

MIDWEST CHAPTER/MLA
FALL EXECUTIVE BOARD MEETING
COMBINED REPORTS
OCTOBER 13, 2017

EXECUTIVE BOARD REPORTS

PRESIDENT, DEB WERNER

Activities:

- Submitted the Chapter's Annual Report to the Board of the Medical Library Association in the new format as required in April 2017
- Planned and conducted virtual Spring Executive Board Meeting on April 11
- Contributed three President's messages to issues of MIDLINE
- Filled Archivist position
- Worked with Edith Starbuck and Nicole Theis-Mahon on fundraising initiative
- Initiated process for renewing Memorandum of Understanding with UIC for housing the Chapter's archives
- Worked with Merle Rosenzweig (Chair of the 2017 Annual Meeting Planning Committee) to make arrangements for the Fall Board Meeting, dinner, and Business Meeting
- To submit Executive Summary (midyear report) to the Medical Library Association by Oct. 15

This report is informational and requires no action by the Executive Board.

IMMEDIATE PAST PRESIDENT/NOMINATIONS AND ELECTION COMMITTEE REPORT, CHRIS CHILDS

51% of the members voted in this year's Chapter Elections. The ballot opened on Wednesday, October 2nd and officially closed on Wednesday, October 16th. Qualtrics was used for the creation of the survey that went out on the chapter member listserv.

Results:

President-Elect: Merle Rosenzweig

Treasurer: Liz Kiscaden

Recording-Secretary: Edith Starbuck

Candidate for MLA Nomination Committee: Deborah Lauseng

This report is informational and no action is required.

Committee appointments

I have been seeking individuals to fill positions on Committees since mid-summer. Most positions have been filled. A few committees have openings, but upon discussion with President Deb Werner and Annual Meetings Special Committee chairs, Clare Leibfarth and Bette Sydelko, I halted seeking additional members. As of now, the committee appointees are:

Annual Meetings Committee:

Clare Leibfarth	Chair	2017-2019
Bette Sydelko	Member	2017-2019
Brenda Fay	Member	2019
Mary Pat Harnegie	Member	2018
Mary Schleicher	Member	2018
Merle Rosenzweig	Member	2017

Awards and Scholarships Committee:

Anna Beth Morgan	Chair	2017-2018
Merle Rosenzweig	Pres-Elect	2017-2018
Abigail Goben	Member	2017-2019
Matt Hoy	Member	2016-2018
Open	Member	2017-2019

Communications Committee:

*will finalize after board meeting discussion

Elizabeth Huggins	Chair	2017-2019
Abby Thorne	Midline	Potential
Jennifer Herron	Member	Potential
Lauren Robinson	Member	2016-2018
Matt Regan	Member	2016-2018

Finance Committee:

Liz Kiscaden	Treasurer	2017-2018?
Caitlin Bakker	Member	2017-2019
Tina Griffin	Member	2017-2019
Open	Member	

Membership Committee:

Stephanie Schulte	Chair	2016-2018
Emily Johnson	Member	2017-2019
Heather Healy	Member	2016-2018
Margaret Hoogland	Member	2016-2018

Professional Practice Committee:

Angela Tucker	Chair	2017-2019
Annie Nickum	Member	2017-2019
Jane Blumenthal	Credentialing Liaison	2017-2019
JJ Pionke	Member	2017-2019
Stevo Roksandic	Member	2017-2019
Bradley Long	Member	2016-2018
Nancy O'Brien	Member	2016-2018

Other:

Elizabeth Whipple	Governmental Relations Liaison	2017-2019
	Parliamentarian	
	Archivist	

This report requires no action by the Board.

TREASURER/FINANCE COMMITTEE REPORT, LIZ KISCADEN

Current Financial Statement

The 2016 YTD Financial Statement shows a beginning balance of \$15,754. The 2016 year started and ended with \$1,000 in a money market account. This spring, the money market was closed and the sum transferred to the checking account. This decision was made when US Bank changed their minimum balance from \$1,000 to \$10,000 for the money market account.

The balance as of September 29, 2017 in the checking account is \$77,623, of which \$61,467 is from individual and vendor conference registrations.

2016 Audit

The Treasurer prepared the final 2016 financial statement (see Treasurer files), double checked all deposits and payments, and provided all necessary information to MLA for filing the 990 tax form.

Thanks to a very successful meeting in 2015, the Midwest Chapter is back on firm financial footing. The revenue from the 2015 annual meeting deposited over \$10,000 into our checking account. Considering that the chapter began the 2015 year with only \$500 in the account, this is a welcome infusion of revenue.

2016 Annual Meeting

The 2016 annual meeting generated a total of \$19,014 in revenue, which was split between the Midwest and Midcontinental chapters, based on the total registrants from each region. The Midwest Chapter's share of the revenue was \$10,648 and the Midcontinental's share of the revenue was \$8,366.

Accounts

Treasurer Elizabeth Kiscaden and past-presidents Chris Childs and Janna Lawrence are signatories for the accounts. Signatories will be updated in 2017 to include the current chapter president and Janna Lawrence will be removed.

The chapter credit account (limit is currently \$21,500) is still set up to automatically pay the balance on the billing date. The credit card continues to have a cash rewards benefit (\$1 back for every \$100 spent). In February 2017, \$50 in cash rewards were added to the chapter checking account.

2017 Budget

A copy of the 2017 budget is available in the Treasurer files, which was approved by the board. This fall, the Treasurer will begin putting together the 2018 budget, with assistance from the Finance Committee, which will be submitted to the board for approval.

Finance Tech: Web Site/Wiki/DropBox/PayPal/Wild Apricot

Treasurer-related websites: financial documents for previous years have been uploaded to our Wild Apricot site for secure current member access via login.

DropBox continues to be used as a central place for keeping the chapter's financial documents, providing an easy and secure way to share files with whomever necessary (e.g., the auditor).

PayPal and Wild Apricot continue to work well for managing and collecting membership dues and conference registration. Wild Apricot's fee for 2017 was \$1,432. The Treasurer discussed alternatives to PayPal with other Medical Library Association Treasurers at the 2017 MLA annual meeting, but all alternatives had drawbacks.

Finance Committee

Since January 2017, the finance committee has not met. The committee will be meeting this fall to assist in preparing the 2018 budget. Members of the committee were critical in supporting the Treasurer and 2016 conference planning committee. The Treasurer recommends establishing roles for the finance committee in assisting with Wild Apricot and serving as the conference finance chair in the future.

Action Items

- Circulate draft of 2018 budget for amendments and get approval from board.
- Obtain input on establishing new roles for finance committee

2017 Membership Committee:

Stephanie Schulte, Chair, 2016-2018

Emily Johnson, 2016-2017

Heather Healy, 2016-2018

Margaret Hoogland, 2016-2018

Activities since April 6, 2017:

- Membership stands at **252 as of 9/25/2017: (down 26 from 2016)**
 - 234 regular members (down 9 from 2016)
 - 67 members who were members in 2016 have not renewed so far for 2017. 49 of these were regular members, 2 retired, 16 students. This may deserve further investigation in the next year.
 - 10 retired (down 3 from 2016)
 - 8 students (down 14 from 2016)
- Of the 252, 31 are new or returning members: (down 12 from 2016)
 - 3 students (down 7 from 2016)
 - 28 regular (down 5 from 2017)
- Between Nov. 1, 2016 and Sept. 25, 2017, 145 members paid membership *renewal* fees via PayPal. 59 mailed checks for renewal payment. Paying new members chose PayPal 22 times and mailed checks 6 times. (Note: the discrepancy in total number paid (250) and total active members (252) is due to one free membership and one person who paid previously for 2017 renewal.)
- Wild Apricot Midwest Chapter account
 - Updated the membership database(s) and renewals as received
 - Notified members of receipt of dues
 - Automatic confirmation response for renewals. Receive copies of responses
 - Automatic emailed renewal notices went out in March and May 2016
- Received membership renewals and passed checks on to Treasurer
- Heather Healy and Stephanie Schulte updated, added or deleted email addresses to the membership email discussion list as needed. Investigated bounce email issues as well as some members having trouble sending emails through the system.
 - Removed all 2016 lapsed members in preparation for annual election
- Responded to requests from members and potential members for information
 - Provided list of new members to Mary Taylor as requested
- Prepared reports for Spring Board call
 - Participated in 2017 Midwest Chapter Spring Board Meeting
- Received Chapter Project of the Year award at 2017 Medical Library Association Annual Conference.
- Margaret Hoogland handled mentoring program this year. There were 2 pairs who participated. Informal evaluation indicates things went well. We did not conduct a formal evaluation this year due to low numbers of participants.

This report is informational and requires no action by the Board.

ACTIVITIES since the Spring Report, March 2017

- Janna and Nancy attended the 2017 MLA Chapter Council Meeting in Seattle.
- Janna and Nancy took part in the 2017 Chapter Council Roundtables.
- Janna and Nancy took part in Chapter Council elections for potential nominees to the MLA Nominating Committee.
- Janna and Nancy took part in Chapter Council e-mail discussions.
- Janna and Nancy provided an electronic chapter poster for use at MLA '17. Based on previous posters, it was designed by Helen Spielbauer, library assistant at Janna's library.
- As Chapter Council Liaison to the MLA Education Annual Programming Committee, formerly the Continuing Education Committee, Janna participated in course and webinar selection at the MLA Annual Meeting and through online meetings and email. At MLA's request, she reached out to Chapters to update the list of those serving as Chapter Continuing Education Chairs, or in similar roles. Janna also promoted MLA webinars to Midwest Chapter and other groups as needed.

OBJECTIVES:

- Janna will continue to serve as the Chapter Council Liaison to the MLA Education Annual Programming Committee.
- Janna and Nancy will respond to Chapter Council assignments and monitor Chapter Council e-mail discussion list.
- Janna and Nancy will keep the Midwest Chapter informed about MLA activities.
- Janna and Nancy will attend Midwest Chapter Board meetings and MLA Chapter Council meetings.
- Janna will submit the name of the new potential MLA Nominating Committee nominee to Chapter Council.
- Janna and Nancy will update PBwiki as appropriate for Chapter Council responsibilities.

This report is informational and no action is required.

Committee Members (State Representatives):

Illinois: Daneen Richardson
Indiana: Joan Zivich
Iowa: Mindy Egeland

Kentucky: Vida Vaughn
Michigan: Iris Kovac-Gough
Minnesota: Andrew Crow
North Dakota: Dawn Hackman
Ohio: Mary Pat Harnegie
Wisconsin: Dora Davis

State Presidents:

Illinois: Daneen Richardson
Indiana: Chris Bishop
Iowa: Elizabeth Kiscaden
Kentucky: Vida Vaughn
Michigan: Merle Rosenzweig
Minnesota: Andrew Crow
North Dakota: Merete Christianson
Ohio: Charlotte Sievert
Wisconsin: Barb Ruggeri

Goals and Tasks

At the risk of presenting a remorseful self-deprecating diatribe, rather than a discrete semi-annual report for the State Liaisons Committee, I sincerely must report that I do not have any measurable accomplishments or completed goals to contribute or report since our last Executive Board meeting.

I have always perceived, with great appreciation and humility, that the role of the Representative-at-Large is one which permits flexibility and creativity, the affirmation to soar—within the guidelines of the Bylaws and the mission and goals of the organization as a whole. So technically, I should be in continual communication with all the officers, as well as the state representatives and presidents, much more regularly, to offer assistance and support.

Additionally, I view the role of the Representative-at-Large as a cheerleader for the organization, which implies participating much more consistently with enhancing membership, assisting and engaging in mentoring our young members and prospective members—and soliciting more actively collaboration and communication among our members.

All of this sounds so do-able and exciting on paper, especially in the dark and quiet hours when I am planning ahead with schedules and events and prospects for stepping up and actually contributing much actively and creatively. And then the next day arrives—and the next week—and the next semester--and all those lofty goals have gotten buried on a STAT list of meetings, reports, tasks, projects, budgets, classes, crises, and more meetings...or simply a shadowy excuse for questionable time and task management...

I reiterate the following goals and tasks—both for the Representative-at-Large, and for our State Liaisons Committee:

1. Regular and scheduled communications and/or E-meetings (via email) at various intervals through the year with the entire State Liaisons Committee—to catch up on everyone’s projects and simply learn how they are all coming along—how they tackle challenging projects and issues, and what adventures are happening in libraries in their states.
2. Regular and consistent communications with the Schools of Library and Information Science/Informatics in each of our states —not only to send support and affirmation to library science and informatics students, but to raise and enhance awareness and prospective membership for the Midwest Chapter/MLA.
3. In our spring meeting, I touched upon increasing communications with the Alumni Boards of our library schools—mostly to keep health sciences library specialists engaged with the Midwest Chapter and even to hopefully encourage retirees to keep in touch.

The only Alumni Board with which I have been in touch is that of Indiana University School of Informatics, Computing and Engineering—because I am now a member of that Board. However, I feel there is great value in engaging alumni in the Midwest Chapter.

4. Study the Chapter By-laws and correct discrepancies or questions regarding the State Liaisons Committee and the Representative-at-Large.
5. Assist other committees and the officers with projects, tasks, membership, events—create more visibility for the State Liaisons Committee to truly become engaged with the members of their own states, as well as reaching across state lines and becoming more engaged with the Midwest Chapter.

I have also strived to include an article in each issue of *MIDLINE*, and will continue to do so. Thus far brief articles generally entitled “Ramblings from the Representative-at-Large” have been included in every issue of Midline since December 2015.

The column focuses on particular aspects of information-sharing, seeking input regarding our library practices, projects, how we “do-it-best,” clinical responsibilities, awareness and marketing---closing, moving, and renovating libraries...working with every level and type of patron: medical, allied health, and nursing staffs, students, other libraries and networks, our communities, the public, and even the bewildered visitors who wander into the Library seeking the Medical Records Department...

This report is informational and requires no action by the Board.

APPOINTED OFFICIALS REPORTS

ARCHIVIST, MEGAN KELLER YOUNG

1. I have taken over for Kevin O’Brien as Special Collections Librarian at UIC, so please send all questions/communications to me directly. I can be reached at 312-996-8977, megank@uic.edu, or 1750 West Polk St. 320 LIBHS, Chicago, IL 60612.

2. Since the last report was sent, all pending additions were processed and added to the MCMLA finding aid. [<http://findingaids.library.uic.edu/sc/MSMCMML.xml>] I'm hoping to be able to collect annual meeting materials in person going forward, but if anyone could send me the meeting program and anything else from the annual meeting, it would be much appreciated.

GOVERNMENTAL RELATIONS LIAISON

This position was vacant and therefore there is nothing to report at this time. It has since been filled by Elizabeth Whipple.

COMMITTEE REPORTS

ANNUAL MEETINGS COMMITTEE REPORT, CLARE LEIBFARTH AND BETTE SYDELKO

Committee Members:

Clare Leibfarth (OH), Chair

Bette Sydelko (OH)

Conference Coordinators:

2017, Michigan: Merle Rosenzweig, Judy Smith, Carol Shannon

2018, Ohio: Mary Pat Harnegie, Mary Schleicher

2019, Wisconsin: To be appointed

The Annual Meetings Committee will be facilitating the Conference Wrap-Up information sharing session in the Terrace Room at 3:00 p.m. on Monday, October 16.

The activities of the Annual Meetings Special Committee are reported separately.

Annual Meeting Reports

October 13-16, 2017 – Ypsilanti MI

Joint Meeting with the Michigan Health Sciences Library Association

“Pure Information”

Merle Rosenzweig, Judy Smith, and Carol Shannon, Conference Co-Chairs

The meeting at the Ann Arbor Marriott Ypsilanti at Eagle Creek will begin on Saturday with six continuing education courses offered throughout the day and the Welcome Reception in the evening. Sunday will feature keynote speaker investigative reporter Curt Guyette. Monday's program will include a panel of local medical educators discussing "Educating 21st Century Doctors." Eighteen contributed paper and thirty-five poster presentations are

planned. There are twenty-five exhibiting commercial vendors and eight event sponsors. At the end of “Early Bird Registration” on September 24, there were 131 individuals registered for the meeting.

October 5-9, 2018 – Cleveland, OH

Host organization: Ohio Health Sciences Library Association

“Shake, Rattle & Roll”

Mary Pat Harnegie and Mary Schleicher, Conference Co-chairs

The 2018 Midwest Chapter annual meeting will be held at The Westin Cleveland Downtown, October 5-9. Plenary speakers will be Director of the National Library of Medicine, Dr. Patti Brennan and Catherine Hakals-Ausperk of Libraries Thrive (<http://librariesthrive.com/New/>), author of the ALA book *Renew Yourself: A Six-Step Plan for More Meaningful Work*. A video invitation to the meeting will be presented at the end of the chapter’s Annual Business Meeting on Monday, October 16. The conference website will soon be up and running at <http://midwestmla.org/conference2018/>.

Clare Leibfarth and Bette Sydelko participated in the planning committee conference call meeting on May 23. Bette Sydelko joined the site visit and planning committee meeting in Cleveland on August 7.

2019 Annual Meeting

Milwaukee, WI

The chapter has retained the services of Visit Milwaukee to facilitate hotel site selection for the meeting. The Annual Meetings Committee provided information for the Request for Proposal that was submitted by Visit Milwaukee to qualifying hotels. On September 11, Visit Milwaukee hosted a site visit team consisting of four area Midwest Chapter members for a tour of four Milwaukee hotels who submitted proposals. The site visit team will be submitting a ranked list of hotels to Clare Leibfarth who will begin contract negotiations with the recommended hotel(s).

A Memorandum of Understanding with the Wisconsin Health Sciences Library Association has not yet been negotiated nor has a conference coordinator/liaison been appointed. These and further decisions concerning planning activities for the 2019 meeting will be made after a discussion of the Annual Meetings Special Committee recommendations during the fall Executive Board meeting.

This report is informational and requires no action by the board.

AWARDS AND SCHOLARSHIPS COMMITTEE REPORT

Members: Abigail Goban, Matt Hoy, Anna Beth Morgan, Nicole Theis-Mahon (Chair) and Karen Hanus, President-Elect

2017 Goals and Objectives:

- Administer Chapter’s 2017 Award program:
 - Chapter Council Roundtables Luncheon Award: 2 @ \$40 each (2 given to Chapter member)

- Annual Meeting Grant: 1 @ \$500 (plus free registration)
- Student Annual Meeting Grant: 2 @ \$500 (plus free registration)
- First-Time Attendee Annual Meeting Grant: 1 @ \$500 (plus free registration)
- Distinguished Librarian of the Year Award: plaque & \$500
- Jean Williams Sayre Innovation Award: plaque & \$500
- Update description and application files for all awards.
- Update Committee policies and procedures on Chapter Wiki
- Promote and actively solicit applications and nominations for all awards.
- Evaluate applications/nominations and choose recipients according to established selection procedures and timetables.
- Review application/selection/evaluation criteria for each award and consult with Chapter Board before implementing major changes.
- Present/announce/acknowledge recipients of all 2016 awards at the Chapter's Annual Business Meeting in Ann Arbor, Michigan (October 13-17, 2017)

2017 Activities and Accomplishments to Date

- Administered Chapter's 2017 Award program
- Evaluated applications and nominations
- Promoted and actively solicited applications and nominations for all awards
- Reviewed and updated all award descriptions and applications
- Reviewed Committee policies and procedures on Chapter Wiki
- Publicized, selected, and notified award recipients
- Reviewed and updated the State Listservs list
- Publicize the Annual Meeting Grant, the Student Annual Meeting Grant, and the First-Time Attendee Annual Meeting Grant will begin soon (pending available funding).
- Reviewed the Awards and Scholarships Committee Charge.
- Submitted Fall Report.

This report is informational and requires no action by the board.

COMMUNICATIONS COMMITTEE REPORT, ELIZABETH HUGGINS

Committee Members:

Elizabeth Huggins, Chair

Abby Thorne, MIDLINE editor

Committee members: Jennifer Herron, Matthew Regan and Lauren Robinson

Recent Activities:

Spring 2017 MIDLINE issues has been published.

2018 Conference website is up and available to the 2018 committee but not live

Midwest Chapter website has been migrated

- The web address remains the same: midwestmla.org
- ConnectMidwest will be discontinued in Jan 2018. New announcements/posts will stop October 14. All upcoming announcements will be added the Midwest Chapter websites homepage (blogroll)
- For discussion:
 - Color/logo
 - Government liaison committee and information

Working with the head of conference publicity to find bloggers and photographers for 2017 Conference

- Six volunteers have registered
- Bloggers will be posting the Midwest blog roll (homepage)
- Photographers will be posting to the Flickr account I created last year

Future activities:

- Discussion of archiving photos and other information from conferences
- Conference website and information guidelines & restrictions
- Proposition of new Communications committee position: conference liaison
- Examination of the Board's "wiki"

Summary

I migrated the website to Wordpress (LMS) over Labor Day weekend. The web address remains the same. The menu was re-organized slightly and some of the content was distributed. Unused pages, such as "Education," were abandoned because they had no content. Much of the government relations committee information was out of date and linked to documents. This needs to be reviewed and revised.

Jennifer, Matt, and Lauren have been helping review it and fix some outstanding issues. It will still take some time to complete all the upgrades.

This report is informational and requires no action by the board.

PROFESSIONAL PRACTICE COMMITTEE REPORT, ANGIE TUCKER

Committee chair: Angie Tucker

Committee members: Annie Nickum, Jane Blumenthal (Credentialing Liaison), JJ Poinke, Mary Miles, Stevo Roksandic, Bradley Long, Nancy O'Brien

The Professional Practice Committee has been focusing on re-evaluating the role and activities of this committee in light of changes made to MLA's continuing education program during the past couple of years.

Some of the issues that are being evaluated include:

- How to offer educational opportunities that meet the needs of our members and don't duplicate what MLA is providing.

- The role of live courses at annual Midwest meetings
- Is there enough interest to support a Midwest journal club?
- How can we support members seeking credentialing?
- Is there a role for mentoring at the regional level?
- How can this committee encourage and support increased research in the Midwest region?

As part of that effort, committee members have been working on developing a needs assessment that would allow us to gather input from Midwest members. The committee charge is also being evaluated to ensure that it properly reflects the work of the committee.

This report is informational and requires no action by the board.

FUNDRAISING REPORT, EDITH STARBUCK & NICOLE THEIS-MAHON

Edith Starbuck, Nicole Theis-Mahon, Co-chairs

The first scholarship fundraiser, a 50/50 raffle, was held for the Midwest Chapter/MLA in 2016. The raffle raised a total of \$259.00 and complications with the Iowa gaming license led the decision to try a silent auction for 2017. Edith Starbuck and Nicole Theis-Mahon, the 2016-2017 Awards Committee Chair serve as co-chairs.

Fundraiser Goals and Objectives:

- Explore silent auction options
- Consult with Chapters who do annual fundraisers
- Coordinate with the Michigan conference planners
- Request handmade silent auction donations from Chapter members
- Develop the appropriate forms for donors
- Determine auction bidding parameters
- Determine what supplies were needed
- Consult with the Chapter treasurer with respect to how much cash to have available and who would collect payment for the auction items.
- Determine where and how to promote the silent auction
- Determine silent auction schedule during the conference
- Find volunteers to monitor the silent auction table during the conference

Activities and Accomplishments to Date:

- Finalized decision to a silent auction. A call went out to chapter members for handmade and easily packable donations. A total of 34 silent auction items were donated that were made or acquired by members.
- Coordinated with Merle Rosenzweig to determine the location of the silent auction table and schedule. The silent auction will be held on Sunday October 15th, 8:30 am to 4:50 pm. Winners will pay and pick up winnings from 4:50 to 5:15 pm.
- Consulted with Liz Kiscaden who will provide \$100 in small bills to make change and has designated one of us to collect payments for auction items.

- At Janna Lawrence's suggestion, consulted with Montie Dobbins, South Central Chapter member and former chair for the Chapter's annual fundraiser. The SCC successfully raises funds in a variety of ways including holding silent auctions, selling ribbons with 'fun' sayings on them for name tags, and selling items with the chapter 'critter' the armadillo on it, among other things.
- The success of selling armadillo pins, shirts, cups, etc. prompted the idea of raising funds by asking members to pay \$1.00 per vote to select a Midwest MLA chapter 'critter' that would represent all nine chapter member states.
- This idea was approved by the Executive Board and a call for chapter 'critter' suggestions went out to membership. Response was enthusiastic and 26 different 'critters' were suggested. The Executive Board members voted on their top 5 choices. Survey results revealed 6 top 'critters' due to a 3-way tie: white tailed deer, owl, hawk, American robin, corn, and the squirrel. During the conference members will be encouraged to vote as often as they like for the 'critter' of their choice and raise scholarship funds.
- A donation form, donation and purchaser receipts, a bid sheet template, and a donor sign-in sheet were developed by co-chair Nicole Theis-Mahon.
- The co-chairs developed silent auction, critter voting, and ribbon purchasing parameters that were posted to the conference website.
- Purchased 'fun' ribbons for nametags that members to purchase for \$100 each in support of the fundraiser.
- Publicity and promotion of the silent auction and critter selection have gone out via the listserv, MIDLINE, and the conference website. Will promote via the Chapter blog as well.
- Put out a call for volunteers to monitor the silent auction table during the conference.
- Submitted fall report.
- Challenges and Concerns:
 - Finding a place within the 2017 conference schedule
 - Success of the silent auction because of the lack of time and space

Recommendations if Scholarship Fundraising is to be an Annual Event:

- Establish a fundraising committee
- Fully integrate into conference planning and schedule
- Connect the Awards and Scholarships and the Fundraising Committees since the funds are to help support awards and scholarships
- Committee members:
 - Chair: delegate activities, keep everything organized with the exception of arranging for space at the conference and building fundraising into the schedule.
 - Member from the state conference planning committee: responsible for coordinating space and incorporating fundraising into the Annual Meeting Agenda.
 - Member: Chair, Awards and Scholarships Committee
 - Other members as needed

Current Committee Members:

Clare Leibfarth, Co-chair (OH)

Bette Sydelko, Co-chair (OH)

Liz Fine Weinfurter (MN)

Deborah Lauseng (IL)

The Special Committee met via WebEx on April 24 and July 7. The committee's recommendations are based primarily on two kinds of information. They analyzed the final reports of previous chapter meetings, focusing in particular on changes that the chapter could do to make planning go smoother. Additionally, key informants in other MLA chapters were interviewed about their planning processes and perceptions of how things could be improved.

The committee requests that the Executive Board discuss at the fall meeting a number of recommendations for changes in annual meeting planning structure to be implemented in phases over the next several years.

The short term recommendations of the committee focus on chapter-based support for strategic meeting planning functions by designated chapter committee members. These functions require continuity of expertise and planning over a multi-year time frame. The suggested changes would begin implementation with the planning for the 2019 meeting. Some of these changes have been partially implemented on an informal basis. Most of these short term changes will necessitate appointment of additional members to chapter standing committees. In some cases, modification of the charges of affected committees will be required. These recommendations are:

- Meeting site selection and hotel contract negotiations will be overseen by the Annual Meetings Committee rather than by local conference coordinator(s) or hosting group. This is currently being trialed with the hotel selection for the 2019 meeting in Milwaukee, WI.
- Continuing education course selection and negotiations will be handled by the Midwest Chapter Professional Practice Committee. This will necessitate a change in the committee charge as presented in that committee's report.
- Meeting budget and finances should be handled by a designated member of the Finance Committee working closely with the conference coordinator(s).
- Meeting registration (individual and vendor) functions, including form development using Wild Apricot should be managed by a member of a standing chapter committee.
- Vendor relations including exhibit planning should be handled by a single individual over the period of a number of years. Again this responsibility should lie within one of the chapter standing committees.
- Web communication and social media – we should clarify the responsibilities of Communications Committee members and how they interact with meeting planners on publicity functions.

The committee additionally asks the Executive Board to begin consideration at the fall meeting of some issues with broader impact which could be implemented beginning as soon as planning for the 2020 meeting:

- Does the chapter need to formally contract with a local hosting group for planning functions? If most planning functions are performed by chapter committees and volunteers, only the formation of a local arrangements group would be required, involving a smaller number of people drawn from local chapter members. Contracting with a hosting group for planning functions involves splitting any profits from the conference with that group, reducing the positive impact on the chapter treasury.
- Should the program planning be done by a multiple committee ad hoc planning group for each meeting? Formation of a chapter Program Committee would represent a fundamental planning change. This would leave only facilities planning and some publicity functions to a local arrangements group. Paper and poster solicitation and review could be handled by a sub-committee of a standing chapter committee.

Consideration of this alternative could include giving the programming responsibility to the incoming Midwest Chapter president-elect, for example.

- Should the 9-State Rotation be continued? Should some other pattern of site selection be considered? It is difficult to plan a meeting in the states with low chapter membership.

The committee is not recommending at this time discussion of changes to the fundamental program structure or length of the meeting. It is not recommending online meetings at this time, favoring the continuation of the in-person format.