

**Minutes**  
**MAC/MLA Annual Business Meeting**  
**Raleigh, NC**  
**October 15, 2004**

MAC/MLA Chair, Beverly Murphy, called the meeting to order at 8:35 am.

**Executive Board Members Present:** Beverly Murphy, Chair; Ann Duesing, Chair-Elect  
Russet Hambrick, Past-Chair; Jean Siebert, 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 28, 2003 MAC/MLA Annual Meeting were approved as submitted.

**Chapter Reports**

**Chair Report:**

The MAC Chair reported her activities for the year which included: Appointments of LAC Chair and CO-Chair for the Annual Meeting in 2005, and the MAC Liaison to the MLA Professional Recruitment and Retention Committee; Prepared and submitted Midyear and Annual Reports to MLA; Completed 2003-2004 MAC/MLA Goals and Objectives; Completed 2004 MAC Budget; Appointed a Fees Payment Task Force in May to investigate methods that would allow MAC members to use credit cards for paying their dues and registration; Presented the "Welcome" at the MLA '04 Annual Meeting in Washington, DC as the Chair representative for the local chapter;

Solicited MAC volunteers and initiated an ad hoc meeting at MLA '04 to plan the 2006 joint meeting with Southern Chapter; and Posted announcements and updates on the MAC listserv (and MAC Messages) as needed.

**Treasurer's Report:**

Jane Borland said that Treasurer's report listed balance as 54,762.82. 2003 Meeting generated a significant profit of 9,296.40 Acteva who handled the registration has recently submitted two checks to MAC for \$20,147.19 However there will be additional expenses for the meeting not yet submitted to the treasurer. Acteva and the Credit card companies charge a total of 7% for their services. Acteva offers other services which we did not utilize for this meeting.

**Chapter Council Report:**

Paula reported that MLA Annual Meeting will be on a different schedule than past years. It is May 14-19 and CE classes will be Saturday May 14 and Sunday May 15. She will contact other chapters and let them know about our experience allowing members to register online for the meeting and (possibly) pay membership dues. Julia Shaw-Kokot

reported on the last chapter roundtables in Washington DC and encouraged us to attend the chapter roundtables at the 2005 annual meeting.

**Archives:**

Diane Mackenzie requested original MAC programs be sent to the archivist.

**Benchmarking:**

Susan Craft submitted a written report but was unable to attend the business meeting.

A motion was made and approved to accept the Chapter reports as submitted

### **Committee Reports**

**Honors and Awards:**

The awards for the One Person Library Recognition Award and the MAC librarian of the Year were increased to \$200 so that all awards had the same monetary value. The following individuals were selected as this year's winners: Russet Hambrick, MAC Librarian of the Year; Ann Duesing, Marguerite Abel Service Recognition Award and, Dan Oates, One Person Library Recognition Award.

**Membership Committee:**

Cynthia Burke reported the total number of members as of October, 2004, is 203. A total of 13 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 Committee agreed to sponsor two student members for the 2004-2005 year. These students are Corinne Mahoney (UNC) and Octavious Spruill (NCCU).

**Professional Development Committee:**

Holly Harden Willis reported on the activities of the Professional Development Committee. The PDC assigned a smaller subcommittee to handle the CE courses with each member being a liaison to an instructor. They decided to try and get instructors who would be cost-productive so that they could break even on the CE. Five classes were offered which included Technology Planning for Health Sciences Librarians; Easy to Read Health and Wellness Materials, Working Through Conflict, EBM Study Design and Critical Appraisal Skills, High Impact Design for the Web and PowerPoint. No applications were received for the MAC internship. Eight people signed up for the roundtable on AHIP and a table was available in registration area to discuss AHIP issues. There was an inquiry for a journal club from Theodora Baker at Georgetown who wants to start one this fall.

**Publications:**

Linda Collins reported about the smooth transition to online distribution of the MAC Messages newsletter to PDF format. This committee developed new guidelines for state reporters. A site index was added to the MAC web site. Private areas of the web site

were established for MAC Board members and MAC membership which hosts new directory. A web usability survey was developed and will be conducted in November.

**MAC/MLA 2004 Program Committee Report:**

Ann Duesing discussed the committee report as distributed to the attendees of the business meeting. Members responsible for specific planning tasks are listed in the report.

**MAC 2005 Local Arrangements Committee:**

Karen Knight LAC Co-Chair reported on this Committee. A list of committee chairs and their responsibilities is in the committee report. She said that Jonathan Lord could not attend due to a family emergency.

**Call for Committee Participation:**

Beverly Murphy reported that the MAC Committee appointments for 2004-2005 were going very well and she appreciated the response from those who had volunteered. In order that we might have representation from all the areas within MAC, she solicited for a volunteer from West Virginia for the Publications Committee and two volunteers from the District of Columbia for the Honors and Awards and the Professional Development Committees. Members were asked to contact her if they were interested.

**Task Force Reports**

**Strategic Planning Task Force:**

Russet Hambrick highlighted the major issues in the task force report. Issues discussed included the dues payment clause of MAC bylaws, enhancing the ability to communicate electronically as a chapter, extending committee membership terms to three years from two, and appointing a liaison from the executive board to any task force to improve communication between the groups and provide support from the Board.

**Fee Payment Task Force:**

Jane Borland reported on the activities of this task force. They utilized Acteva for online registration for this conference and felt it went well. When the results of the evaluation have been tabulated and studied, a determination will be made as to whether we will continue to use Acteva for online meeting registration and whether we will consider having Acteva handle our membership and dues as well. Additionally, at the time these items are considered, the Board and Task Force will ascertain whether any of the costs will be passed on to the membership, either as increased annual dues, increased annual meeting registration fees or both.

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

**New Business**

**Bylaws Revision:**

Ruset Hambrick Strategic Planning Task Force presented the reasons to pass "Amendment 1, to modify Chapter bylaws to allow for amendment of bylaws at any time provided ballots are distributed to the membership." A motion was made and passed in favor of adopting amendment

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**Nominating Committee Report:**

Ruset Hambrick chair reported the results of the recent election conducted by mail. Patricia Hammond was elected Chair-Elect, Claire Meissner was elected Treasurer, Susan Arnold was elected secretary, and Janice Kelly was elected as MAC Nominee to MLA Nominating Committee.

**Invitation to the 2005 Annual Meeting:**

Members of the Local Arrangements Committee for the 2005 Annual Meeting presented an entertaining video which portrayed characters from the Lewis and Clark Voyage of Discovery. This video was followed by a video highlighting historic sites and attractions in the Charlottesville, Virginia area, where the meeting will be held. Attendees were awarded an assortment of Virginia-related door prizes.

The meeting was adjourned at 9:22 a.m.

Respectfully submitted,

**Jean L. Siebert**

*MAC Secretary*