

**Minutes**  
**MAC/MLA Annual Business Meeting**  
**Philadelphia, PA**  
**October 28, 2003**

MAC/MLA Chair, Russet Hambrick, called the meeting to order at 8:30 a.m.

**Executive Board Members present:** Russet Hambrick, Chair; Beverly Murphy, Chair-Elect; Janice Kelly, Past-Chair; Karen Crowell, Secretary, Jane Borland, Treasurer; Paula Raimondo, Chapter Council Representative; Julia Shaw-Kokot, Chapter Council Alternate.

Copies of the minutes and committee and task force reports were distributed.

The minutes from the October 20, 2002 MAC/MLA Annual Meeting in Washington, D.C. were approved as submitted.

**New Business**

**Nominating Committee Report:**

Janice Kelly reported the results of the recent election conducted by mail. Ann Duesing was elected Chair-Elect and Jean Siebert was elected Secretary. The election of the MLA Nominee to the MLA Nominating Committee resulted in a tie between Ginny DuPont and Gabe Rios, so committee members passed out ballots during the meeting and asked MAC members who are also MLA members to vote again. Ballots were collected and counted and, at the end of the meeting, the name of the winner, Gabe Rios, was announced.

**Chapter Reports**

**Chair Report:**

The MAC Chair reported her activities for the year, including recruiting members and serving as chair of the Strategic Planning Task Force, and appointing co-chairs for the 2004 LAC, a chair for the Publications Committee, an editorial team for MAC Messages, a Benchmarking Chapter Educator, and committee members for 2003-2004.

**Treasurer's Report:**

The January 1, 2003-September 30, 2003 financial report shows a balance of \$41,177.22. Expenses included a penalty for rooms not booked at the Annual Meeting in Washington D.C. in 2002, as well as travel expenses for MAC members who assisted in planning the Quintessential Meeting here in Philadelphia.

**MLA Chapter Council Reports:**

Paula Raimondo and Julia Shaw-Kokot reported news from the Chapter Council meeting they attended in San Diego. They also forwarded requests from other chapters about MAC's activities related to recruitment and retention, handling MLA special program requests, mentoring and suggestions for meetings that council representatives should attend.

**Archives:** No formal report was submitted this year.

A motion was made and passed to approve the chapter reports as submitted.

## **Committee Reports**

### **Honors and Awards:**

The following individuals were selected as this year's winners: Gabe Rios, MAC Librarian of the Year; Paula Raimondo, Marguerite Abel Service Recognition Award and Monique Mackey, One Person Library Recognition Award.

### **Membership Committee:**

The total number of members as of October, 2003, is 221. A total of 23 new members were sent welcome letters and committee application forms to encourage their participation in the organization. Committee members held panel discussions and distributed brochures specifically targeting library students, encouraging them to consider careers as health sciences librarians. The membership brochure was updated and sent to the Publications Committee for printing and distribution.

### **Professional Development Committee:**

Committee members sent letters to regional Library School Deans to recruit a MAC student intern. Leigh Medford was selected and arrangements were made to pay her way to the Annual Meeting this year so that she could meet members of the 2004 Program Committee. The committee decided not to pursue the development of an online CE course, as planned, because of the time involved.

### **Publications Committee:**

Adam Glazer and Carolyn Willard offered to assist Janice Mason in her role as editor of MAC Messages. Adam will assume responsibility for formatting and publishing the newsletter and Carolyn will handle the mailing. Projects for the coming year include completing the web evaluation, revising the policy and procedure manual - including the addition of a planning calendar, printing the updated membership brochure and printing new letterhead for the Chair.

### **2003 Program and Local Arrangements:**

Beverly Murphy distributed copies of the committee report detailing the presentations, tutorials, posters, scheduled meetings, roundtable discussions and other sessions planned for the current meeting. Total attendance was estimated at 439 as of October 23<sup>rd</sup>. Anticipated profits amounting to over \$8,000, will be divided between participating chapters based on the percentage of attendees from each chapter. The total number of MAC attendees was estimated to be 132.

### **2004 Local Arrangements:**

MAC chair Russet Hambrick signed the contract for the hotel, Sheraton Raleigh Capital City Center, where the 2004 Annual Meeting will take place. A block of rooms has been reserved - a smaller number than last year to avoid the penalty incurred the year before - and room rates will be \$105 for either single or double occupancy. A reception is being planned at an off-site location and dine-arounds will be offered in place of a banquet. The budget is anticipated to be about \$30,000 - \$35,000, less than the last two year's meeting budgets.

A motion was made and passed to approve the committee reports as submitted.

**Call for Committee Participation:**

Volunteers are needed for the Membership Committee (representing Maryland, North Carolina and Washington, D.C.), the Publications Committee and the Professional Development Committee.

**Task Force Reports****Strategic Planning Task Force:**

Members of the task force designed a survey and distributed it in July to current and past (last five years) committee chairs, officers and past officers. The results have been tabulated but the task force still needs time to develop its recommendations, based on the results. The Board voted to allow the task force to continue its work during the coming year.

**Annual Meeting Task Force:**

The task force contacted Chairs of other MLA Chapters to assess their experiences using meeting planners. A summary of the responses was reported including recommendations that MAC Local Arrangements Committees should routinely use meeting planners, preferably in the geographical area where meetings will be held, and fee-based services should be considered as needed in areas where few MAC members reside.

**Benchmarking Report**

The final report of the MLA Benchmarking Implementation Task Force was submitted and approved by the MLA Board in May 2003, and MAC's Benchmarking Chapter Educator resigned following his October update. A new Chapter Educator, Susan Craft, was appointed.

A motion was made and passed to approve the task force reports as submitted.

**Honors and Awards Ceremony**

MAC members Betsy Adams, Ilene Smith and Frieda Weise, who recently retired or will be retiring soon, were acknowledged, as were members of the Academy of Health Information Professionals and CE developers. Certificates were handed out to officers, committee members and task force members whose terms have expired. MAC representatives to the 2003 Annual Meeting Program Committees were also thanked for their contributions.

**New Business (continued)****Invitation to the 2004 MAC Annual Meeting:**

Members of the Local Arrangements Committee for the 2004 Annual Meeting presented an entertaining skit, portraying characters from the Andy Griffith television show heading off to Raleigh to find a medical librarian. The skit was followed by a video highlighting sights and attractions in the Raleigh area, where the meeting will be held. Attendees with numbered pumpkins on their North Carolina trivia brochures were awarded an assortment of door prizes, including a one-year paid membership to MLA.

**Call for the 2005 MAC Annual Meeting:**

The 2005 MAC Annual Meeting will be held in Virginia. Dates and locations are being considered and a decision is expected to be made at the Executive Board Meeting early next year.

The meeting was adjourned at 9:17 a.m.

Respectfully submitted,

Karen Crowell, MAC Secretary