**Philadelphia Regional Chapter**

**Medical Library Association**

**Minutes, Board of Directors Fall Meeting**

**October 28, 2010**

**College of Physicians of Philadelphia, PA**

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| **Present:** |  |
| Andrea Kenyon | Chair 2010-2011 |
| Gary Kaplan | Chair-Elect/Program Chair, 2010-2011 |
| Stephanie Ferretti | Government Relations Chair, 2010-2012 |
| Linda Katz | AHIP Liaison 2010-2012 |
| Mitzi Killeen | Treasurer, 2010-2012 |
| Crystal Patone | Webmaster, 2010-2011 |
| Rachel Resnick | Communications Committee Chair, 2009-2011 |
| Anne Seymour | Chapter Council Representative 2008-2011 |
| Priscilla Stephenson | Secretary 2010-2012 |
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| **Not Present** |  |
| Annie Brogan | Archives Committee Chair 2010-2012 |
| Nancy Calabretta | Chapter Council Alternate, 2008-2011 |
| Jeanette de Richemond | Education & Credentialing Committee Chair 2010-2012 |
| Lenore Hardy | Bylaws Committee Chair, 2010-2012 |
| Lydia Witman | Membership Committee Chair, 2009-2011 |

1. **Call to Order, Introductions**

The meeting was called to order 1:15 pm by Chair, Andrea Kenyon.

1. **Minutes, August 20 Transition Meeting**

Secretary Priscilla Stephenson presented the minutes of the August 20 transition meeting. Linda Katz moved to approve; Rachel Resnick seconded the motion. The minutes will be posted on the Chapter website.

1. **Treasurer’s Report**

See attached report.

Treasurer Mitzi Killeen reported a balance of $22,923.14 on August 18, 2010.

1. **Report from the Chair –**

**A. Board changes**

Chair Andrea Kenyon announced that two Board members have resigned due to changes in their employment: Cynthia McKellan has resigned as Nominations Chair, and Christina Daley has resigned as Development Chair. The Board expressed its thanks and appreciation for the work of both members. Andrea has a list of potential candidates for the Nominations position and will confirm her selection shortly. Barbara Cavanaugh has agreed to be chair of the Development Committee. In another announcement, Andrea said she is leaving her position at the College of Physicians of Philadelphia in January but will remain active in the Chapter.

**B. Program Goals, Membership Recruitment**

See attached report.

Andrea presented her annual goals for the coming year and asked for comments on several items, particularly regarding suggestions to increase membership and programming ideas. The Board discussed suggestions to provide more opportunities for members from outside the Philadelphia metropolitan area to be involved in Chapter activities.

Crystal Patone reminded Board members of the need to update their pages of the ‘Policy and Procedure Manual.’ Andrea will work with Crystal to compare the PDF and wiki versions of the Manual to be sure there is one comprehensive and complete version. In the meantime, Board members should update the wiki manual to be sure the procedures reported on there reflect current practice. Crystal reminded members that the wiki is accessible from [**www.mlaphil.org/wp**](http://www.mlaphil.org/wp) using members’ MLA-Phil usernames and passwords to access the wiki

1. **Committee Reports**

**A. AHIP Liaison to the MLA Credentialing Committee**

See attached report.

Linda Katz noted that MLA‘s new management system is expected to make AHIP applications and records management smoother and less onerous. The Board approved her recommendation that AHIP members be recognized for their achievements at our annual meeting of the Chapter, and that Chapter members with AHIP status be identified that way in any mentions of their names in our newsletter. Rachel Resnick noted that AHIP members are recognized in a listing in each summer issue of *The Chronicle*.

**B. Archives Committee**

No report.

**C. Bylaws Committee**

No report.

**Action Item**

Andrea Kenyon will advise Committee Chair Lenore Hardy of the need to develop a proposal to change the Bylaws to allow email ballots.

**D. Chapter Council**

See attached report.

Chapter Council Representative Anne Seymour reported that the MAR-LI Leadership Institute held in Valhalla July 28-29 was a success. Three local members attended the session. She suggested we might want to use this workshop facilitator, Anna Marie Valerio, for a future program.

Thomson sponsored that program and has agreed to also sponsor the second day of the planned Advocacy Institute to be held in February in Philadelphia. This is planned to be a smaller program, with a maximum of 35 participants allowed. The first day of the program will be a larger event, sponsored by Elsevier, with a potential registration of 100.

Anne reminded members that the Chapter is sponsoring a Bioinformatics workshop here November 5. Registration was filled within 1 hour of the program’s announcement on the Chapter listserv.

A second Bioinformatics workshop will be held in Buffalo in the spring.

Anne reported on progress regarding the proposed Quad Chapter Joint Meeting to be held in Baltimore in October 2012. The planning committee has been researching hotel options. All will be within walking distance of area restaurants.

**Action item:** Anne will work with Andrea to identify a local representative to serve as the Chapter’s liaison to the planning committee for this meeting.

**E. Communications Committee**

See attached report.

Rachel Resnick, Chair, reported that the Chapter now has 31 Facebook friends. She suggested we should publicize this link to other chapters and to MLA leadership. Webmaster Crystal Patone has set up network blogs so that blog messages are posted on Facebook. E-mail list manager Kevin Block sent the MLAPHIL-l subscriber list to Lydia Witman for their project so that she can recruit new members from that list of subscribers.

Rachel asked the Board to consider whether *The Chronicle* should be continued as a web-based newsletter. She reminded members that a new Communications Chair needs to be selected now to allow training time before she leaves office. She is willing to continue with the social networking work, as a committee member.

The deadline for the next issue of *The Chronicle* is November 1.

**Action Items**:

Chair Andrea Kenyon will ask Membership Chair Lydia Witman to compare the MLAPHIL-l registered user list to our current membership list and then recruit those subscribers who are not members.

The Board will recruit again for a new Communications Chair.

**F. Continuing Education Committee**

No report. Chair Jeanette de Richemond was unable to attend today’s meeting.

Members discussed CE options and suggested that we might obtain RML grants to support CE events. Other suggestions included using MLA’s web conferencing software for chapter-wide training sessions, jointly sponsored workshops with other professional organizations (e.g., Pennsylvania Library Association, Special Libraries Association Philadelphia chapter), and regional journal clubs.

Board members discussed limiting the role of the Program chair to program activities at the annual meeting. This would better distribute the workload of both the CE and Program Committees and avoid duplication of effort. It was also suggested that the Chair of the CE Committee and the Program Committee Chair should attend meetings of both committees, so that both would be aware of planned activities.

**Action Item:**

Gary Kaplan and Jeanette de Richmond will establish procedures for formal collaboration between these two committees.

**G. Development Committee**

**No report.**

**H. Government Relations Committee**

Chair Stephanie Ferretti reported that she has forwarded several news items to the Chapter from MLA’s Government Relations Committee.

**I. Membership Committee Report**

No report.

**J. Nominating Committee**

No report.

**K. Program Committee**

See attached report.

Chair-Elect and Program Committee Chair Gary Kaplan presented a suggestion that the 2011 Annual Meeting be held at the Great Court of Pennsylvania Hospital in April. He has several potential speakers and presented menu options. The Board reviewed the tentative budget for the event.

Gary also reported on the planned MLA CE web conference, "ABCs of E-books: Strategies for the Medical Library," scheduled for November 10 has 18 registered attendees. In email discussions the Board has previously decided to subsidize the program in order to keep registration for members at only $15 each, although the budgeted expenses will still exceed planned revenues. Development Chair Christina Daley was able to secure two sponsorships from Rittenhouse and Ovid at $200 each to help offset expenses.

**L. Web Committee**

See attached report.

Chair Crystal Patone reviewed the statistical report of web page use in her report. It records an average 1048 views per month for August through October. The domain name (mlaphil.org) registration has been renewed for the coming year with Networked Solutions. Posts to the website are now automatically posted to our Chapter’s Facebook wall.

Crystal discussed possible developments for our web site. She is considering adding a job search tab with tips on job searching, interview skills. She requested that Board members send her their favorite job search links. The Board discussed whether the job list should be open to only members or public.

Gary Kaplan suggested we add a Facebook badge to the Chapter’s web page to encourage links.

He also suggested that previously produced membership recruitment videos could be enlarged and

featured on the Chapter’s web site. This would be a good project to submit for the MLA Chapter

Project award in 2011.

**Action Items:**

Crystal will ask members to help with job-search links to add to the web page. Crystal will add the Facebook icon to our web page.

Gary and Lydia Witman will review the Chapter’s membership videos and work with Crystal to load them on the web page.

1. **Old Business**

Chair Andrea Kenyon reminded Board members that Policy and Procedure Manual revisions are due by October 31.

Rachel Resnick reminded members of the November 1 deadline for news items to be included in the next issue of *The Chronicle.*

1. **New Business**

There was no new business.

1. **Adjournment**

The meeting adjourned at 3:45 pm.