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.