

Minutes
MACMLA Executive Board Meeting
February 21, 2003
Charlottesville, VA

MAC/MLA Chair Russet Hambrick, called the meeting to order at 8:50 am

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 Alternate; Julia Shaw-Kokot, Incoming Chapter Council Alternate.

Committee Chairs Present: Melanie Norton, Membership; Patty Greenstein, Professional Development; Jana Allcock, Publications; Patricia Vaughn, Honors and Awards.

Committee and Task Force Members Present: Cynthia Burke, Bart Ragon, Jeffrey Coghill, Jill Mayer, Andrea Horne, Ann Sasser, Susan Craft, Jonathan Lord, Dan Wilson, Claire Meissner, and Betsy Adams.

Other Members Present: Gary Greenstein.

Russet distributed copies of the agenda, minutes, and committee and task force reports.

A motion was made and seconded to approve the minutes from the September 10, 2002 Executive Board Meeting. Paula Raimondo noted one correction; her title is *Alternate* Chapter Council Representative.

Executive Board Reports

Chair's Report:

Highlights from the report: The Chair submitted a nomination to MLA for the Chapter Project of the Year Award. The Mid-Year Report and Goals and Objectives for 2003 were also submitted to MLA. Committee listings on the website were updated. Co-Chairs for 2004 LAC, Rick Peterson and Betsy Adams, were appointed. Chair for the Publications Committee, Jana Allcock, was appointed. Members of the Strategic Planning Task Force were recruited and appointed: Susan Craft, Dan Wilson, Jonathan Lord, Ann Sasser, Claire Meissner, Diane Fuller, Beverly Murphy and Russet Hambrick.

Treasurer's Report:

The report covered income and expenses from July 1, 2002 to December 31, 2002. Income totaled \$33,992.00 and expenses totaled \$44,335.94. Included were the income and expenses from the 2002 Annual Meeting with two exceptions noted. (1) Two checks for registration were lost in the mail, and (2) the hotel where the meeting was held billed us an additional \$3,582.71 for 21 rooms not used. This amount is not included in the

Treasurer's Report because it was not paid until January 2003. The balance, as of December 31, 2002, was reported to be \$45,902.85.

Chapter Council Report:

Paula reminded everyone that volunteers are being recruited for chapter roundtables at the MLA Annual Meeting. Anyone interested should contact Ginny DuPont, Chapter Council Representative. The Council is also sponsoring a new program on mentoring, scheduled for Wednesday, May 7th at 9:00 am at the MLA Meeting. MAC members are encouraged to attend. Paula Raimondo, Alternate Chapter Council Representative, is also serving as Council liaison to MLA's Credentialing Committee.

Old Business

PayPal:

The pros and cons of adopting a PayPal or Nova (credit card) system for processing dues and registration fees were discussed. Issues to consider include start up costs (Nova only), card and transaction fees, limits on cards accepted (no Discover, American Express or institutional cards), service charges, reports of fraud associated with PayPal, lack of demand, and problems with handling various registration transactions. It was noted that the burden is on the treasurer using the Nova system, as opposed to PayPal in which the burden is on members who choose to use it. If the Nova system were adopted, the bank account would need to be transferred to the new treasurer every two years.

Recommendations were made to consult the process being used by MLA and find out what other chapters have to say. It was also suggested that a message be sent to members via the listserv to find out if members see value in the proposed systems and if they would be willing to pay the extra service charges.

Prize Nomination:

MAC's entry in the Chapter Project of the Year contest did not win this year. ☹

Committee Reports

Honors and Awards:

Copies of the committee's report were distributed noting the goals and objectives for the coming year. Pat Vaughn reported that last year's members will all serve again this year and each member will be assigned a state to target for award nominations.

Membership:

Melanie Norton reported that there are currently 128 members, 14 new members having signed up since January 1st. Brochures, which need to be updated, will be sent to public library career centers and placement centers in universities and high schools.

Professional Development:

Patty Greenstein reported a change in committee members – Sally Brown is replacing Terry Burton, who has moved. Members plan to contact library schools to solicit

candidates for a MAC Internship Student. They will also try to offer CE courses here in the region for those unable to attend the Quint meeting in Philadelphia. Some of the committee members will work on developing an online CE course on marketing using Publisher or other electronic resources.

Publications:

Jana Allcock announced that the committee plans to conduct a user survey of the web site that will include past and present MAC officers. The Publications section of the MAC Policy and Procedure Manual needs to be revised to clarify some questions that Jana raised. A way to print the entire manual off the website would be helpful, too, rather than print each section separately. It was agreed that a planning calendar that includes due dates for chapter business and events would be useful and should be posted on the web site. It was also agreed that the Membership Committee should only be responsible for updating content for the brochure, and the Publications Committee will assume responsibility for printing. It was also agreed that there would be no need to print stationery anymore, that the Publications Committee would provide the new MAC chair with electronic letterhead. Bob Ladd, a member of the committee, will be asked to identify the correct color for the logo and improve the resolution.

Archivist:

Diane McKenzie reviewed her memo to MAC board members dated February 19, 2003 detailing what materials need to be archived and who is responsible. She asked that everyone review the list and send materials as specified.

Task Force Reports

Annual Meeting:

As requested by the MAC Board at the Fall meeting in 2002, the Task Force collected feedback from other chapters on the use of meeting planners. Three recommendations made by the task force were discussed and amended to read:

- (1) MAC Local Arrangement Committees should routinely investigate using a meeting planner to help with hotel contract negotiations.
- (2) MAC should work with a planner located in the geographical area of the meeting.
- (3) When the meeting is held in a location where few MAC members reside, feed for service arrangement could be made with the meeting planner for additional services like registration or vendor/exhibit details

A motion was made and seconded to give Local Arrangement Committees the option of using a meeting planner as recommended above. Costs associated with using a meeting planner are to be included in the Annual Meeting budget. Members of the Board voted unanimously in favor of the motion. The Policy and Procedures Manual will be updated accordingly.

The Chair thanked the members of the Task Force for successfully completing their assignment and the Task Force was disbanded.

Strategic Planning:

The Task Force reported that they will be sending out an inventory in mid March to Board members and chairs, both past and present. Responses will be due by mid May and the Task Force will review them and decide on their next steps. Jonathan Lord will also review the by-laws. The question was raised as to whether or not new members are automatically added to the chapter listserv. Melanie Norton confirmed that the Membership Committee routinely sends names of new members to Lynn Eades, list administrator, who then adds them to the listserv.

Local Arrangement Committees

2002 Annual Meeting Report:

Russet summarized the report prepared by Jane Blumenthal, Co-Chair of the 2002 Local Arrangements Committee, noting in the comments and conclusions that (1) it was difficult to locate a hotel with sufficient meeting space, reasonable prices and willing to take a group our size, and (2) the selected hotel required a guaranteed minimum room count and meal expenditure that resulted in a \$3,582.71 bill for unused rooms and higher than budgeted food expenses. The recent terrorist attacks in September likely contributed to a lower than anticipated attendance, but many attendees opted to stay at other hotels. It was suggested that, in the future, attendees should be encouraged to stay at the hotel hosting the meeting to reduce the risk of penalties imposed by such restrictions, which are expected to be an ongoing issue.

2003 Quint Meeting Report:

Beverly Murphy reported on plans for the five-chapter Annual Meeting in Philadelphia on October 26-28, 2003, detailing the challenges of collaboration and communication in the planning of such an event. MAC members Patty Hinegardner and Ann Duesing will be chairing two of the standing committees, CE and Exhibits. Sixteen breakout sessions are planned for Monday, and six sessions on Tuesday morning. Concern was expressed about the decision to have no contributed papers; only invited speakers and panelists will be presenting. Beverly was able to persuade the Steering Committee to include posters, however, and she agreed to serve as coordinator for a poster session. Paula noted that the schedule is very tight; MLA will be given only two time slots, one for the MLANet survey results, and there will no time scheduled for state meetings. Attendance is predicted to be close to 400 and it is anticipated that income from CE courses will cover costs. Profits or debt incurred will be allocated to the five chapters based on the percent of attendees from each chapter.

2004 Local Arrangements Report:

Betsy Adams reported on plans for the 2004 Annual Meeting in Raleigh. The most promising choice for hotels is the Sheraton in downtown Raleigh located close to the Conference Center as well as many local attractions and restaurants. Services of a meeting planner are included. The contract is ready to be signed, pending a decision on dates. Suggested dates are October 7-9, 14-16 or 23-23. Russet will contact other chapters and Claire will check Virginia state associations to make sure there are no conflicts before the decision is made.

2004 MLA Annual Meeting:

A booth promoting the 2004 Annual Meeting will be held at the 2004 MLA Annual Meeting. The booth will be open during exhibits and staffed by MAC members. The theme for the MLA meeting is Seize the Power.

New Business**MLA Lindberg Research Fellowship Program:**

Russet shared a letter from Linda Watson, President of the Medical Library Association, urging chapters to help sponsor an MLA Lindberg Research Fellowship Program, a research program that will award fellowships of \$25,000 each to conduct research aimed at extending the underlying knowledgebase of health sciences librarianship and informatics. A motion was made and seconded and the Board voted unanimously to approve a donation of \$1,000 to the program.

Reimbursement amount for Quint planning committee members:

It was suggested that the cap of \$50.00 per person reimbursement for business meeting travel expenses does not adequately cover the travel expenses of MAC's three Quint planning committee members. Beverly's expenses are being covered by Duke University, but Patty and Ann will need to be reimbursed for previous meetings and at least one more meeting before October. A motion was made and seconded and the Board voted unanimously to approve an increase in the cap from \$50.00 to \$200.00 for persons attending the Quint planning meetings.

Budget for 2003

Russet distributed copies of the proposed Budget for 2003. Adjustments were made to include the approved donation to the Lindberg Research Fellowship Program and an increase in reimbursements for travel. The revised total is \$11,693.00. A motion was made and seconded and the Board voted unanimously to approve the new budget.

The Executive Board adjourned at 2:05 pm.

Respectfully submitted,

Karen Crowell, MLIS, AHIP
MAC/MLA Secretary