



**Midwest Chapter Medical Library Association
Fall 2014 Board Meeting**

Bismarck, ND
Friday, October 10, 2014
4:00 pm
Hudson Room

*Call in information: 1-310-372-7549, access code 798850
Dinner served at 6:30 pm*

1. Call to Order and Welcome Liz Weinfurter

4:05

Chris Childs, Mary Hitchcock, Mary Marklund, Beth Whipple, Liz Weinfurter, Karen Hanus, Bette Sydelko, Donna Barbour-Talley, Amy Donahue. On phone: Allan Barclay & dogs, Katherine Chew, Jere Odell, Natalie Reed, Patty Lunsford.

2. Review Agenda Liz Weinfurter

3. Review and Approve Minutes from

Beth Whipple

Spring 2014 Board Meeting

4 D from spring meeting, Liz motion, Amy seconds, spring board meeting minutes passed

4. Review of action items from Spring 2014 meeting

- ACTION: All committee chairs/officers who feel they should have a generic email for their office/committee should email Katherine Chew with the desired email address (e.g., president@midwestmla.org) and the email address to which the generic account should forward. – **Katherine Chew**

Update: Emails requested for treasurer, membership, president, rep at large. Professional committee doesn't want one. Liz suggests we have one for Awards, Jere agrees. Katherine will let Allan know. Will revisit later to see if there are any gaps later on.

ACTION: Allan will create email for Awards committee.

- ACTION: Treasurer is working on a policy for unbudgeted expenses. –**Amy Donahue**

No formal policy yet, but will be based on unbudgeted items for conferences. Over 125%, has to be approved by the board. Will be added info about where it should come out from. Amy will draft official policy.

ACTION: Amy--Create policy for unbudgeted expenses.

- ACTION: Create Task Force to communicate rationale for possible dues. Create draft survey by June 2014 with price options, phased approach. Task Force Members: Liz Weinfurter, Amy Donahue, Katherine Chew, Mary Hitchcock – **Liz Weinfurter**

Update: Did this. will talk about later during meeting.

- **ACTION:** Create Committee Service Recruitment Task Force to develop a more equitable method of recruiting members to serve on committees and the board. Task Force Members: Mary Hitchcock, Liz Weinfurter, Bette Sydelko, Karen Hanus – **Mary Hitchcock**

Update: Filled vacant seats first. Then looked for volunteers and made sure people are members of both Midwest Chapter and their local state chapter. Liz & Mary worked on form for membership renewal process, so we have a better idea of where to put people/where people best fit. Wild Apricot lets you keep track of this which will be nice. Sending out a call once a year is good, but spots can open up throughout the year, so may have additional appointments/call for volunteers throughout the year.

- **ACTION:** Create Task Force to draft possible scenarios for new meeting structure. Task Force Members: Donna Barbour-Talley, Mary Markland, Michel Atlas, Amy Donahue, Mary Hitchcock – **Donna Barbour-Talley**

Update: Did survey; moving ahead on this.

5. Brief Committee Reports / Highlights (as necessary)

a. President

Liz Weinfurter

Agenda items in Discussion section later on. Report will be inserted after Fall Board Meeting.

b. Immediate Past President/Nominating Committee

Kathy Schilling

All open positions filled. 55% of membership voted; some discussion about trying to improve participation.

Question--used listserv for send out and/or send individually to all members. Would be nice to have a procedure that stays the same from year to year. Liz will work with Stephanie to get this integrated w/Wild Apricot.

c. President Elect

Mary Hitchcock

Worked on filling committees. For list of people willing to serve, some dead emails. Some committees she didn't adjust (Finance, communications, govt relations). Every committee should have at least three committee members. Will ask Linda Walton if she would be interested in serving on govt relations since past MLA president. Other two committees Mary will work with chairs to fill spots.

d. Treasurer/Finance Committee

Amy Donahue

Now we have a balanced budget. Unlikely that we will continue a deficit in 2014 (but probably no profit unless Acteva gives us money). Audit was fine. Recommend that audit happens once during a treasurer's tenure (not necessarily annually). Costs \$1000. We've had two years of good conferences and good ledger keeping, are in the clear. Budget for 2015 talk about later. HSLI has received their money.

Policy stuff updated.

Haven't heard anything from Acteva, but don't expect to heard anything until October. (but feel confident we've done everything we could). Finance Committee meeting tomorrow. 3:00 in

ACTION: Amy needs to update the signatories. Add Liz as past-president.

e. Membership Secretary/Membership Committee

Katherine Chew

Since report, one new member added, one pending. Had an unusually high number of returning members (8). Student population is holding steady; new members around the same as previous years. Stephanie Shulte new Membership secretary; Katherine will hand things over to her after the meeting. Wild Apricot is pretty nice and people have embraced the online options. Only drawback--can't force people to update their profiles, so that can stay out of date. But they are forced to update their email address. Very easy way for members to look people up. On admin side, can search by willingness to serve on committees, and a little more difficult to pull down some data into spreadsheets (can search for that info, but not export).

ACTION: Recommend to Stephanie to keep the Access database for at least a year.

ACTION: Katherine will make sure info is all in the wiki on Wild Apricot procedures.

f. Chapter Council Representative and Alternate Bette Sydelko

Chapter Council decided to suspend chapters sponsoring roundtables for free lunches for new MLA members. Leave in the budget and see what happens with awards for next year.

g. Representative at Large/State Liaisons Nadia Lalla

Makeup of committee has changed; Patty Lunsford coming in as new Chair.

h. Archivist Mary Hitchcock

Got roster up so AHIP can be verified.

- New archivist needed--possibly Kevin could do this (or assistant Susan). He has the physical materials and created the finding aid. And he is on site with archives, which would be nice.

ACTION: Mary Hitchcock will talk with Kevin and Susan to see if either would be interested in the role of archivist.

i. Governmental Relations Liaison

Bylaws say this can be a committee (not just a liaison).

ACTION: Mary Hitchcock will talk to Linda Walton about serving on this committee.

j. Annual Meetings Committee Donna Barbour-Talley
Mary Markland

Contract for 2016--Des Moines, Iowa (w/MidContinental)

Contract for 2017--Ann Arbor, Michigan

Registration numbers this year is a lot less than last year; getting some costs out of speakers, so financially we should be fine.

k. Awards & Scholarships Committee Jere Odell

For two awards, only two people applied. For the rest, committee had their choice of awardees.

l. Communications Committee Allan Barclay

a. Communications draft plan. Allan & Elizabeth talked about it; Elizabeth worked on the plan.

Mentioned about quarterly reports/sharing information throughout the year.

b. The merger of of the two blogs; we have MIDLINE, conference blog, ConnectMidwest. Thought ConnectMidwest and MIDLINE could be combined into one blog. But may need to think about working with Archives to make sure MIDLINE is archived. But we also would need to have something in the official minutes. Don't see any technical issues. Maybe throwing out as a working group/service opportunity (for tagging, etc.) for members. Have some procedures to then come back to the board. Main thing is categories to mesh the two together. Blessings from the board to move forward.

Talked about communication plan; Board approved moving forward. Communications Committee will appoint a working group; Communications will come back with a proposal to the board with feedback from membership and members of the Working Group.

Motion from Communication Committee: Board is agreed that the Communications Committee should move forward with creating a proposal for streamlining communications, including (but not limited to) web and communication presence.

Motion carries by the Board.

m. Professional Practice Committee Natalie Reed

Research awards will be announced at lunch on Monday.

Committee soliciting ideas for promoting research. Amy suggested maybe mentorship for helping with research. Check out Research Section for possible help with mentoring

Tried new idea of CE stipends this year. Did twice during this past year. 22 entrants, 8 from solo librarians. In August, 9 entrants, 3 were solo librarians.

- Solo librarian data needed for CE awards?

At the moment, we'll continue with the same procedure for another year but no need to collect solo librarian information \$125 for 1 person, at 2 times a year. Total of \$250

6. Old Business

- a. Finances update Amy Donahue
 - i. HSLM payment plan
- b. First payment has gone through; will pay other half by end of year.
 - i. Update on lawsuit against Acteva
- c. Nothing to update--we are done doing things. Still owed 14K from 2012 mtg, 2877 for membership. total about \$17K.
 - 1. Policy around unbudgeted expenses
- d. Will be forthcoming (as mentioned in earlier minutes)
- e. State Liaisons Committee Liz Weinfurter--
mentioned earlier in minutes

- f. Membership dues increase Liz Weinfurter

Looking at overall budget model, used to be more heavily based on when meetings made a profit; lately just trying to break even. Katherine surveyed other chapters to see chapter dues. Based on feedback, propose increasing dues to \$30. Question about it being a step increase; \$10 seemed to be the most tolerable from survey results. Board asks to increase dues by \$10 to \$30 for 2015. Will be addressed at Annual Business Meeting.

- g. Committee service recruitment procedure Liz Weinfurter
- h. Annual meetings model Donna Barbour-Talley

We already have plans in place for the next three years
 Survey results--A lot of free text responses. People still want the meeting in the fall.
 Possibly need to make sure the committee moving forward has representation of members who will be attending over the next 15 years.
 Mary Hitchcock mentioned that she talked with someone planning the Quint meeting; will meet with them after that meeting takes place.
 2016 Maybe talk to Janna Lawrence as far as how centralized planning has worked w/South Central Chapter.
 Discussion about maybe have a chapter committee more involved with planning; have local people work on local area arrangements.
 Joint meetings also make things more complicated from a treasurer point of view.
 Practical next steps--developing a couple of scenarios. Joint meetings, have a few states have their own meetings. Have Task Force develop scenarios.
ACTION: Annual Meetings Committee Chair (Mary) will recruit diverse geographic representation for a task force from the membership to develop possible meeting scenarios.
ACTION: Bette & Karen will Query Chapter Council about how other chapters manage conference meetings

ACTION: Liz will create summary reports of the Dues and Annual Meeting surveys, send them out to the respective Task Forces for approval, and then will share with the membership.

7. New Business

- a. Draft Communications Plan Allan Barclay
- b. Merger of MIDLINE and ConnectMidwest blogs Allan Barclay
- c. Single web presence Allan Barclay
- d. Grants to state organizations for annual meetings post 2015 Amy Donahue

Grants are seed money to state org that they didn't have to earn back to help keep registration costs down. originally was at \$1500, now up to \$5000. Causes some issues with profit sharing between Midwest and state organization. We are losing a lot of money every year with how this is currently being

done. Partially this has to do with accounting issues, but also want to lower the amount back down. If we have a centralized model, then maybe we would not share profits at all.

MOTION: Treasurers motions to update the MOU between host org and Chapter of \$2500 and still split profits. Mary Hitchcock 2nds. Motion carries.

e. 2014-2015 budget

Amy Donahue

When we approve budget, reapprove at Spring Board Meeting. This should include final numbers from the fall meeting.

MOTION: Budget approved as revised. Motion carries by the Board.

f. Draft for Annual Business meeting

8. Review of Action Items from today

Beth Whipple

ACTION: Allan will create email for Awards committee.

ACTION: Amy create policy for unbudgeted expenses.

ACTION: Amy will post financial reports since 2012 on Wild Apricot; Allan will link from the website.

Amy will email membership once that is done.

ACTION: Amy needs to update the signatories. Add Liz as past-president, Mary, Chris.

ACTION: Katherine recommend to Stephanie to keep the Access membership database for at least a year.

ACTION: Katherine will make sure info is all in the wiki on Wild Apricot procedures.

ACTION: Mary Hitchcock will talk with Kevin and Susan to see if either would be interested in the role of archivist.

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9. Adjournment

Liz Weinfurter

Beth Whipple motioned, Mary Hitchcock seconded, adjourned at 7:08 CST.