

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

Roll Call

Voting Members

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

Appointed Positions

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

Committee Chairs

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

- A. Roll call
- B. Minutes from 9 July 2020

MOTION: Approval of the Executive Meeting Minutes as presented. **Moved:** Rebecca Graves, **Seconded:** Melissa DeSantis. **VOTE:** All Approved.

C. Treasurers report – Jackie

- a. Endowment starting to go back up again as the stock market improves. If you look at the change in the portfolio, we still have not recouped all losses. Membership numbers are down as a trend – about 17 members down. Overall financial position is good.

MOTION: Approval of the Treasurers Report as presented. **Moved:** Heather Brown, **Seconded:** Melissa DeSantis. **VOTE:** All approved.

D. Old Business – No old business

- a. Microsoft 365?

E. New Business

- a. PnP update – Heather Brown.

- i. Still doing cleanup of the document. Question: Should all the committee PnPs be in the document? Regarding budget – Jackie sends out spreadsheet asking committee chairs for annual budget needs – Heather will update this in the document. Advocacy Committee – objectives and responsibilities need to be created and submitted to Executive Committee (?). Shandra will reach out to the committee. Education Committee changes will be made in the document. Make recommendations regarding who would be ex-officio for Chapter Council. (Rebecca currently ex-officio on Membership and Bylaws as Chapter Rep, should Alternate have an ex-officio status on a committee as well? Perhaps Membership?). Heather proposes we discuss at future meeting for resolution. Heather will have a draft by the next meeting (only noting major changes).

- b. Look at the Calendar (request agenda items for Annual Executive Committee Meeting and Annual Chapter Business Meeting) – Shandra

- i. Ramping up to the end of the year. Look at the calendar for August and September responsibilities. Notify Shandra of items for the Executive Meeting and Annual Meeting.

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

1. MLA Chapter Credentialing Liaison – Shawn – nothing to report
2. Web Editor – Tisha – nothing to report
3. MCMLA-L Discussion list owner – Holly – nothing to report
4. Annual Meeting Advisor – Emily – considering the 2021 meeting (will it be in-person or virtual). Brenda asked to include question on preference for in person/virtual.
5. 2020 Annual Meeting Committee – Susan and Elizabeth – Advance in polling for the meeting? Or live? Nancy will check in with S/E regarding virtual meeting voting. Scholarships and awards – should we provide scholarships? Jackie – We have a travel scholarship to offset expenses for in-person meeting. We did not budget travel for the meeting. Currently we don't have a mechanism to fund a virtual conference. The Midwest chapter is offering scholarships. Note from Dana – this is on the registration page "The cost of registration will be \$25 for all attendees. Scholarships will be offered by each chapter for those experiencing financial hardship. Stay tuned for when to register."
(<http://midwestmla.org/virtual2020/registration/>)

Jackie recommends using some of the travel money set aside if we want to do scholarships, if the \$25 registration fee is a barrier. Website is mostly populated with meeting information, 52 submissions for the meeting and research committees are in the process of ranking them and sending out acceptance letters. D/I committee is working to create an etiquette guide for using Zoom (captioning will be included).

- a. Shandra asked what we might need polling/voting for: D/I taskforce statement, Annual Business Minutes, anything else?
6. Advocacy – Emily – no report
7. Archives – Jessica – Is there interest in her doing a session on Mountain Scholar during the Business Meeting? 5-10 minutes? Back up presentation with a blog article. Shandra recommends having Jessica provide one slide for inclusion into her slide deck.
8. Bylaws – Danielle – nothing to report
9. Education – Karen – There is one CE for the Annual Meeting.
10. Finance – Jackie – Endowment follow up:
Change in Endowment Value End of Each Month
**Change in Value of Investments Cumulative Value
January 0.00 0.00
February -2,358.95 -2,358.95
March -4,549.90 -6,908.85
April 3,039.95 -3,868.90
May 1,561.30 -2,307.60
June 480.80 -1,826.80
July 1,606.51 -220.29
11. Honors/Awards – Rose – extending deadline since no submissions have been received.
12. Membership – Alissa – no report
13. Nominating – Rebecca – nothing to report
14. Publications – Amanda – Express newsletter is coming out, and it's in this issue that we normally advertise the Annual Meeting. Working on transition of newsletter editor.
15. Research – Wlad – (Emily Vardell reporting) 52 submissions for the Annual meeting:

Midcontinental = 15	Papers = 16
Midwest = 33	Lightning Talks = 21
Neither = 4	Posters = 15

16. MCMLA Published Proceedings Taskforce – Amanda/Jessica – Will send out mock-up/draft to the Executive Committee. We can add ORCID IDs. Mountain Scholar can generate DOIs.
17. D&I Task Force – Jennifer – (Brenda reporting). Please complete survey if you have not. Will provide an overview at the Annual Meeting of the results. Shandra asks if we need to vote to extend the Task Force's work? Nancy says no since we did not set an expiration date for the Task Force.
18. Member/Committee Engagement Task Force – Heather – Will provide a final report from the surveys for the Annual Business meeting.

G. Reminders

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

CALENDAR

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