



Agenda

Midwest Chapter of the Medical Library Association

Fall 2011 Executive Board Meeting

Friday, October 7, 2011

Indianapolis Marriott Downtown

Indianapolis, Indiana

2:00 p.m. – 7:00 p.m.

1. **Call to Order** – Clare Leibfarth (2:31)
2. **Welcome to Incoming Board Members and Visitors** – Clare Leibfarth
3. **Review Agenda** – Clare Leibfarth
4. **Review and approve minutes** – Charniel McDaniels
 - a. Spring 2011 Executive Board meeting minutes
 - b. Review of Fall 2010 Business Meeting minutes
5. **Reports** (Full reports are available on the chapter website)
 - a. President – Clare Leibfarth
 - b. President-Elect – Janna Lawrence
 - i. 2012 appointments
 - c. Immediate Past President/Nominations Committee – Elaine Skopelja
 - i. 2012 officers
 - d. Treasurer/Finance Committee – Sue London
 - e. Annual Meetings Committee – Donna Barbour-Talley
 - f. Archivist – Mary Hitchcock
 - g. Auditor – Barbara Gushrowski
 - h. Awards & Scholarships – Liz Fine
 - i. No nominations for Jean Williams Sayre Award
 - i. Communications Committee – Clare Leibfarth
 - i. Need for more member involvement
 - j. Governmental Relations Liaison – Julie Schneider
 - k. Membership Secretary/Membership Committee – Katherine Chew
 - i. Membership Survey
 - l. MLA Council Representative & Alternate – Bette Sydelko, Pam Rees
 - m. Professional Practice Committee – Deborah Lauseng
 - i. AHIP Program/Booth
 - n. Representative at Large/State Liaisons Committee – Stephanie Schulte
 - i. Committee charge review?
 - o. Bylaws Revision – Clare Leibfarth for Melinda Orebaugh
 - i. Complete revision by fall 2012

6. Old Business:

- a. Membership Survey Recommendations
- b. Bylaws Special Committee – Clare Leibfarth, Janna Lawrence
- c. Travel Reimbursement Policy – Janna Lawrence
 - i. Special committee needed?
- d. Professional Practice Committee charge – Deborah Lauseng
 - i. Incorporate advocacy activities
- e. Accounting processes and software
 - i. Transition to new treasurer
 - ii. Accounting software
 - iii. Acteva or alternative company for online payments

7. New Business:

- a. Retain professional auditor?
- b. Chapter conference financing Issues
 - i. Inability to reconcile 2009 and 2010 conference finance records
 - ii. Acteva payment problems
 - iii. Revisit chapter conference Meetings Financing Policy?
- c. Exhibits by non-profit groups – Donna Barbour-Talley
- d. Research Poster Awards – Deborah Lauseng

8. 2012 Chapter Budget:

- a. Advocacy materials expenses
- b. Research Poster Awards
- c. Professional audit

9. Review of Action Items – Chris Childs

10. Review of 2010 Fall Business Meeting Minutes

11. Review of Business Meeting Agenda – Clare Leibfarth

12. Adjourn – 7:20

Dinner to follow in Champions Restaurant at 7:00 p.m.