning group to the next. The discussion continued to gauge if the work could be reorganized so passing the documents would be easier and the work could be redistributed.

i. Transition to new treasurer

A Tuesday morning meeting will be held for the purpose of transitioning the responsibilities of Treasurer, from Sue London to Amy Donahue.

ii. Accounting software

Action Item: Janna will look at the finance policy for the annual meeting.

iii. Acteva Account or Other Alternative

Pay Pal may be another possibility.

Action Item: Amy will look into whether to stay with Acteva or go with an alternative accounting software program.

7. New Business:

a. Retain professional auditor

Need someone to professionally set up our accounts and audit them.

Action Item: Janna will investigate hiring an auditor.

Action Item: Auditor will review financial reports from 2009 and 2010.

Action Item: Auditor will report back to the board after all Acteva money is reimbursed.

b. Chapter conference financing Issues

Look into the chapter getting a credit card. Right now, we only have a debit card. In the past, due to changing banks, it has been difficult to get a credit card. Clare is looking into getting a credit card, since we've used the same bank for years, and we were told it shouldn't be a problem.

Action Item: Amy will investigate getting a credit card.

c. Exhibits by non-profit groups – Donna Barbour-Talley

MLA requested a lower exhibit fee for chapter meetings. Non-profits have complained about the exhibit fee. One solution is for non-profit groups to register for a day and present a poster. Space is an issue.

Action Item: Donna and Bette will gather more information from other chapters and revisit a two tiered exhibit fee for non-profits.

d. Research Poster Awards – Deborah Lauseng

Motion to create three Chapter Research Poster Awards (PPC report for more details) (1st, 2nd & 3rd place) based on set research criteria and judged by a five person team of reviewers (PPC members and/or Board officers) of the posters presented during the Chapter's Annual Meeting and awarded during that same Annual Business Meeting. Motion was voted down.

New Motion to create Chapter Research Poster Awards for posters presented during the Chapter's Annual Meeting. Deborah moved and Janna second. Motion was voted unanimously.

Motion to establish the Chapter Research Poster Awards at the following levels: 1st place \$150, 2nd place \$100 and 3rd place \$75 to be issued to the author(s). Deborah withdrew the motion.

Action Item: The Professional Practice Committee, working with the Awards and Scholarships Committee will draft out the specifics for the new Chapter Research Posters Awards.

8. 2012 Chapter Budget:

a. Advocacy materials expenses

Janna: Add money for PPC awards, advocacy, auditor and auditing software.

\$300.00 for advocacy

\$500.00 for Research Awards

\$500.00 per year for software

\$3,000.00 for Acteva

\$500.00 for postage

\$500.00 for Quickbooks

\$3,000.00 for Auditor (professional accountant)

\$160.00 for Chapter Sharing Roundtables (4@40.00)

\$500.00 for Remote Participation in Board Meetings

\$100.00 for Miscellaneous

Change Membership Dues line to 375 members. The original amount was 400.

Motion to adopt the budget based on document with these amendments to be distributed at business meeting. Bette moved; Elaine seconded. Motion approved.

9. Review of Action Items – Recording Secretary

Action Item: Bette Sydelko will go to the Chapter Council Members to see what other chapters do for their conferences and find out what their attendance numbers are. She will report that information to the board and to Donna Barbour-Talley.

Action Item: Mary Hitchcock will work on a Retention Schedule for conference materials and another Retention Schedule for all chapter business.

Action Item: Membership committee will mine the results of the membership survey and come up with recommendations.

Action Item: Membership Committee will work on a full report of the survey results for MIDLINE and then create a set of FAQ's that were raised.

Action Item: Deborah Lauseng will have the revised Professional Practice Committee charge posted on the Chapter's web site.

Action Item: Janna Lawrence will create a Travel Reimbursement Policy Committee.

Action Item: Janna Lawrence will look into where the board meetings are held and how they are financed.

Action Item: Janna Lawrence will look at the annual meeting's finance policy.

Action Item: Amy Donahue will look into whether to stay with Acetva for conference and membership registration or go with an alternative company. She will also investigate online accounting systems.

Action Item: Barb Gushrowski will review financial reports from the 2009 and 2010 conferences and try to reconcile Treasurer's report with the conference finance committees' reports.

Action Item: Barb Gushrowski will report back to the board on the conference accounting and the audit of the 2010 books after all Acteva money is reimbursed.

Action Item: Janna Lawrence will investigate hiring an auditor.

Action Item: Amy Donahue will investigate getting a credit card.

Action Item: Bette Sydelko will gather more information about other chapters and revisit a two tiered exhibit fee for non-profits.

Action Item: The Professional Practice Committee, working with the Awards and Scholarships Committee will draft out the specifics for the new Chapter Research Posters Awards.

10. Review of Business Meeting Minutes

Deborah will work with Charniel on this.

11. Review of Business Meeting Agenda – Clare Leibfarth

12. Adjourn

Janna moved to adjourn and Bette seconded. Meeting adjourned at 7:20.