

**Philadelphia Regional Chapter
Medical Library Association
Minutes, Board of Directors Fall Meeting
October 18, 2011**

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	Excused
Secretary 2010-2012	Priscilla Stephenson	Present
Treasurer 2010-2012	Mitzi Killeen	Present
Chapter Council Representative 2011-2014	Prudence Dalrymple	Excused
Chapter Council Alternate 2011-2014	Anne Seymour	Excused
Chapter Council Alternate 2008-2011	Nancy Calabretta	Excused
AHIP Liaison 2010-2012	Linda Katz	Excused
Archives Committee Chair 2010-2012	Annie Brogan	Excused
Bylaws Committee Chair, 2010-2012	Lenore Hardy	Excused
Communications Committee Chair 2011-2013	Ginny Brown	Present
Development Committee Chair 2011-13	Barbara Cavanaugh	Present
Education & Credentialing Committee Chair 2010-2012	Jeanette de Richemond	Excused
Government Relations Chair, 2010-2012	Stephanie Ferretti	Present
Membership Committee Chair 2011-2013	Barbara Kuchan	Present
Webmaster/Website Committee Chair 2011-2013	Ene Belleh	Excused

AGENDA

I. Call to Order, Introductions

The meeting was called to order at 9:15 am by Chair, Gary Kaplan. Members introduced themselves.

II. Minutes, July 27, 2011 Board Meeting

Secretary Priscilla Stephenson presented the minutes of the July 27 Transition 2011 Board meeting. Although the CE report made at the meeting indicated the BLAST training would be in August, 2012, Mitzi Killeen noted that the date has been corrected to April 17-19, 2011. Stephanie Ferretti moved to approve the minutes with the correction to indicate April 2012 dates for the BLAST training; Gary Kaplan seconded the motion.

Action Item: The corrected minutes from the July 2011 meeting will be posted on the Chapter website.

Action Item: Lydia Witman will update the Acteva template to reflect the change to require a \$5.00 non-refundable fee for any event cancellations. She will also review the Policy & Procedure manual on the wiki to be sure that the language there is similar.

III. Treasurer's Report

See attached report.

Treasurer Mitzi Killeen reported assets of \$ 23,134.14 on September 26, 2011. The full report of income and expenses is attached. By comparison, one year ago the Chapter had total assets of \$23,293.52.

Mitzi reported on a conversation with Ray Naegele, MLA Director, Financial and Administrative Services, regarding the relative financial health of the Chapter. His overall impression is that our finances are fine and that we should continue to invest conservatively through the current national fiscal crisis.

Regarding her questions relative to working with corporate sponsors, he advised that we provide our 501c3 status and Federal Tax ID on all requests for sponsorship.

Naegele advised that Chapters with large annual meetings have sometimes purchased liability insurance using an MLA-approved vendor, and that sometimes those Chapters have also considered purchasing liability insurance for their officers. He suggested that without the large annual meeting this is probably not needed for our Chapter.

Mitzi has received a request for our \$2,000.00 seed money deposit for the 2012 Quad Chapter meeting, and she is working with Stephanie Ferretti, the Finance Chair for that meeting to process that request.

Mitzi reminded Board members that the Chapter does not have a credit card and that any expenses must be paid for individually and then reimbursed by her on request. Priscilla Stephenson raised a question regarding how expenses are authorized prior to a Board member's incurring an expense. Gary Kaplan noted that expenses relating to programs and CE events are approved by the Board and documented in meeting reports. Barbara Kuchan suggested we consider developing guidelines for other expenses, if they do not already exist in the Policy & Procedure manual.

Action Item: Mitzi Killeen will review the Policy & Procedure manual for existing guidelines on incurring purchases and reimbursement procedures.

IV. Report from the Chair –

Executive Board Changes

Chair Gary Kaplan announced that there have been two resignations from the Board. Lydia Collins resigned as Chair of the Communications Committee due to a change in her job

responsibilities. Ginny Brown has agreed to fill that position. Jeanette de Richemond has accepted a position in Nashville at Vanderbilt University to begin January, 2012. Her position as Chair of Continuing Education remains open. The Board accepted both Board members' resignations with regret and thanks for their service to MLA-Philadelphia.

V. Committee Reports

AHIP Liaison to the MLA Credentialing Committee

See attached report.

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

Archives Committee

See attached report.

Archives Chair Annie Brogan reminded members of the need to send her all documents relating to their positions on a regular basis. Email documents do not need to be printed before they are sent to her. The current report outlines the procedures for submitting those copies.

Gary Kaplan located old minutes from 2005-2006, scanned them, and loaded them to the Policy & Procedure wiki.

Action Item: Annie Brogan will send a notice to 2010-2011 Board members with information about procedures for sending her their archive materials.

Bylaws Committee

See attached report.

Chair Lenore Hardy reported that our Bylaws are now publicly available on the Chapter's web site. Three committee members have been appointed:

Lenore Hardy, Chair - 2011-2012
Etheldra Templeton - 2011-2013
Gary Kaplan, Ex Officio - 2011-2012

Chapter Council

No written report.

Gary Kaplan noted that our MLA Chapter Council Representative Anne Seymour had recently forwarded a request for members to complete the MLA survey regarding topic choices for the MLA Annual Meeting Roundtables.

He also reminded members of the Oct. 31 deadline for volunteering for next year's MLA Committee assignments.

Chair-Elect Lydia Witman asked about requirements to attend the MLA national meeting. Gary said that the meetings for Chapter chairs were an important opportunity to become more involved with MLA activities, but that the Chapter could not require attendance. There had previously been discussion regarding reimbursement for travel to MLA.

Action Item: Gary to check on our policy for reimbursing travel for Chair-Elect to MLA

Communications Committee

See attached report.

Lydia Collins, Communications Chair submitted a report of the Committee's work through September 24, prior to her resignation. New Committee Chair Ginny Brown provided updated information.

She reported that the retiring and new members of the Committee had met using a trial of MLA's MegaMeeting which uses Adobe Connect. Gary Kaplan reported that the effort was successful, although the cost at \$200 per use might be prohibitive for regular committee work.

Action Item: Lydia Witman will provide passwords for the web site and access to the Board mailing list to Ginny Brown.

Action Item: Priscilla Stephenson will send her copies of the written reports submitted prior to this meeting.

Action Item: Ginny Brown will remind Board members to provide news items for the Chapter web site. Suggested news items include reminders for membership renewal and planning for the Quad Chapter meeting.

Continuing Education Committee Professional Development

See attached report.

Chair Jeanette de Richmond reported that the Animal Welfare Information Center's CE program was a success with 14 people attending. Costs were \$180.00; revenue \$305.00 – resulting in a profit of \$125.00.

Action Item: Presenter D'anne Jensen is sending evaluation questions, and Lydia Witman will use Acteva to survey participants with these evaluations.

Chair Gary Kaplan noted that CE committee members are located in New Jersey, Scranton, and Hershey, so local events will need volunteers from the Philadelphia area.

Action Item: Ginny Brown will post blog posts from participants on the AWIC program.

Action Item: Program Chair Lydia Witman will consider developing an evaluation form for programs such as our annual meeting.

Jeannette reported that the Chapter will host the MLA webinar on November 18 at Drexel University's Queen Lane Medical Campus in East Falls. The program title "Connecting E-science and Team Science: The Changing Nature of Research."

For the Spring Informatics Workshop, presenter Diane Rein will make two trips to Philadelphia. The first workshop "Foundations of Bioinformatics," will be held April 4, and "Clinical Bioinformatics" will be held April 5, 2012. The second workshop on BLAST searching is a course for scientists as well as librarians; it will be held April 17-19, 2012.

Action Item: Jeanette de Richemond and Barbara Cavanaugh will explore funding options with the Middle Atlantic Region to help defray program expenses for the informatics training.

Development Committee

No written report.

Government Relations Committee

See attached report.

Chair Stephanie Ferretti reported that she has added a committee member, Julia Lewis, to assist with publication of news items on our blog.

She noted that the federal government's Continuing Resolution expires November 18, 2011.

Gary Kaplan noted that Marty Moss-Coane has recently reported on NPR about the use of chimpanzees in medical research and asked that a blog post on the story be added.

Action Item: Stephanie Ferretti will update the Chapter with these Government Relations news items.

Membership Committee Report

See attached report.

Barbara Kuchan, Membership Chair, reported that we have 96 members, including 15 student and retired members. Acteva no longer has a membership directory, so the Membership Committee is investigating Sales Force, another program option. There may be a discounted version available for 501c3 organizations such as ours.

Barbara noted that our membership drive will be held in late November using Acteva. The Committee intends to advertise the membership drive on MedLib-l and other mailing lists as well as with messages to area library schools.

For reports on 2012 membership, she plans to make two template changes in Acteva to improve reporting – 1) separating retired and student members and 2) creating a new “event” for 2012 memberships.

The Board discussed the renewal form’s check-off for volunteers. A suggestion was made to offer the full list of committees where members could select one or more options, as on the MLA national renewal form. Another suggestion was to add a box to indicate that the member was already volunteering on a continuing committee assignment.

Because the Access database of members is so outdated, she has determined it will be easier to archive the old file and create a new one.

Barbara reported that she attended an iConnect program held at Drexel for their distance education students on October 15 to promote Chapter membership.

She presented the Board with a draft of a new membership brochure to be used at similar events.

Nominating Committee

No report

Program Committee

See attached report.

Program Committee Chair Lydia Witman presented upcoming program topics.

A program on Data Curation is scheduled for February. Speakers will be Sarah Wright, the Life Sciences Librarian at Cornell University and Patricia Hswe, Humanities Librarian at Pennsylvania State University. The broad scope of the topic should make this program appeal to our own members as well as ACRL and SLA members.

In January we will hear from Robert Hicks about a coming Mutter Museum exhibit. Lydia is hoping we can also have a screening of the new Quay Brothers film.

For our annual dinner meeting, Lydia is considering the Skyline Rom at Free Public Library of Pennsylvania April – annual meeting –Free Public Library. Possible dtes for the program were discussed, and the Board recommended we consider the Thursday following the BLAST training.

Lydia reminded the Board that our member survey indicated members’ top program topics were mobile technology and translational technology.

Action Item: Ginny Brown will add Program and CE event dates on our website calendar.

Web Committee

No report.

Ene Belleh, Web Committee Chair, presented current Webalizer statistics. In discussion it was noted that Gary Kaplan still manages both the wiki and password assignment.

Action item: Gary Kaplan will provide wiki login information for new Board members: Annie Brogran, Barbara Cavanaugh, Prudence Dalrymple, and Lydia Collins.

VI. Old Business**Quad Chapter Meeting, 2012 - Liaison Report**

See attached report.

Priscilla Stephenson reported that the logo for the meeting has been selected. It features four intertwined nautical ropes. Several people have volunteered for the Quad Chapter Meeting committees. Philadelphia Chapter members are still needed to volunteer for the Continuing Education, Local Arrangements, and Printing/Publicity Committees.

Action Item: Priscilla Stephenson will send a blog post to Ginny Brown regarding the date of the meeting and advertising the call for committee members.

VII. New Business

There was no new business to report.

VIII. Adjournment

The meeting adjourned at 12:15 pm.

Submitted by

Priscilla L. Stephenson, Secretary