



**Midwest Chapter Medical Library Association
2017-2018 Board Meeting 1
Friday, December 8, 2017
9am-10am Central/10am-11am Eastern**

- **Call to Order, Welcome and Roll Call** Karen Hanus
Meeting called to order at 10:05
In attendance: Karen Hanus, Deb Werner, Merle Rosenzweig, Liz Kiscaden, Janna Lawrence, Patricia Lunsford, Clare Leibfarth, Anna Beth Morgan, Deborah Lauseng, Edith Starbuck (recording)

Karen welcomed everyone and asked for everyone's patience as we figure out the shorter and bimonthly meeting structure.
- **Review Agenda** Karen Hanus
No additions.
- **Review and Approve Minutes from Oct. 13, 2017 Board Meeting** Edith Starbuck
 - a. It was suggested that completed action items no longer be highlighted and that in process items be labeled 'Continuing Action Items' and moved to the new action item list.
 - b. It was also suggested that action items be moved to a separate document.
Action item 1: Edith - Done
 - The minutes were approved with proposed changes.
- **Review Minutes from Fall 2017 Business Meeting** Edith Starbuck
 - a. The business meeting minutes were reviewed and one typo corrected.
 - b. Minutes are held for membership approval until the next business meeting.
- **Fall 2017 Meeting Action Items** [listed in separate document]

- **Updating Midwest Chapter wiki:** Elizabeth Huggins

Janna mentioned that having meetings more regularly and it might keep things moving rather than tabling. Discussed and all agreed it is worth trying. **Action item 2:** Karen to pilot bi-monthly meetings, Karen will send out poll to find times to schedule this. DONE

- **Brief Reports / Highlights**

- a. President

Karen Hanus

1. Figuring out how to manage bimonthly meetings.
2. The chapter distribution list is outdated. Will ask Elizabeth Huggins to update the website distribution list again. Distribution list updated. Action item: 3 DONE
3. Most of the committees have been filled. This year requested a 3 year commitment which worked out well. A 3 year commitment provides more overlap of committee members from year to year. Will provide an updated list to the webmaster to post to the website if there are no other additions.
4. There was a discussion about the unbudgeted food tasting expenditure for the 2018 Annual Meeting. The Executive Board voted 5-2 with 2 abstentions to reimburse the 2018 planners for the amount of \$629.42. The discussion included the following points: a) agreed to this reimbursement with the understanding that no other expenses not included in the budget cannot be paid b) future planners need to anticipate unexpected expenses as much as possible c) that there are unexpected expenses, not everything can be anticipated, and that the budget is not set in stone d) the timing put it into this year's budget instead of next year's where it would not have necessarily been noticed
5. There was also a discussion about whether it was appropriate for Deb Werner to sign the archives MOU. It was decided that since Deb has done all the preparatory work, it was appropriate for her to sign the MOU as the immediate past president.

Action item 3 – Deb Werner

- b. Immediate Past President/Nominating Committee
No report

Deb Werner

- c. President Elect
No report

Merle Rosenzweig

- d. Treasurer/Finance Committee Liz Kiscaden
 One new member: James Bulger. With a 3 year commitment there will be a transition overlap.
- There is \$26,000 in the account. A lot of checks have cleared for the 2017 conference. The conference stayed under budget. Total revenue may be \$14,000.
- Discussion about the challenge of reconciling the actual conference expenses and revenues with the chapter's expense and revenues ledger. The figures need to be close. Have to take into account possible PayPal fees eating into the revenue and also different fiscal years. Also challenging when sharing profit with another group.
- Liz will dig deeper into the actual expenses and revenue before cutting a profit sharing check for the Michigan Chapter. **Action item 4**
- e. Membership Secretary/Membership Committee Stephanie Schulte
- Supplied report: 256 members, 238 regular, 10 retired, 8 students; is planning to do a conference call with committee to discuss mentoring program and analyzing changes in membership over the last few years.
- f. Chapter Council Representative and Alternate Janna Lawrence & Nancy J. Allee
 No report
- g. Representative at Large/State Liaisons Patricia Lunsford
 Is in the process of updating the representative list.
- h. Annual Meetings Committee Clare Leibfarth
1. The 2017 joint meeting with MHSLA was successful!
 2. 228 hotel room nights used.
 3. Registration – 118 Full meeting + 23 one-days = 141 total
 4. Registration income (not considering charge fees) – \$35,675
 5. Vendors – 26 tables (pd) + 3 “Libraries”
 6. Vendor income -- \$29,650 including \$7,750 in sponsorships plus \$900 in extra representative registrations
 7. There will be a profit split of over \$7,000 each. Still working on reconciling the spreadsheet.

8. Planning for the 2018 meeting in Cleveland is in full swing. The Conference Planning Committee is meeting on Monday. I will be meeting with the meeting finance chair later today to set up the budget spreadsheet.
9. Will start anew using the format that Janna used to create a template. Not so easy. Point made that conference planners need more guidance to understand what costs fit into what cost categories. Difficult to reconcile all the costs with the Chapter books.
10. 2019 meeting to be co-hosted by the Wisconsin Health Science Library Association (WHSLA) and the Southeastern Wisconsin Health Science Library Consortium (SWHSL). There will be a discussion of the Memorandum of Understanding.
11. MOU for 2019
 - The hotel contract for the 2019 meeting is fully executed! Signatures in place.
 - Dates: October 4-7, 2019 at the Hyatt Regency Milwaukee

Contract highlights:

- \$20,000 food + beverage minimum
 - \$149/night + \$10 surcharge for multiple occupancy
 - 260 room nights (208 minimum) – 25% king/75% double
 - Special room night rate for planners
 - Free suite for conference nights
 - Concessions:
 - 1 free night for each 40 nights used
 - Free tasting session and planner meeting
 - Free internet – public and rooms
 - Free exhibitor setup
 - 15% AV discount
12. Discussion about co-hosting annual meetings.
 - Annual meeting expenses are far greater than any other chapter expense.
 - Does the chapter want to continue to co-host with state organizations? If so, co-hosts should share the losses as well as the profits. Or should the chapter lower the amount of profit shared with other organizations?
 - Wisconsin would like to co-host with 2 Wisconsin organizations. Clare is comfortable with Wisconsin co-hosting because they've been thinking ahead about this.

- It used to be that the planners had a totally free hand. Now the chapter is more involved. Should the chapter work with the local planners but control the planning? Local planners are very important.
- If the chapter does not contract with a co-host group, is a different committee structure needed?
- Clare will survey board members to assemble opinions on co-hosting. **Action item 5**
- Should also survey previous planners and members.
- Clare and Karen will revise the 2019 MOU based on survey results. **Action item 6**

i. Awards & Scholarships Committee
No report

Anna Beth Morgan

j. Communications Committee
Supplied report:

Elizabeth Huggins

- Matt Regan is now webmaster so please send any requests for changes to the website to him at matthew-regan@uiowa.edu . Deb recently sent out the new elected and appointed members and Matt is working on adding them to website.
- Jennifer Herron will be MIDLINE editor and has outreach responsibilities, including facebook posts and blog posts. Please send her any items that need to be posted on facebook or the blog or if you have any items for MIDLINE. Her email is jenherro@iu.edu
- Will be linking the photo albums from the Flickr account to facebook and post a few on the blog. If anyone would like copies of the photos, please contact me at ehuggins@luc.edu. They are not available for download by the public.

k. Professional Practice Committee

Angie Tucker

l. Archives
Supplied report:

Megan Keller Young

- Thinking of drafting a records retention policy for the Midwest Chapter. This would be a list of record types created by the Chapter and would describe how long each record type should be kept and then if/when it should be transferred to the archives, kept internally, or destroyed. The Annual Meetings Guide is kind of like this already.

- Spoke with Clare about receiving additional records. Since they're electronic, thinking about the best way to store them at UIC.
- Happy to talk with anyone who has questions or records to add to the collection.

m. Governmental Relations
No report

Beth Whipple

- **Old Business**

- a. Old business postponed because of time limitations.

- **New Business**

- Review of proposed budget – Liz Kiscaden

1. The budget for 2018 will not be finalized until the actual expenses and revenues are determined in January. This draft projects what will be in the treasury at the end of 2017.
2. Net revenue of \$4,000 is projected. Need revenue for annual meeting though profit not expected.
3. The question was raised about reinstating the reimbursement of travel expenses for Board members. There was agreement that this needs to be discussed. It was suggested that the board look at the previous travel reimbursement policy to use as a starting point for the discussion. Based on previous years, conference profits are usually around \$5,000. Suggested that a travel budget be included in the 2018 budget and that a travel policy be approved before spring.
4. Since the 2018 budget will not be in place by January, the budget will likely be approved in January which is when it is normally approved.
5. MLA is no longer doing chapter sharing round tables. If so, the awards budget needs to be revised and the Award Committee notified soon.

- **Review of Action Items from today**

Action items listed in separate document

Edith Starbuck

- **Adjournment:**

Meeting adjourned at 11:20 am

Patty Lunsford made the motion to adjourn.

Karen Hanus