

**Philadelphia Regional Chapter
Medical Library Association
Minutes, Board of Directors Transition Meeting
Temple University Ginsburg Health Sciences Library, Room 246A
Philadelphia, Pennsylvania
August 5, 2013**

Present:

Steve Bogel	Secretary, 2012-2014
Gary Childs	Treasurer, 2012-2014
Prudence Dalrymple	Chapter Council Representative, 2011-2014
Christine Davidian	Communications Chair, 2013-2015
Lauri Fennell	Membership Chair, 2012-2013
Gary Kaplan	Nominating Committee Chair/Parliamentarian, 2012-2013
Sarah Katz	Membership Chair, 2013-2015
Mitzi Killeen	By-Laws Committee Chair, 2012-2014
Dan Kipnis	Development Chair, 2013-2015
Barbara Kuchan	Program Chair, 2012-2013 Chair, 2013-2014
Robb Mackes	AHIP Liaison, 2013-2015
Jenny Pierce	Education & Credentialing Committee Chair, 2012-2013 Program Chair/Chair-Elect, 2013-2014
Anne Seymour	Chapter Council Alternate, 2011-2014

Absent:

Emily Dunster	Archives Committee Chair, 2012-2013
Barbara Cavanaugh	Development Committee Chair, 2010-2013 Education & Credentialing Committee Chair, 2013-2015
Julia Lewis	Government Relations Committee Chair, 2012-2014
Mark Puterbaugh	Web Committee Chair, 2012-2014
Lydia Witman	Chair, 2012-2013 Nominating Committee Chair/Parliamentarian, 2013-2014

I. Call to Order, Introductions

The meeting was called to order at 10:03 AM by Chair, Barbara Kuchan.

Ms. Kuchan welcomed the following new board members: Robb Mackes, AHIP Liaison, 2013-2015; Sarah Katz, Membership Chair, 2013-2015; Christine Davidian, Communications Chair, 2013-2015; and Dan Kipnis, Development Chair, 2013-2015. Barbara Cavanaugh is the new Education & Credentialing Chair, 2013-2015.

II. Minutes review and approval

Steven Bogel reported that minutes from the Annual Meeting held on April 18, 2013 are not currently available.

III. Chair Remarks – Barbara Kuchan

A. Goals for 2013-2014

The 2013/2014 priorities adopted by Dixie A. Jones, AHIP, for her tenure as president of the Medical Library Association, were reviewed by Ms. Kuchan. They include: build relationships with external organizations to work toward common goals and provide advocacy; build ethical awareness; provide tools that facilitate research; build leadership skills through education and mentorship; remember the historical foundation.

Ms. Kuchan offered her specific goals for the Philadelphia chapter:

- Strengthen our organization through participation of our members and meaningful programming
- Continue the excellent work of the AHIP First-Time Applicant Award
- Improve communications with membership regarding chapter activities and accomplishments

B. Board vacancy

The position of Archives Committee Chair is available as Emily Dunster has accepted a new position in Nevada and has resigned from the MLA-Phil board. Ms. Kuchan has reached out to Michael Angelo, the Jefferson University archivist, to see if he is interested in chairing this committee. Mr. Angelo is not a librarian, but non-elected board members are not required to have national MLA membership or be a librarian.

IV. Treasurer's Report – Gary Childs

Mr. Childs reported that as of August 5, 2013, the treasury assets were \$9,992.79 in the checking account, \$5,750.22 in the Pennsylvania INVEST program, and \$3610.77 in the PayPal account, for a total of \$19,353.78. By comparison, last year at this time, the chapter had \$8,931.00 in the checking account and \$5,747.30 in the Pennsylvania INVEST program, \$14,678.30 total.

In order to upgrade the chapter's PayPal account, an audit must take place. When an audit has been completed, the chapter can apply for a credit card. Without a credit card, the chapter is limited to withdrawing \$500 per month from the PayPal account. Mr. Childs asked board members to let him know if they were aware of local resources to perform the chapter audit.

Mr. Childs reported that a gift of \$100 has been received from the Drexel University Libraries to commemorate the retirement of Linda Katz as the Associate Director of the Drexel University Health Sciences Libraries. Ms. Katz was also recognized at the Annual Meeting on April 18, 2013, with a chapter Honorary Lifetime Membership. Board members first considered the idea of using the gift to create a

student mentoring award and offering free attendance at the Annual Meeting to the recipient. Jenny Pierce suggested that the board consider offering an AHIP provisional membership in Linda's honor. This would be a one-time offering which could be revisited by the board in subsequent years. There was general agreement regarding Ms. Pierce's proposal.

V. Committee Reports

A. AHIP – Robb Mackes

Mr. Mackes participated in a conference call with the MLA Credentialing Committee which expressed interest in the Philadelphia chapter's AHIP First Time Applicant Award program. Other chapters are exploring similar programs. Mr. Mackes reported that an article will appear in this month's MLA News about the Philadelphia program, and that the chapter should consider applying for a chapter recognition award for this innovative program.

B. Archives – Emily Dunster

Ms. Dunster was not present but she submitted her final, written Archives Committee report. She received a box of MLA-Phil files from Linda Katz when Ms. Katz retired in June 2013. The box will be given to Gary Kaplan to be turned over to the future Archives Committee chair.

Ms. Dunster submitted a table that listed cloud storage options for the board to consider. The table includes seven storage options with pricing, storage capacity, and other useful information.

Mr. Kaplan noted that he has old issues of the MLA-Phil Chronicle for the Archives.

See Archive Committee Report

C. Bylaws – Mitzi Killeen

Ms. Killeen noted that there was nothing new to report.

Jenny Pierce raised the issue about clarifying the requirements for obtaining approval of the previous year's meeting minutes at the Annual Dinner Meeting. This matter caused some confusion at this year's event.

Action item: Ms. Killeen will investigate this procedural matter.

D. Chapter Council Representative Report – Prudence Dalrymple/Anne Seymour

Ms. Dalrymple discussed the idea that national MLA members seem to be considering attendance at regional chapter meetings as an alternative to attending the annual national MLA meeting.

Ms. Seymour talked about her role on a national MLA committee that is considering the matter of increasing members' involvement by employing various strategies. For example, SLA national membership also entitles the member to local chapter membership.

There was a general discussion among board members about the value of regional chapter meetings.

E. Communications – Christine Davidian

No report.

F. Development – Barbara Cavanaugh

Dan Kipnis and Alexandra Bartnikowski, committee members, updated the vendor contact information. Support for the Annual Dinner Meeting was sought from 16 vendors. Contributions were not sought from vendors who have been repeatedly solicited in prior years, but who either never contributed or had not contributed in many years. Donations were received from eight vendors, totaling \$2,450.00. An additional eight vendors were asked to contribute, but declined. Some of those who declined had contributed in previous years, resulting in less revenue this year. Solicitations this year were by e-mail rather than U.S. mail, saving time and making follow-up communications much easier.

The committee suggested that to increase potential contributions for the next annual meeting, solicitations should be made much earlier in the fiscal year, rather than waiting for the approach of the annual meeting. Some vendors budget their contribution dollars well in advance.

See Development Report.

G. Education & Credentialing – Jenny Pierce

Ms. Pierce attended the MLA National CE Chair meeting at which she inquired about one day regional meetings. She received some suggestions, including two examples of regional groups that hold single day events: the Oregon Health Sciences Libraries and the Massachusetts Health Sciences Library Network. Other groups also have one day events and there is a list on the national MLA website.

The board engaged in a discussion considering the possibility of holding a one day event rather than an annual chapter dinner meeting. Barbara Kuchan spoke in support of holding a one day event, describing the following advantages: expanding access to programming for members outside the Philadelphia area; offering a variety of programming to appeal to a wider audience; and more appealing to administration regarding reimbursement for attendance.

Ms. Pierce reviewed the examples of the Massachusetts and Oregon groups.

Prudence Dalrymple made a **motion** to move forward with a one day event for the spring of 2014. The motion was seconded by Gary Kaplan and approved by all present.

Anne Seymour suggested that the chapter consider coordinating the event with Elsevier who has experience and expertise organizing such events. The chapter will lose some autonomy if Elsevier is enlisted, and other vendors would not be able to participate.

Action item: Ms. Pierce will draft a call for volunteers for a chapter one day event.

Ms. Pierce commented that Wild Apricot has worked very well for chapter events and was used for the annual dinner meeting. Unfortunately, it does not produce a good sign-in sheet and has known printing problems when using Internet Explorer.

Ms. Pierce reviewed the results of the chapter survey which is available online. There was a 31% response rate. Over 80% of the respondents are interested in a one day chapter event. There was a discussion about posting the survey results on the chapter website for public viewing, but there was general consensus to post survey results for viewing by members only.

Ms. Pierce reviewed how MAR and other non-chapter CE opportunities are publicized, and noted her attendance representing the chapter at the July MAR RAC meeting.

In the past year the chapter has presented programming with 26 hours of possible CE hours. Since the last board meeting in February, the chapter has offered four programs: Partnering to prevent diagnostic error: Librarian on the inside track; The Ropes: Planning instruction for the adult learner; Informatics for librarians; and Personal genomics.

There was discussion regarding the matter of continuing to pay to be included in live MLA webinar events. These events are archived and freely available for 90 days. If the chapter continues to pay to participate in the live webinar events, consideration should be given to enhancing the event by having a skillful educator leading the wrap-up session.

Barbara Kuchan led the board in offering congratulations to Ms. Pierce for an exceptional year of educational programming.

See Education & Credentialing Committee Report

H. Government Relations – Julia Lewis

Eight posts were made to the MLA-Phil website since February 2013.

See Government Relations Committee Report

I. Membership – Lauri Fennell

Ms. Fennell reported that there were some initial challenges with membership renewals using Wild Apricot. There are currently 98 subscribed chapter members (includes 3 pending memberships): regular 81, student 6, retired 6, lifetime 5.

An Honorary Lifetime Membership was given to Linda Katz. The award was presented by Karen Albert.

See Membership Committee Report

J. Nominating – Gary Kaplan

Of the chapter's seven elected positions, only Program Chair/Chair-Elect was open this year. Survey Monkey was used to send out ballots only to current voting members, and 42 of 48 ballots were

completed. With 40 votes, Jenny Pierce was elected to a three year term as Program Chair/Chair/Past Chair.

Offices for the next election in 2014 will be: Program Chair (3 year term); Chapter Council Representative (3 year term); Chapter Council Alternate (3 year term); Secretary (2 year term); and Treasurer (2 year term).

The following chapter awards were presented at the Annual Dinner Meeting on April 18, 2013:

Bea Davis Education Award: an award of \$600 and registration at the Annual Dinner to an individual pursuing a career in health science librarianship. Awarded to:

Gail Betz, nominated by Prudence Dalrymple
Katherine Masterton, nominated by Linda Katz

Both recipients used their award to attend MLA '13 in Boston. Extra money from the MAR grant funded the second award.

AHIP First-Time Applicant Award: to encourage chapter member participation in MLA's AHIP accreditation program, this award reimburses application fees of first-time applicants, and is a one-time, grant-funded opportunity. Awards to: Ene Belleh, Stephanie Geffert, Gary Kaplan, Cynthia McClellan, Jenny Pierce, and Lydia Witman. Robb Mackes successfully invoiced MAR for the full \$1500.

Honorary Life Membership: awarded to Linda Katz and presented by Karen Albert and Lenore Hardy

Certificate of Appreciation: awarded to Stephanie Ferret for her work as Quad Meeting Treasurer and to Robb Mackes for his work on the AHIP award.

Grant Program for Professional Development: Ellen Abramowitz and Lydia Witman received awards to attend the Quad Connections Meeting in October 2012; thanks were extended to Mark Puterbaugh for coordinating the publication of the recipients' reports about the meeting.

There were no nominations/awards for the Randy Brenner Memorial Consumer Health Award or the Robert Preston Lee Memorial Award.

See Nominating Committee Report

K. Program-Barbara Kuchan

The 2013 Annual Meeting and Dinner Reception took place on April 18th at the National Society of Colonial Dames at 1630 Latimer Street in Philadelphia. The speaker was Dean Karavite, Human-Computer Interaction Specialist at Children's Hospital of Philadelphia. There were 53 registrants for the event and approximately 43 attendees.

See Program Chair Report and budget

L. Webmaster – Mark Puterbaugh

The Web Committee now falls under the Communications Committee, and the Web Committee Chair will no longer have board duties. No report.

VI. Old Business

Membership dues have been increased from \$25.00 to \$35.00.

Action item: An announcement will be made to inform all chapter members of the increase in membership dues.

VII. New Business

Wild Apricot has the capability to send renewal reminders to chapter members. The automated features of Wild Apricot may be very helpful for such tasks.

The next board meeting will be scheduled in the fall 2013.

IX. Adjournment

The meeting was adjourned at 11:55 AM by Ms. Kuchan

Submitted by: Steven Bogel, Secretary