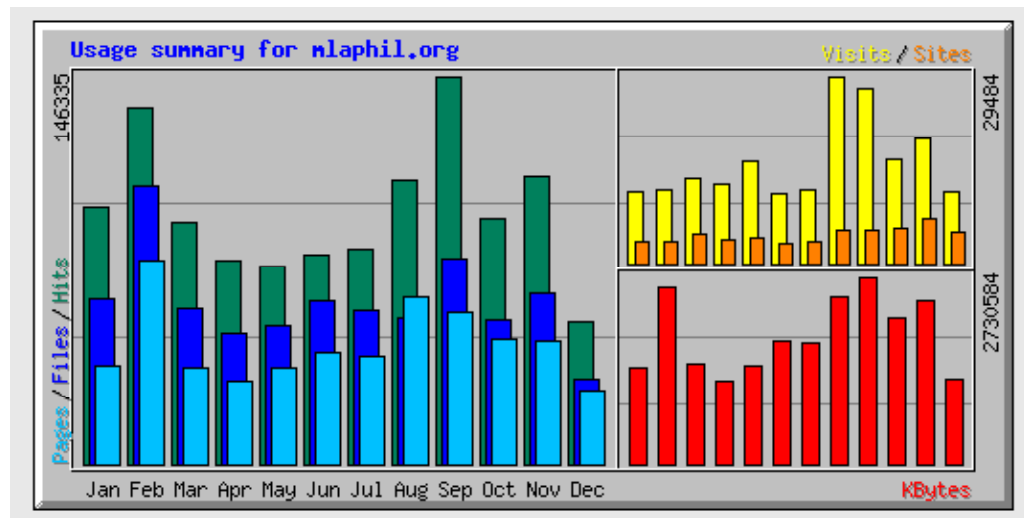


Medical Library Association
Philadelphia Regional Chapter
Board of Directors Meeting
Drexel University
Hahnemann Library
Philadelphia, PA 19107
December 19, 2008
10 am – 12 noon

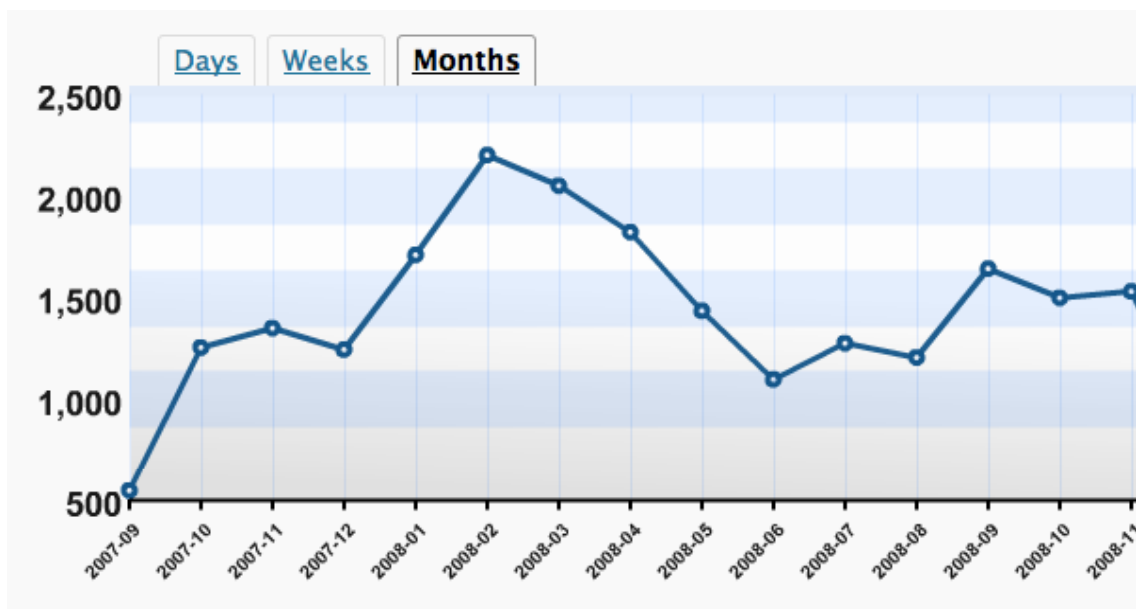
Attendees: Etheldra Templeton, Chair; Rachel Resnick, Sheryl Panka-Bryman, Linda Katz, Gary Kaplan, Cynthia McClellan, Lenore Hardy, Stephanie Ferretti, Esther Dell, Ellen Justice, Betty Warner, Joan MacKenzie

Absent: Laura Koepfler, Jeanette de Richemond, Barbara Henry, Anne Seymour,

1. Call to Order - E. Templeton
 - a. The meeting was called to order by Etheldra Templeton at 10:08 a.m.
2. Minutes
 - a. A motion was made and seconded to approve the Minutes of the November 2008 meeting.
 - i. The Board approved the upload of the November Minutes to the Chapter website.
3. Treasurer's Report - L. Katz
 - a. The Chapter's net worth is \$18,000. This figure includes \$2000 seed money dedicated to the Tri-Chapter meeting scheduled for November 2009. It is not inclusive of membership dues which are currently being received.
 - b. At this time last year, we had expended \$6500 towards the Annual Meeting.
 - i. Linda noted that we had never received an invoice from Jefferson for the costs of the 2008 Annual Meeting.
 - a. Gary Kaplan commented that Jefferson is notorious for late billing and agreed to check his records for the quoted fees.
4. Committee Reports
 - a. Web - G. Kaplan
 - i. During the Chapter-sponsored CE workshop, Geeks Bearing Gifts, Gary demonstrated the Chapter's website.
 - ii. Afterwards, a participant remarked that she hadn't known that all members could contribute.
 - b. Site Content
 - i. The new "meeting minutes" page is up and Sheryl has added the September minutes.
 - ii. Laura has updated the "Join!" page with 2009 registration information.
 - iii. Ellen has created a "Thanks to our sponsors" page to off-load the logos from the homepage and provide details on sponsorship levels.
 - iv. Since the last Board Meeting on 11/10/08, there have been 17 posts and no comments. Thirty-six chapter members are registered to post.
 - c. Statistics (through 12/18/08)
 - i. Statistics are collected from several sources:
 1. Webalizer Stats (ISP software running on our server)
 - a. Summary Period: Last 12 Months
 - b. Generated 17-Nov-2008 16:47 MST



Summary by Month										
Month	Daily Avg				Monthly Totals					
	Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files	Hits
Dec 2008	2975	1764	1536	631	4996	1250672	11364	27665	31761	53565
Nov 2008	3626	2159	1553	657	7015	2387078	19721	46616	64775	108781
Oct 2008	2984	1763	1518	526	5438	2140110	16318	47078	54681	92527
Sep 2008	4877	2573	1910	918	5351	2730584	27565	57300	77207	146335
Aug 2008	3443	1770	2031	951	5407	2438542	29484	62968	54873	106752
Jul 2008	2627	1867	1322	377	3590	1761855	11705	41005	57889	81441
Jun 2008	2635	2043	1407	370	3216	1794798	11101	42214	61295	79073
May 2008	2411	1677	1168	518	3947	1422346	16069	36228	52016	74758
Apr 2008	2563	1634	1043	420	3904	1207187	12605	31297	49021	76890
Mar 2008	2945	1896	1172	428	4675	1471527	13275	36343	58781	91309
Feb 2008	4632	3617	2645	396	3580	2565861	11499	76714	104903	134349
Jan 2008	3117	2003	1206	360	3525	1401455	11186	37401	62115	96633
Totals						22572015	191892	542829	729317	1142413



5. Bylaws Committee - L. Hardy
 - a. Lenore had nothing to report.
6. Chapter Council - A. Seymour
 - a. Anne was not present at the Board Meeting; a report was not submitted.
7. Communications - R. Resnick
 - a. As of December 16, 2008, there were 105 subscribers to MLA-Phil-I. By comparison, at the end of August, 2008, there were 102 subscribers, and in November, 2007, 96.
 - b. The fall issue of The Chronicle has been downloaded 78 times.
 - c. Barbara Henry has resigned from responsibility for formatting The Chronicle. Rachel will be seeking another person from the Chapter to manage this task. In the event that a volunteer is not found, each article/column will be posted solely on the website.
 - i. The Board discussed whether someone should be paid to perform this function. And, if so, how much should they be paid? Rachel will send an email requesting a Chapter member to volunteer to do this. Rachel will send MS Word documents to all interested parties and will evaluate their end product.
8. Development - E. Justice
 - a. Thus far, \$900 has been received from the following sponsors:
 - i. EXAM Master (\$100) - Bronze Sponsor
 - ii. Rittenhouse Book Distributors, Inc. (\$300) - Silver sponsor
 - iii. HSLC (\$500) - Gold sponsor
 - iv. Ellen has created a sponsor page on the MLA-Phil website. A second page depicting the sponsor logos was also created.
 - v. Gary will try to create a banner with Photoshop.
 - vi. Ellen will send an announcement to the discussion list alerting all members that the Board thanks these sponsors for their donations.
 - vii. Rachel questioned whether any sponsor had chosen to specify money for a specific award. Ellen replied, "no".
 - viii. Ellen still has an additional 15 agencies to contact. These contributions are representative of letters sent to an initial group of 18.
9. Education & Credentialing - J. de Richmond
 - a. The Agency for Healthcare Research and Quality will fund the HCUP presentation for the Philadelphia chapter of MLA. The presentation, worth 4 MLA CEs, will be offered to members for free. It will be held at 1 PM on Thursday, April 23, 2009 at ECRI Institute. ECRI Institute will provide transportation (5 min drive) from Ambler Train station (30 min ride from Center City) to ECRI. The event will be announced in the Chronicle, listserv and website calendar.
 - b. Jeanette is investigating the possibility of offering an RML PubMed class in February.
10. Government Relations - S. Ferretti
 - a. Stephanie did not submit a report.
11. Membership - L. Koepfler
 - a. Online renewal for 2009 membership was activated on December 3. The Acteva registration page was updated for the new renewal cycle and members were notified via Mla-Phil. The Join! link on the Chapter Web page has been updated to point members to the revised renewal information. A reminder message was sent out on December 19.
 - b. As of this writing, 30 members have renewed for 2009.
12. Nominating - B. Warner
 - a. Betty did not submit a report.
13. Program
 - a. Annual Meeting - L. Hardy
 - i. The Annual meeting will be held April 15, 2009.

- ii. The speaker and business portion of the meeting will be held in a first floor room at the College of Physicians. The room fee has been waived. Registration and dining will be held in the rotunda (front hall).
 - iii. The museum will be open.
 - iv. The caterer is charging \$1800 for 50-60 people. The fee includes tables, table linens, hors d'oeuvres, food stations, flowers, and beverages. An open wine/beer/non-alcoholic beverage bar will cost \$11/person. We do not yet know whether we will be charged any fees for AV; Andrea Kenyon, of the College of Physicians Library, may be able to donate the equipment for free. The meeting will cost a minimum of \$2350.
 - v. Rachel Resnick reported that Susanna Fox of the Pew Internet has a conflict and will not be able to speak. She recommended Bill Allman, whose resume was submitted to the Board for review. His resume shows a wealth of health information on the Internet
 - vi. Rachel requested and was granted permission from the Board to contact Bill Allman to discuss his availability, fees, and speaking topics.
- b. Joint Chapter Meeting - C. McClellan
- i. Gary Kaplan set up a wiki for the tri-chapter meeting. He is working with Google docs to communicate with the different committees.
 - ii. The Steering and Meeting Committees are communicating using Google Docs.
 - iii. Rachel Resnick resigned as Chair of the Conference Communications committee. An e-mail will be sent to the membership asking for a replacement.
 - iv. Copies of the preliminary budget were distributed to the Board. Based on the timeline from the Quint Meeting (held October 2003), the budget is anticipated to be finalized by May 2009.
 - v. Cynthia stated that there is some redundancy in the budget and that some budget items remain unknown, i.e., Acteva fees, fees for continuing education and refreshments during the CE offerings, printer, publicity fees, etc.
 - vi. Lee Rainey will be the keynote speaker on tech day; someone else on patient care day
14. New Business
- a. No new business was discussed.
15. Announcements
- a. No announcements were made.
16. Adjournment
- a. The Board adjourned at 11:10 a.m.