

Minutes
MAC/MLA Executive Board Meeting
February 27, 2009
University of Maryland, Baltimore

The meeting was called to order by J. Dale Prince, Chair, at 9:01 am.

Executive Board Members Present: J. Dale Prince, Chair; Diana McDuffee, Chair-Elect; Andrea Horne, Immediate Past Chair; Terri Ottosen, Secretary; Julia Shaw-Kokot, Chapter Council Representative; Jonathan Lord, Chapter Council Alternate; Stefanie Warlick, Treasurer

Committee Chairs and Members Present:

Steven Douglas (Co-Chair), 2009 Annual Meeting Committee

Anne Linton (Member), 2009 Annual Meeting Committee

Beth Ketterman (Chair), Communications Committee

Bart Ragon (Member), Membership & Recruitment Committee

Ryan Harris (Member), Membership & Recruitment Committee

Rex Robison (Chair), Special Research Committee

Jonathan Lord moved and Andrea Horne seconded approval of the minutes from the September 19th, 2008 Executive Board Meeting. Motion carried.

Executive Board Reports

Chair's Report:

J. Dale Prince reported that he solicited budget requests from committees and prepared the MAC budget for 2008; prepared and submitted the mid-year report to MLA; discussed the proposed merger with the Pittsburgh Chapter with immediate past-Chair and the Chair-elect; and will submit "Message from the Chair" column to MAC Messages.

Treasurer's Report:

Stefanie Warlick submitted the Treasurer's report for January 1, 2008 – December 31, 2008. Jonathan Lord had questions regarding whether Acteva fees were included in the annual meeting figures and if so, how much are the fees, and were registration refunds done through Acteva. Stefanie will talk to Beverly Murphy.

Groups to Go's check hasn't been received yet, as it takes about a year to get one from them.
ACTION: J. Dale Prince will contact them for a reminder.

Jonathan Lord suggested that exhibitor contributions be spelled out in the reports, including registration and booth fees.

VOTE: Julia Shaw-Kokot moved and Jonathan Lord seconded that these figures will be included in the Treasurer's report.

Chapter Council Report:

Julia Shaw-Kokot reported that she received a reply from MLA regarding the proposed change to dues. A revised chapter council report with MLA's reply will be revised and submitted by Jonathan.

VOTE: Stefanie Warlick moved and Diana McDuffee seconded to accept report with revisions.

Nominating Committee Report:

Andrea Horne reported that the ballot for MAC elections should go out sometime in August so that those elected can attend the September Executive Board meeting. Andrea mentioned that she plans to work on minor bylaws changes, but recommended waiting until the potential merger, which will require major changes to the bylaws.

Archivist Report:

Susan Yowell submitted a written report. For the purposes of archiving now that MAC Messages is only in blog format, any MAC Messages editor will notify the archivist if and when any content is taken down from the site. Beth Ketterman will write this into the MAC Policies & Procedures. No specific procedures for archiving are in place, but will be handled on a case-by-case basis.

Diana McDuffee moved and Julia Shaw-Kokot seconded approval of the Board reports as presented. Motion carried.

Committee Reports

MAC Annual Meeting 2008 – Pat Hammond and Susan Arnold submitted written reports, which were distributed and included a summary of attendance, lessons learned and recommendations based on evaluations, and the meeting evaluation results.

Diana McDuffee suggested having a continuity plan for annual meetings so that new committees have access to previous year's numbers, evaluations, etc. She suggested using the web site as a place to provide an easy at-a-glance place for the data. Having trend data would help committees make planning decisions.

ACTION: Andrea Horne, Stefanie Warlick and Beth Ketterman will look into providing a password-protected part of the MAC website for this gathered information.

MAC Annual Meeting 2009 – Steven Douglas

Steve Douglas reported that although Resorts, the hotel for the site of MAC 2009, filed for bankruptcy protection, everything continues in Atlantic City. The hotel's mortgage has been paid and will continue to honor the meeting planning agreement. The program Chair for the meeting is Anne Linton. There is no Communications Chair, but all three chapters are working together to make decisions, as there is no "official decider."

CE's are planned for October 5th and October 8th. The breakfast business meeting was planned for 9-10 am on October 8th, but it was suggested that it be changed to 8-10 am to allow time for all business to be conducted.

MAC Annual Meeting 2010 – Diana McDuffee

Diana McDuffee reported the meeting in 2010 will be held in Chapel Hill, NC. There are very few health science librarians in Charlotte or Asheville. A possible location for the meeting is the Friday Center. Rick Peterson will serve as the Annual Meeting Co-Chair and Local Arrangements Team leader.

Communications Committee – Beth Ketterman

Beth Ketterman reported that the MAC website has received 1105 hits. Beth suggested using the term Chair-Designate, rather than Chair-Elect for committees as these are not elected positions. It was discussed whether the web editor is an ex-officio member and should attend the Board meeting. Now that we have gone to blog format for the newsletter, Beth will send messages to the listserv occasionally to remind members to look at the blog. Diana McDuffee will submit a blog post about the 2010 meeting and Steven Douglas will submit one for MAC 2009.

ACTION: J. Dale Prince to appoint web editor as ex-officio to attend meetings of the MAC Executive Board.

Financial Planning Special Committee – Ann Duesing submitted final written report.

Honors and Awards – No report submitted.

Membership and Recruitment Committee – Ryan Harris submitted written report.

Professional Development – Roger Russell submitted written 2007/2008 final report.

Strategic Planning – No report submitted.

Research Special Committee – Rex Robison

Rex Robison submitted a mid-year report that included results of the survey of MAC members to determine level of need for research support and to solicit ideas about how to provide this support. Based on survey results, the committee recommends the creation of a standing Research and Assessment Committee. A bylaws change is required to establish the creation of this committee. Jonathan Lord suggested that this bylaws change be on the same ballot as the merger vote to eliminate multiple votes by the membership. Andrea Horne suggested that the review of the bylaws should occur sooner so that it could be accomplished prior to the vote of the merger with the Pittsburgh Chapter.

VOTE: J. Dale Prince moved and Diana McDuffee seconded that the recommendations of the committee be accepted to establish a Research and Assessment Committee.

J. Dale Prince moved and Andrea Horne seconded acceptance of the committee reports as presented. Motion carried.

Old Business:

Merger with Pittsburgh Chapter – Diana McDuffee reported that a special joint committee, appointed by the Chair, includes herself, Jonathan Lord and Andrea Horne to work on the proposal and conducting a vote by the membership. Chapters are responsible for conducting the vote by MLA members in the Chapter. Discussion by the Board included a timeline for the vote and proposal. Wording of the ballot needs to include key points of the merger proposal and what it means to the membership of MAC in detail. The vote needs to be conducted by April 1st, 2009. Once the vote is conducted, a proposal will be written hopefully in time for MLA 2009. The Pittsburgh Chapter has approximately 44 members and would like to use the money in their treasury as an earmark for a scholarship for a member in their area to attend the MAC annual meeting. If the merger is approved by a majority of MAC voters, the proposal would go to the MLA Executive Board. The bylaws of MAC would then need revisions. Andrea and Jonathan will review bylaws for possible changes that would need to be made and then voted on by the membership.

ACTION: Chair to appoint special committee.

ACTION: Vote on merger will be conducted by April 1st. By March 21st, a ballot notice will be distributed to membership.

ACTION: Andrea and Jonathan will review MAC bylaws for possible revisions if merger approved.

ACTION: Jonathan will contact MLA to get a list of MAC members who are also members of MLA.

New Business:

MAC Budget Discussion and Approval for 2009 – Budget submitted by J. Dale Prince. Currently, MAC has a student intern but will not continue to fund. Next year's budget will not include the \$810 currently budgeted for a student intern.

ACTION: Beth Ketterman will discuss removing this funding from the MAC website with web editor, Adam Glazer.

VOTE: Andrea Horne moved and Diana McDuffee seconded the acceptance of the submitted budget as presented. Motion carried.

First-Time Presenter Stipend for Hospital-Based Librarians – The proposed application and advertisement for the hospital librarian stipend was distributed. The stipend would help a hospital-based librarian prepare a poster after acceptance for a MAC annual meeting, or subsidize meeting attendance. The Board would like to see the use of hospital-based wording rather than hospital librarians and would like the request for first-time presenter be dropped to allow for potential participation by all hospital-based librarians. The Board also wants to see the judging criteria for this award.

ACTION: Julia Shaw-Kokot will report Board's requests to Pat Hammond.

Membership Committee Proposal – The Membership Committee proposes working with the 2010 Annual Meeting Committee and the Program team, as the meeting will be held in Chapel Hill, near two library schools. The Committee would like free registration for students and library school faculty. The Board recommends that Bart Ragon write a full proposal and that he work with the Research Committee and Annual Meeting team to make free registration part of the Annual Meeting budget.

VOTE: Jonathan Lord moved and Julia Shaw-Kokot seconded that the Board accept the proposal from the Membership Committee to explore the idea further, submit a full proposal and report back at the next Board meeting.

PDC Speed Mentoring Proposal – The Board suggested that it is the responsibility of the Professional Development Committee to decide whether to continue the Speed Mentoring sessions at the Annual Meeting.

J. Dale Prince moved and Stefanie Warlick seconded that we adjourn the meeting. Meeting was adjourned at 1:40 pm.

Respectfully submitted by,

Terri Ottosen, MAC Secretary