

Midcontinental Chapter of the Medical Library Association
Executive Committee Meeting Agenda
9 July 2020 - 9-10 am MST

Roll Call

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 Absent
Elizabeth Frakes, 2020 Annual Meeting Co-Chair Absent
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 Absent
Alissa Fial, Membership Absent
Rebecca Graves, Nominating Present
Amanda Sprochi, Publications Absent
Jackie Hittner, Finance Present
Wlad Labeikovsky, Research Present

Yellow = vote required

- A. Roll call
- B. Minutes from 11 June 2020

- a. DISCUSSION: None
 - b. Move to approve – Melissa, Second – Heather VOTE: Approved
- C. Treasurers report - Jackie
- a. DISCUSSION – Jackie clarified that one of her reports shows the funds expended for the preceding month while the other report shows all of the funds expended for the year to date.
 - b. Move to approve – Rebecca, Second – Heather VOTE: Approved
- D. Old Business
- a. Microsoft 365 for Exec Committee – proposal – Heather
 - i. Heather confirmed that MCMLA has signed up. Tisha confirmed that she is setting up the accounts. The number of accounts was increased to 16 total.
 - ii. Tisha will next create workflows and training.
 - iii. Jackie is working on the billing. The first six months are free so the billing will span two fiscal years.
 - b. Advocacy committee to have an Instagram account – Emily No update
 - c. Membership Committee - Promote the re-launch of the mentorship program
https://drive.google.com/drive/folders/1kUpuyhVxHY_UQUBOz0_HU_OibjkRysiP Alissa
 No update.
- E. New Business
- a. Send message via MCMLA-L to solicit self-nominations for the STARS program (Deadline August 15) –Honors& Awards
 - i. Was a message sent to the listserv to solicit self-nominations? Tisha confirmed that yes, Rose sent a message on June 12.
- 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
 - a. If you notice problems with listserv please let Holly know.
 4. Annual Meeting Advisor – Emily
 - a. Updates on the 2020 meeting planning: a number of committees have been formed with joint participation from our Chapter and Midwest. Scholarships are still to be determined. The website is coming along and should be live soon. The logo has been finalized and will be out soon.
 - b. Question: Is there a hashtag for the meeting? Emily will check Susan and Elizabeth and let us know.
 5. 2020 Annual Meeting Committee – Susan and Elizabeth Not present, no report
 6. Advocacy – Emily
 - a. Currently accepting submissions for the advocacy challenge
 7. Archives – Jessica No report
 8. Bylaws – Danielle No report
 9. Education – Karen No report
 10. Finance – Jackie No report
 11. Honors/Awards – Rose Not present, no report
 12. Membership – Alissa Not present, no report

13. Nominating – Rebecca **No report**
14. Publications – Amanda **Not present, no report**
15. Research – Wlad
 - a. The call for submissions for papers, posters and lightning talks for the Annual Meeting has gone out.
 - b. Working on the Committee Manual.
 - c. Wlad shared updates about the 2020 Annual Meeting. The preliminary program has been drafted. The joint planning committee is planning on accepting more papers, posters & LTs because it will be a joint meeting. They are hoping to have a virtual poster session. The CE day will now also include the MLA and RML updates. They were planning to have an hour for committees to recruit additional members however Melissa confirmed that committee appointments will take place in September so that time could be freed up.
16. MCMLA Published Proceedings Taskforce – Amanda/Jessica **No report**
 - a. Question: What will be included in these Published Proceedings? Presentations from the Annual Meeting.
17. D&I Task Force – Jennifer **No report, TF is meeting next week**
18. Member/Committee Engagement Task Force – Heather **No report**

G. Reminders

1. **Next Meeting – 12 Aug 2020, 9 am MST**

CALENDAR

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

August

- Summer Express Deadline

Vice-Chair/Chair-Elect

- Solicit recommendations for committee chairs, committee member positions. Use volunteers listed on Willingness to Serve forms submitted with membership. Committee chairs may have additional recommendations. Submit names to Chapter Chair for approval at Annual Executive Committee Meeting
- Obtain names and prepare Certificates of Appreciation for all officers, committee chairs, committee members and local planning committee to be distributed at the Annual Meeting
- Work with Chapter Chair and Annual Meeting Chairs and Committee to plan distribution of Certificates of Appreciation at the Annual Meeting

Executive Committee

- Approve officers and committee chairs for the next year at an Executive Committee Meeting before the Annual Business Meeting.
- Approve goals and objectives by Vice-Chair Elect at the Executive Committee Meeting before the Annual Business Meeting.

Officers and Committee Chairs

- By this month, annual reports due to Chapter Chair.

Express Editor

- Select photographer(s) for Annual Meeting
- Select additional Express reporters for Annual Meeting

Bylaws Committee

- Send bylaws revisions to membership at least 30 days before MCMLA Annual Business Meeting

Web Editor

- Provide administrative access for incoming officers and chairs to the appropriate section of the web site, including the creation of a new president's page for the current president

Honors and Awards Committee

- Recommend selected recipients of McDowell, Hetzner and Outstanding Achievement Awards and the Professional Travel Scholarship to Chapter Chair for Executive Committee approval
- Notify all nominators of the selection or non-selection of candidates they nominated for awards
- Notify winner of the Professional Travel Scholarship Award
- Notify recipients of awards unless awards are going to be given as a surprise at Annual Meeting
- Work with Chapter Chair and Annual Meeting Chairs and Committee to plan Awards ceremony, distribution of Certificates of Appreciation and STARS recognition at the Annual Meeting
- Prepare recognition for Stars Program including STARS list to be posted on the MCMLA website

Meeting Planners

- Collect MLA Free Membership and MCMLA Free Membership for Annual Meeting Prize by working with MCMLA Membership Committee

September

Chapter Chair

- Set agenda for Annual Executive Committee Meeting
- Set agenda for Annual Chapter Business Meeting
- Prepare final report on Chapter goals and priorities, actions taken by Executive Committee and other pertinent Chapter business to be presented at Executive Committee and Business Meeting

Incoming Chapter Chair

- Appointment of Appointed Officers
- Recommend new member of Nominating Committee to Executive Committee at Annual Meeting
- Presents strategic plan update and objectives for the upcoming year as part of the Annual Business Meeting.

Vice-Chair/Chair-Elect

- Select thank you gift for Chapter Chair to be presented at the Annual Business Meeting

Bylaws Committee

- Send bylaws revisions to membership at least 30 days before MCMLA Annual Business Meeting

Annual Meeting

- All committee chairs and appointed officers submit annual reports to the Chair and post them on the MCMLA website so that they can be reviewed by the membership before the Annual Business Meeting

Outgoing Officers and Committee Chairs

- Turn over files to incoming replacements at the Annual Meeting

Officers and Committee Chairs

- Send one digital copy of reports and official documents to the Archivist