

To: Sheryl Stevens, President, Midwest Chapter / Medical Library Association

From: Melinda Orebaugh

Subject: Immediate Past President's Report for Spring Board Meeting

Date: March 18, 2005

Activities to date:

- Planned and presided at Fall Board meeting and annual business meeting
- Authored articles for MIDLINE
- Communicated with board members and handled Chapter business such as reimbursement requests, Springfield annual meeting finances, etc.
- Volunteered to assist 2005 (Fargo) Chapter annual meeting committee, as necessary
- Transitioned presidency to Sheryl Stevens, president-elect

Objectives

- As immediate past president, serve as advisor to president, Sheryl Stevens, and president-elect, Eileen Stanley, and to members of the executive board
- Serve as a member of the Awards & Scholarships Committee
- Attend 2005 Midwest Chapter annual meeting in Fargo
- Prepare certificates of appreciation for outgoing board members for annual business meeting
- Recommend to board names of three individuals to serve on the Nominations & Elections Committee at fall board meeting
- Maintain Chapter's Board Responsibility and Procedure Matrix
- Serve as chair of Chapter Bylaws Committee; committee members include Kellie Kaneshiro, Jan Cox, Eileen Stanley, Kaye Crampton and Eileen Severson.
- Encourage and promote membership in the Midwest Chapter and in MLA; stay informed of MLA activities

Action Item: Chapter board members are asked to submit suggested bylaws revisions to Melinda, in writing, no later than May 1, 2005. General membership of the Midwest Chapter will also be solicited, via the chapter listserv, to submit suggested bylaws revisions to Melinda no later than May 1, 2005. Proposed bylaws revisions will be distributed to the board for comments and review by June 1, 2005. Voting on the conditional adoption of bylaws revisions will be conducted during the annual business meeting in Fargo. Please include bylaws revision as agenda items for the Fall board meeting and for the annual business meeting.