

MAC/MLA Annual Business Meeting
October 15, 2004
Chair's Report

Activities since the 2003 Annual Meeting include the following:

- Completed my tasks as MAC representative on the Steering Committee for planning the QuintEssential Conference in Philadelphia, PA
- Appointed a LAC Chair and Co-Chair for the 2005 Annual Meeting in Charlottesville, VA
- Helped to recruit a Chair for the Professional Development Committee
- Recruited a NC representative for the Membership Committee
- Sent appointment letters to committee volunteers for 2003-2004
- Appointed a MAC Chapter Liaison to the MLA Professional Recruitment and Retention Committee, who will also serve as ex officio member of the MAC Membership Committee
- Prepared and submitted MAC Officer and Committee roster to MLA for publication on MLANET and announcement via MLA Focus
- Prepared and submitted Midyear and Annual Reports to MLA
- Completed 2003-2004 MAC/MLA Goals and Objectives
- Submitted articles to *MAC Messages* for the Nov/Dec, March/April and May-August issues
- Submitted updates on committee listings and other information to the MAC Webmaster
- Represented MAC on a panel discussing the field of medical librarianship, as presented to SLA Student Chapter members at the UNC School of Information and Library Science in Chapel Hill
- Completed 2004 MAC Budget
- Organized and hosted MAC Winter and Fall Executive Board Meetings
- Submitted the contract and credit application for the Omni Hotel for the 2005 Annual Meeting in Charlottesville, VA
- Participated in a conference call in April conducted by the MAC Professional Development Committee
- Participated as a member of the MAC Strategic Planning Task Force for 2003-2004
- 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
- Submitted revisions for the Chair's portion of the MAC Policy and Procedure Manual
- Presented the "Welcome" at the MLA '04 Annual Meeting in Washington, DC as the Chair representative for the chapter region in which the meeting was being held
- Attended the New Leaders Tea at MLA '04
- Solicited MAC volunteers and initiated an ad hoc meeting at MLA '04 to plan the 2006 joint meeting with Southern Chapter
- Initiated an order for MAC pens to be used for marketing, as gifts for new members, and as an additional item in the 2004 MAC meeting registration packets
- Oversaw the submission of a nomination to MLA for the Chapter Project of the Year Award
- Posted announcements and updates on the MAC listserv as necessitated
- Placed a call for committee applications on the MAC listserv for 2004-2005
- In cooperation with committee chairs and Chair-Elect, appointed committee members for 2004-2005

Respectfully submitted,

Beverly Murphy
2004 MAC Chair