

**Midcontinental Chapter of the Medical Library Association (MCMLA)
Executive Committee Meeting Agenda/Minutes**

November 13, 2017

<https://join.me/mcmlameeting>

Roll Call:	
Key: X indicates member present, * indicates member absent	
<i>Voting Members:</i>	<i>Appointed Members:</i>
John Bramble, Chair X Gwen, Wilson, Chair, Outgoing X Heather Brown, Chair, Incoming X Alicia Lillich, Recording Secretary X Annette Parde-Maass, Chap Council Rep * Jeanne Burke, Chap Council Rep Alt X	Jackie Hittner, Treasurer, Chair, Finance X Nancy Woelfl, Parliamentarian X Jessica Gerber, Archivist X Amanda Sprochi, Editor, Express, Chair, Publications X Tracey Hughes, Web/List Admin * John Jones, Annual Meeting Advisor * Melissa De Santis, MLA Chapter Liaison X Shawn Steidinger, AHIP Liaison X Rebecca Brown, Co-Chair, 2018 Meeting Planning * Gwen Wilson, Co-Chair, 2018 Meeting Planning X Angela Spencer, Chair, Advocacy * Euem Osmera, Chair, Bylaws * Ben Bolin, Chair, Education * Judi Bergjord, Chair, Honors/Awards * Yumin Jiang, Chair, Membership X Pat Hamilton, Chair, Nominations X Christi Piper, Chair, Research X

Highlighted items require a vote if we have a quorum.

1. **Approval of Minutes from October 2017 Executive Meeting (in Columbia Missouri) (attached to email)**
 - a. Correction John Jones will be the Annual Meeting Advisor. Remove the AMA Apprentice – Gwen
 - b. Verify you attended. (John attended but was late)
 - c. A vote for the October Executive committee minutes was called for. Gwen moved; Heather seconded. Voting in the affirmative: John, Gwen, Heather, Alicia, Jeanne. October 9, 2017 minutes are approved.

2. **Treasurer's Report (attached to email) & Membership Numbers** – Jackie

As of October 31, 2017 there is \$78,146.68 in the Chapter's checking, PayPal and Endowment accounts with \$0.00 in the Chapter's checking account earmarked for the Chapter endowment fund. In October, the Chapter collected \$90.00 in dues and \$6.87 in interest. The chapter's Endowment Fund Total is \$1,508.34 over the Endowment Principal of \$23,887.96. In October, the chapter incurred \$2,325.23 in expenses.

Endowment fund deposit for October was: \$532.55

Membership Numbers for October 2017: 139 regular members; 11 emeritus members; 14 student members

Reminder: No one can join chapter during the month of December. 2018 dues renewal process will begin in January. Fiscal year is January-December – these are funds that are approved for 2017. Committee chairs will be responsible for submitting budget for 2018 in the next few weeks. Incoming chairs can e-mail Jackie for the remainder of funds in their budgets for 2017.

Expenses for October

200.00	AHIP fees
350.00	Outstanding Achievement Award
350.00	McDowell Award
250.00	Best Research Paper
250.00	Best Research Poster
50.00	Best of Show
64.08	Plaque
114.55	Gift for Gwen
50.74	Star Pins
14.02	Frame for McDowell Certificate
58.33	Donuts/Coffee CE Classes
60.00	MCMLA Stars Gift Certificates
385.44	Parliamentarian Travel
124.56	Endowment Fund Raising Gift Items
3.51	PayPal Fees
2,325.23	TOTAL

3. Reports from Committees and Task Forces

(Please send a summary of your report to Alicia Lillich alillich@kumc.edu by the week before the monthly meeting)

Committee / Taskforce	Report Summary
2018 Meeting Planning	
Advocacy Committee	
Bylaws Committee	
Education Committee	
Honors/Awards Committee	
Membership Committee	
Nominations Committee	
Publications Committee	
Research Committee	
Strategic Plan Taskforce	

4. Old Business

- a. Annual and Mid-Year report to membership – Gwen Wilson
 - i. Summary of mid-year report with a link to the full report will be published in the MCMLA Express.
 - ii. Question regarding sharing financial information be available to the public (**Motion forwarded to the Finance Committee for discussion. Will report back to Executive Committee on recommendation**)
 - 1. Jackie asked if minutes could be password protected while this is being investigated, as they are not currently.
 - 2. The finance committee will meet soon to discuss.
 - 3. Past Policy and Procedures manuals are also not hidden behind a password wall – Tracey is looking into this.
- b. MCMLA Leadership Training (Work Smart – Strategic Plan Implementation)
 - i. Jackie and John will offer a live session and record it for those who cannot attend.
 - ii. John will also do a short training on how to approach using the strategic plan for committee chairs.
 - iii. A Doodle poll will be going out soon.
- c. Status of Leadership openings
 - i. The following slate of candidates was put forward for approval:
 - 1. **MLA Chapter Membership Liaison – Melissa De Santis**
 - 2. **MCMA Bylaw Committee Chair – Euem Osmera**
 - 3. **MCMLA Nominations Committee - Pat Hamilton**
 - ii. Gwen moved to accept the slate of positions, Heather seconded. Voting in the affirmative: John, Gwen, Heather, Alicia, Jeanne. Slate is approved.
 - iii. Jeanne moved to approve Ben Bolin as the Education Committee Chair, Gwen seconded. Voting in the affirmative: John, Gwen, Heather, Alicia, Jeanne. Ben Bolin approved.
- d. Future of Advocacy Committee (John, Nancy W)

Report from Nancy:

Nancy checked Executive Committee Minutes back to March and received the October Exec Committee minutes from Gwen. Here's what happened:

1. Angela raised the issue of dissolving the Advocacy Committee. Discussion by the elected and appointed officials followed but it was informal, conducted by email, and not included as a business item on any Exec Committee agenda from March through September.
2. In September, I recommended NOT making a motion to dissolve until **after** the 2017 annual business meeting in Columbia. The motion to dissolve was postponed until November.
3. If the motion to dissolve had been made **before** the bylaws change in Columbia, then the entire chapter would have had to vote on the dissolution.
4. Postponing the motion until November meant only the Executive Committee now needs to vote on committee creation/dissolution.

5. Based on the discussion in Columbia, it's pretty clear there's a lot of support for Angela, her committee, reviewing and retaining the Advocacy Committee.

6. BOTTOM LINE: Since a motion to dissolve the Advocacy Committee was never made, a motion to rescind it is unnecessary.

e. Strategic Plan Taskforce Status (discharge)

i. Lisa Traditi requested that the Strategic Plan Taskforce be discharged.

ii. Voting to discharge the taskforce: John, Gwen, Heather, Alicia, Jeanne. Strategic Plan Taskforce has been discharged.

5. New Business

a. 2017-2018 Taskforces/Ad Hoc Committees

i. MLA as online services provider

1. MLA has asked MCMLA to pilot a new site that they would host. This could potentially change the web editor's role. John will solicit individuals to participate in the investigation via the listserv. Amanda, Melissa, and Alicia volunteered to assist.

ii. MCMLA Published Proceedings

1. Gwen, Amanda, Jessica, and Christi volunteered for this task force. Heather Collins at KUMC has volunteered.

2. Jessica asked that we submit these proceedings to the archives.

iii. Let John know if there are any additional task force or activities we are interested in pursuing.

6. Upcoming Action Reminders, Who is responsible, & Status

NOTE: The below calendar is incomplete.

Month	Action	Responsible	Status (Finished, In-process, Need to start, etc.)
November 2017			
	November 6, 2017 9am MT/10am CT Pre-Executive Committee Meeting join.me/mcmlameeting Call for agenda items (will do this at the meeting)	Chair	done
	November 13, 2017 Executive Comm Meeting join.me/mcmlameeting		
	Prepare Mid-Year Chapter Report for MLA Share with Chapter Chair	Immediate Past Chair	Complete
	Submit MLA Midwinter Report	Representative to the MLA Chapter Council	Complete

	Submit activities and a budget for the year. Indicate which strategic goal(s) activities tie to and how what will success look like. What is the actual deadline?	Committee Chairs	Jackie needs numbers by November so they can be added to the budget in Dec.
	Surveys MCMLA membership for Continuing Education topics following MCMLA annual conference	Education Committee Chair	
December 2017			
	Executive Committee Meeting, December 9, 2017 at 9am	Chair	In-process
	Will gather input from the Executive Committee on the online renewal form	Treasurer	
	Budget is presented by the Treasurer and approved by the Executive Committee	Treasurer/Chair	In-process (move to January)
	Obtain list of "Willing to Serve" volunteers from Treasurer	Nominating Committee	
	Solicit candidates for slate of officers	Nominating Committee	
January 2018			
February 2018			
March 2018			
April 2018			
May 2018			
June 2018			
July 2018			
August 2018			
	Solicit recommendations for committee chairs, committee member positions		Vice-Chair/Chair-Elect
	Obtain names and prepare Certificates of Appreciation for all officers, committee chairs, committee members and local		Vice-Chair/Chair-Elect

	planning committee to be distributed at the Annual Meeting		
	Work with Chapter Chair and Annual Meeting Chairs and Committee to plan distribution of Certificates of Appreciation at the Annual Meeting		Vice-Chair/Chair-Elect
	Approve officers and committee chairs for the next year at an Executive Committee Meeting before the Annual Business Meeting.		Executive Committee
	Approve goals and objectives by Vice-Chair Elect at the Executive Committee Meeting before the Annual Business Meeting.		Executive Committee
	By this month, annual reports due to Chapter Chair.		Officers and Committee Chairs
	Select photographer(s) for Annual Meeting		Express Editor
	Select additional Express reporters for Annual Meeting		Express Editor
	Send bylaws revisions to membership at least 30 days before MCMLA Annual Business 44 Meeting		Bylaws Committee
	Provide administrative access for incoming officers and chairs to the appropriate section of the web site, including the creation of a new president's page		Web Editor
	Recommend selected recipients of McDowell, Hetzner and Outstanding Achievement Awards and the Professional Travel Scholarship to Chapter Chair for Executive Committee approval		Honors and Awards Committee
	Notify all nominators of the selection or non-selection of candidates they nominated for awards		Honors and Awards Committee
	Notify winner of the Professional Travel Scholarship Award		Honors and Awards Committee
	Notify recipients of awards unless awards are going to be given as a surprise at Annual Meeting		Honors and Awards Committee

	Work with Chapter Chair and Annual Meeting Chairs and Committee to plan Awards ceremony, distribution of Certificates of Appreciation and STARS recognition at the Annual Meeting		Honors and Awards Committee
	Prepare recognition for Stars Program including STARS list to be posted on the MCMLA website		Honors and Awards Committee
	Collect MLA Free Membership and MCMLA Free Membership for Annual Meeting Prize by working with MCMLA Membership Committee		Meeting Planners
September 2018			
	Set agenda for Annual Executive Committee Meeting		Chapter Chair
	Set agenda for Annual Chapter Business Meeting		Chapter Chair
	Prepare final report on Chapter goals and priorities, actions taken by Executive Committee and other pertinent Chapter business to be presented at Executive Committee and Business Meeting		Chapter Chair
	Appointment of Appointed Officers		Incoming Chapter Chair
	Recommend new member of Nominating Committee to Executive Committee at Annual Meeting		Incoming Chapter Chair
	Presents strategic plan update and objectives for the upcoming year as part of the Annual 2 Business Meeting		Incoming Chapter Chair
October 2018			
	Annual Conference Virtual meeting (October 4-5)		