

Midcontinental Chapter of the Medical Library Association
Executive Committee Meeting Minutes
11 June 2020 - 9-10 am MT

Voting Members

Chair: Shandra Knight Present
Immediate Past Chair: Heather Brown Present
Incoming Chair/Vice Chair: Melissa DeSantis Present
Recording Secretary: Dana Abbey Absent
Chapter Council Representative: Rebecca Graves Present
Chapter Council Representative Alt: Kristen Desanto Present

Appointed Positions

Jackie Hittner, Treasurer Present
Nancy Woelfl, Parliamentarian Present
Jessica Gerber, Archivist Present
Amanda Sprochi, Express Editor Absent
Tisha Mentnech, Web Editor Present
Holly Henderson, MCMLA-L List Owner Present
Annual Meeting Advisor: Emily Glenn (2 years) Present
MLA AHIP Credentialing Liaison: Shawn Steidinger Present
Susan Swogger, 2020 Annual Meeting Co-Chair Present
Elizabeth Frakes, 2020 Annual Meeting Co-Chair Present
Brenda Linares, 2021 Annual Meeting Co-Chair Present
Jennifer Brady, D&I Task Force Reporting member Present

Committee Chairs

Emily Eresuma, Advocacy Present
Danielle Westmark, Bylaws Present
Karen Newmeyer, Education Present
Rose Fredrick, Honors and Awards Present
Alissa Fial, Membership Present
Rebecca Graves, Nominating Present
Amanda Sprochi, Publications Absent
Jackie Hittner, Finance Present
Wlad Labeikovsky, Research Present

- A. Roll call
- B. Minutes from 7 May 2020
 - a. DISCUSSION: None
 - b. Motion to approve minutes as present: Heather Brown, Seconded: Melissa De Santis
VOTE: Approved
- C. Treasurers report – Jackie Hittner

- a. Jackie highlighted that she moved funds from the money market to the endowment, as was approved at the last meeting. She also mentioned that the market rebounded a bit in May so the Chapter regained some of its losses.
- b. Motion to approve the Treasurers report as presented: Rebecca Graves, Seconded: Heather Brown VOTE: Approved

D. Old Business

Committee membership and the Chair designate follow up? – Melissa De Santis shared that Chair designates have been identified for all MCMLA Committees except Education. Melissa put out a message to the Chapter earlier this week and is awaiting volunteers or nominations.

E. New Business

- a. Vote on the proposed MOU for the joint chapter meeting – Emily Glenn
 - i. Emily shared a draft MOU for the Joint meeting with Midwest Chapter to take place virtually in October. The Midwest Chapter approved the MOU two days ago. Because the meeting will be virtual, the seed money needed has decreased from \$2000 to \$1000. This MOU does not address Awards.
 - ii. Motion to approve the MOU: Heather Brown, Seconded: Melissa De Santis VOTE: Approved
- b. Microsoft 365 for Exec Committee – proposal – Heather Brown
 - i. Heather investigated various options to provide MCMLA with a way to save and share files. Based on her findings she is recommending MCMLA subscribe to Microsoft 365 Business Basic. An added bonus would be that the Chapter could create generic e-mail address that would be constant over time and potentially use Teams Video Chat.
 - ii. Motion to approve a Business Basic license for MS 365 at a cost not to exceed \$2500/year: Melissa De Santis, Seconded: Rebecca Graves VOTE: Approved
- c. Advocacy committee to have an Instagram account – Emily Eresuma
 - i. The Advocacy committee is interested in starting a MCMLA Instagram account with a focus on advocacy. Exec Committee likes the idea and shared a concern with having such a narrow focus for the IG account. There was interest in creating one MCMLA IG account and have it address several strategic goals for the Chapter, including advocacy.
 - ii. Emily will work with the Advocacy committee and Tisha Mentnech to draft a proposal for a MCMLA IG account that will spell out purpose of the account, goals for the account, etc. Emily will present at the July Exec Committee meeting
- d. Membership Committee – mentor ship program – Alissa Fial
 - i. The Membership committee is planning to promote a re-launch of the mentorship program. The committee has created updated forms that would allow people to request a mentor and volunteer as a mentor. Please e-mail Alissa by Jun 17th if you want to provide feedback on the updated forms: https://drive.google.com/drive/folders/1kUpuyhVxHY_UQUBOz0_HU_0ibjkRysiP

F. Reports (Send summary of your report to dana.abbey@cuanschutz.edu prior to the meeting)

- 1. MLA Chapter Credentialing Liaison – Shawn No report

2. Web Editor – Tisha [No Report](#)
3. MCMLA-L Discussion list owner – Holly [No report](#)
4. Annual Meeting Advisor – Emily [No additional report](#)
5. 2020 Annual Meeting Committee – Susan and Elizabeth
 - a. Yesterday was second meeting with Midwest planners. The group is meeting weekly now. Two subcommittees need to be formed: Research – to organize papers & posters; Budget – to select the platform and software to host the meeting. Midwest is going to take care of organizing vendors. The current theme will remain. Decisions have not been made yet on adding more CEs or a second Keynote. The dates will remain the same but unsure if times will remain the same.
6. Advocacy – Emily [No additional report](#)
7. Archives – Jessica [No report](#)
8. Bylaws – Danielle [No report](#)
9. Education – Karen
 - a. [Have received MLA CE approval for the Teri Hartman presentation that will take place at the Annual Meeting](#)
10. Finance – Jackie [No additional report](#)
11. Honors/Awards – Rose [No report](#)
12. Membership – Alissa [No additional report](#)
13. Nominating – Rebecca [No report](#)
14. Publications – Amanda
 - a. Express will be out either late Thursday or early Friday. Yay!
 - b. Katie Dayani is going to take over as MCMLA Express editor. Yay!
 - c. Proceedings for the MCMLA meetings are being worked on as we speak. Jessica and I are working on a mock up and hope to have it by the next meeting to show everyone. Yay!
15. Research – Wlad [No report](#)
16. MCMLA Published Proceedings Taskforce – Amanda/Jessica [See Publications report above](#)
17. D&I Task Force – Jennifer
 - a. [Continue to work on D&I survey](#)
18. Member/Committee Engagement Task Force – Heather [No report](#)

G. Reminders

1. **Next Meeting – 9 July 2020, 9 am MST**

CALENDAR

June

Chapter Council Representative and/or Alternate

- Submit informal report to Chapter Chair

Honors and Awards Committee

- Send reminder message to membership regarding recommendations for McDowell, Hetzner and Outstanding Achievement Awards and the Professional Travel Scholarship. Note deadline of

August 1 for receipt of nominations unless declared to be earlier to accommodate an early September meeting

- Send message via MCMLA-L to solicit self-nominations for the STARS program (Deadline August 15)

Research Committee or Annual Meeting Program Committee

- Deadline for submission of papers and posters; June date determined by Research Committee with Meeting Planners or by Annual Meeting Program Committee

July

Bylaws Committee

- Send bylaws revisions to membership at least 30 days before the vote, usually taken at the MCMLA Annual Business Meeting

Honors and Awards Committee

- Send message via MCMLA-L to solicit recommendations for McDowell, Hetzner and Outstanding Achievement Awards and the Professional Travel Scholarship (Deadline August 1, deadline might need to be pushed back if meeting is in early September)
- Send message via MCMLA-L to solicit self-nominations for the STARS program (Deadline August 15)

Committee Chairs

- Prepare for Committee meeting to be held during the Annual Meeting
- Recommend candidates for membership and the Chair-designate to Chapter Chair-Elect by August 1st

Research Committee

- Notification of acceptance of papers and posters before the end of July

Immediate Past Chair

- Update Chapter Policy and Procedure Manual