

**Philadelphia Regional Chapter
Medical Library Association
Minutes, Board of Directors Fall Meeting
March 29, 2012 – (Telephone)
Thomas Jefferson University, Scott Memorial Library, Philadelphia, PA**

<u>Board Assignments 2011 - 2012</u>		<u>Attendance</u>
Chair 2011-2012	Gary Kaplan	Present
Chair-Elect/Program Chair 2011-2012	Lydia Witman	Present
Past Chair/Nominating Committee Chair 2011-2012	Andrea Kenyon	Present
Secretary 2010-2012	Priscilla Stephenson	Present
Treasurer 2010-2012	Mitzi Killeen	Present
Chapter Council Representative 2011-2014	Prudence Dalrymple	Present
Chapter Council Alternate 2011-2014	Anne Seymour	Present
AHIP Liaison 2010-2012	Linda Katz	Present
Archives Committee Chair 2010-2012	Annie Brogan	Excused
Bylaws Committee Chair, 2010-2012	To be appointed	
Communications Committee Chair 2011-2013	Ginny Brown	Present
Development Committee Chair 2011-13	Barbara Cavanaugh	Present
Education & Credentialing Committee Chair 2012-2014	Jennie Pierce	Present
Government Relations Chair, 2010-2012	Stephanie Ferretti	Present
Membership Committee Chair 2011-2013	Barbara Kuchan	Excused
Webmaster/Website Committee Chair 2011-2013	Mark Puterbaugh	Present

AGENDA

I. Call to Order, Introductions

The telephone meeting was called to order at 2:00 pm by Chair, Gary Kaplan.

Gary welcomed Jenny Pierce, newly appointed Education and Credentialing Committee Chair and Mark Puterbaugh, our new Website Committee Chair. Both appointments had been approved previously by email. Jenny Pierce has also been appointed to the Middle Atlantic Region Regional Council. Priscilla Stephenson has been selected to serve on MAR's Special Advisory Group for hospital libraries, and Barbara Cavanaugh was appointed to the MAR Special Advisory Group for academic libraries.

The Chair asked that Board members send him recommendations for certificates of appreciation to be presented at annual meeting. He has received recommendations that Honorary Life Memberships be awarded to Lenore Hardy and Christine Chastain-Warheit. Linda Katz and Andrea Kenyon spoke to recommend that both receive this award. Gary moved to select both; Priscilla seconded. The motion was approved.

Regarding the question of travel support to the MLA Annual Meeting for the Chapter Chair, Gary reported that it is not mentioned in the Policy & Procedure Manual, although travel

funds are authorized for the Chapter Council Representative and the Alternate Chapter Council Representative. Andrea Kenyon moved to allow the allocation designated for the Chapter Council Representative and the Alternate Chapter Council Representative, to be used by the Chapter Chair-Elect to attend MLA 2012. Gary Kaplan seconded the motion. Motion approved.

Gary noted that the Annual Report is due to MLA April 13. He will compile it from the Board members' reports.

II. Minutes, January 17, 2012 Board Meeting -

Secretary Priscilla Stephenson presented the minutes of the January 17, 2012 meeting. Prudence Dalrymple moved to approve the minutes; Lydia Witman seconded the motion. The minutes were approved.

III. Treasurer's Report

See attached report.

Treasurer Mitzi Killeen presented the Treasurer's Report. She reported that she has paid a deposit to the Racquet Club for the annual meeting. Total assets are \$20,054.40, as of March 26.

Action Item Completed: Mitzi revised the Policy and Procedure Manual to specify procedures for reimbursement of expenses, which will now require receipts or bills.

IV. Committee Reports

AHIP Liaison to the MLA Credentialing Committee

See attached report.

Linda Katz reported on an audit of our AHIP members (15) and AHIP certified non-members who live within our geographic boundaries (17). This led to a discussion of how we might reach out to these non-affiliated members to encourage membership. The AHIP designation will be used on chapter mailings and website whenever appropriate to identify our members who have achieved this certification.

Action item: Andrea Kenyon is continuing to develop a proposal for a grant to assist our members with the costs of initial AHIP applications.

Archives Committee

No written report.

Archives Chair Annie Brogan reported that she is unable to continue in the position for the coming year. The archives collection can remain in her library for the time being.

Bylaws Committee

See attached report.

Gary reported that he continues filling in as Interim Chair of this committee, and that he has advised the MLA Bylaws Committee Chair, Cynthia Robinson, that our Bylaws Committee Chair is vacant.

Chapter Council

See attached report.

Linda Katz will be our Chapter nominee to the MLA Nominating Committee.

Communications Committee

See attached report.

Communications Committee Chair Ginny Brown reported on planned news items regarding the AWIC and Data Curation programs. Another post about the Annual Meeting is also planned.

Education and Credentialing Committee

See attached report.

Chair Jenny Pierce reported that Andrea McDonald will be posting area CE news to our chapter blog. The Committee advertised the Translational Bioinformatics course to other chapters in the region, and all events are being sent to the MAR office where they are advertising program for us in their weekly newsletter.

The Data Curation event was funded by MAR and provided 1.5 MLA CE hours credit for the 29 attendees.

The next MLA webinar will be on mobile technologies on April 18. The Chapter is sponsoring this program at both Drexel's Queen Lane Campus and also at Hersey Medical Center.

The Translational Bioinformatics program will be April 27 at Drexel's Hahnemann campus. Currently there are 11 registrants.

Jenny asked for suggestions on dates in August when we might host a CE course in the Disaster Preparedness specialization, "Ethical and Legal Aspects of Disaster Response." MLA is covering all the costs of this program, including snacks.

Jenny was successful in receiving a MAR grant which have paid for the Translational Bioinformatics and the Data Curation programs.

Development Committee

See attached report.

Chair Barbara Cavanaugh reported that her committee has identified a dozen new potential supporters to be contacted. For the May 1 annual meeting the committee contacted approximately 50 vendors.

Government Relations Committee

See attached report.

Membership Committee Report

See attached report.

Committee Chair Barbara Kuchan reported that we currently have 81 members, of which 74 are regular members, 4 are students and 3 are retirees. She and her committee are researching membership management databases and will report back to the Board with their findings.

Nominating Committee

See attached report.

Nominating Committee Chair Andrea Kenyon reviewed her report. As of today, there are nominees for Secretary – Steve Bogel – and Treasurer – Gary Childs. The committee is still in deliberations on a potential Chair-Elect and will advise the Board as soon as a nominee is selected. To date Andrea has not received nominations for any of the Chapter's grants or awards.

She presented a proposal for the AHIP First-Time Applicant Award for the Board's review. The Board recommended that we fund two (2) awards for these first-time applicants annually at the full price of the application fee. Applicants will need to be current members of a Chapter committee.

Program Committee

See attached report.

Program Committee Chair Lydia Witman reported that the January 24 showing of the Quay brothers' documentary film at the Mutter Museum was attended by 11 people. The Data Curation course on March 18, hosted at Thomas Jefferson University, had 29 participants (and another 4 registrants who were not able to attend)

The annual dinner meeting will be May 1 at the Racquet Club with speaker Dr. Garret FitzGerald, from Penn's Institute for Translational Medicine and Therapeutics. Lydia presented a draft budget (attached) where the registration fee was tentatively set at \$50 per person.

Web Committee

See attached report.

Gary Kaplan reported for the Web Committee. He has been filling in as Interim Chair of the Committee, but Mark Puterbaugh recently accepted the position on March 5. Several new committee members have been training to assist with the web site, and Andrea McDonald has had WordPress training.

Statistics of web site views indicate 3,727 views of our site between January and the end of March, an average of 42 views per day.

The committee plans to institute a schedule of planned upgrades and regular maintenance for the site.

V. Old Business

Quad Chapter Meeting, 2012 - Liaison Report

Priscilla Stephenson reported that there has been no news regarding the fall 2012 quad chapter meeting since the last Board meeting.

VI. New Business

The next Board meeting will be the summer transitional board meeting.

VII. Adjournment

The meeting adjourned at 3:30 pm.

Submitted by

Priscilla L. Stephenson, Secretary