



**Midwest Chapter Medical Library Association
2016 Fall Executive Board Meeting Minutes
Friday Oct. 21, 2016
3:00pm-8:00pm (CST)**

1. **Call to Order and Welcome** Chris Childs
Present: Chris Childs, Debra Werner, Stephanie Schulte, Edith Starbuck, Janna Lawrence, Bette Sydelko, Karen Hanus, Mary Hitchcock, Xiaomei Gu, Elizabeth Kiscaden, Clare Leibfarth, Jen DeBerg (recording)

Meeting was called to order 3:06 PM
2. **Review Agenda** Chris Childs
Elizabeth Huggins will be absent and is sick, but she did send out some information for Chris to relay. Bette reported that she had been asked to look up student members and has that information in case anyone needs it.
3. **Review and Approve Minutes from Spring 2016 Board Meeting** Jen DeBerg
2015 Business Meeting- 2 name corrections were suggested
2016 Spring Board Meeting- no additional changes.
Janna made motion to approve both and Mary seconded
4. **Brief Committee Reports / Highlights**
 - a. **President** Chris Childs
Nothing additional to report.
 - b. **Immediate Past President/Nominating Committee** Mary E. Hitchcock
Mary reported that it was very difficult to find candidates for nominations this time around and it took a significant amount of time. 41% response rate for voting which is a bit lower than normal, typical is around 50%. Clare recommended that looking at attendee list and scanning conference attendance to get a list of potentially engaged members might be a good idea for Chris (to plan for next year). Mary is striking recommendation for nominating and chapter council members, which she had submitted to Chris previously. She reports that she has since learned that is not appropriate and would like to remove that request.
 - c. **President Elect** Debra Werner
Stephanie asked for one more member for membership and this is the only change since report was filed. Committee chairs are taken care of and she had submitted that there were needs to get chairs filled and that is taken care of.
 - d. **Treasurer/Finance Committee** Liz Kiscaden
Since report was filed, she has made 2 deposits and we have more \$ than we did. Deposited about \$1200 more since report. The fundraising raffle was somewhat complicated because the gambling license (previously obtained) was canceled due to need for more information from MLA. She was able to figure it out and obtained license, but it was challenging.

with chapter president and also sent to archives. Janna reported that it would be helpful to have more detail about preliminary budget and then the actual \$ spent. Clare mentioned that there is supposed to be final financial reconciliation by the January following the event.

Final recommendations will be detailed and shared in fall 2017 for suggestions about how to provide more centralized planning. Additional discussion followed. Stephanie brought up question whether the chapter is taking full advantage of the capabilities within Wild Apricot.

Action item #1: Stephanie and/or Liz (Kiscaden) to investigate if Wild Apricot might be able to offer more training to board members who might need to know

6. New Business

- a. Communications Committee Website Migration Plan
Elizabeth submitted this plan and board reviewed

Elizabeth Huggins

- b. Revise Communications Committee Charge

Elizabeth Huggins

Chris read the revised charge recently submitted by Elizabeth, and then the current charge as listed on website. Chris and Bette highlighted a few differences: setting up annual website for conferences, and photography and blogging during conference. Stephanie brought up that the charge was quite large. Chris mentioned that it seems that she plans to delegate separate responsibilities. Currently she has 6 including herself, which may be sufficient. Chris relayed that Elizabeth has done a nice job with transitioning into role as heading up this committee. Debra brought up the concern that having conference responsibilities, the requirement is then that members have to be involved in conference, which may not be reasonable. Chris took a look at the charge again and it looks like the language is “coordinating” which implies that the committee does not need to be directly involved (or present).

Action item #2: Chris will contact Elizabeth about updating charge on website.

Debra brought up concern that Wild Apricot may be able to be used for managing web content as well, and it might be worth investigating what the options are there. Discussion about how blogs might work and the question was brought up again about whether Wild Apricot may be able to support blog content.

Action item #3: Chris will communicate with Elizabeth about investigating options with Wild Apricot for web and blog content

Action item #1 (duplicate): Stephanie will initiate conversation about Wild Apricot training options and then also communicate with Elizabeth about what she discovers

- c. Fundraising

Edith Starbuck

Edith thanked everyone for their assistance with the 50/50 raffle which will be earmarked toward Midwest Chapter awards fund. Edith will be looking at how successful it is and might look at whether a donation option at any time might be an option via Wild Apricot. Janna mentioned that having a fundraising committee is something that may be a longer term need. Debra reported that she would like to make this a priority in future. Discussion about a few ideas for future fundraising events: silent auction and fun run were brought up. Most expressed support of more fundraising efforts. Liz shared \$ with Edith with the raffle for change making. It was proposed that for the upcoming meeting, those on the board may consider donating without accepting tickets (to make more prizes available for membership).

- d. Chapter Membership

Stephanie Schulte

Stephanie explained that new member bingo activity for the conference this year was an idea from Midcontinental Chapter and we are participating. The card will be in registration packet.

81 members did not renew from last year and she expressed some concern about this. Sometimes it is attached to the way we do meetings, where people join the year that it is in their state and then drop. 43 new or returning members this year.

She asked for feedback/suggestions. Bette mentioned that in past, it might be possible to look at state groups or ask Patty to help figure out if there are patterns.

Action item #4 :Pull names sort by state, communicate with Patty and state liaisons

e. Professional Practice Committee

Xiaomei Gu

Xiaomei reported that a major role for the committee is to judge research awards for meetings and only 3 from committee are attending. This is a problem for logistics because there needs to be 2 judges present. For future planning, we could discontinue award or we could just put out call for volunteers to do judging rather than the committee. The other possibility would be to communicate with programming committee to ensure that papers are scheduled in same blocks to ensure enough members are present. It was discussed that CE was also in the charge of this committee and that this committee might also do AHIP promotion and education.

Chris mentioned that he had received a request for credentialing liaison role, and Jane Blumenthal volunteered—however it was decided that she likely does not realize this.

Action item #5: Chris will communicate with Jane to make sure that she knows she is also part of professional practice committee

Action item # 6: Chris to update procedures manual (wiki) on more clearly delineating role of this committee

Action item #7: Research award judging: Deb will contact Angie Tucker, incoming chair, about adding research award judging to charge

7. Review of Action Items from today

Jen DeBerg

Jen read all highlighted action items reported throughout the minutes and made a few changes when revised wording recommended

a. **Adjournment**

Chris Childs

Janna moved to adjourn and Deb seconded at 5:35