

Midcontinental Chapter of the Medical Library Association
Executive Committee Meeting Minutes
10 September 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

Committee Chairs

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

A. Roll call

B. Minutes from 20 August 2020

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

- C. Treasurer's report – Jackie reports that we have \$105,000 in all accounts. August 2020 did not have many expenses, but will increase substantially as we move into September/October with the virtual meeting. Regarding the Endowment: our base is around \$39,000. August was a good stock market month, but September is not starting off very well. Membership numbers: we are down a lot from last year at this time and this will have financial implications for us.

Request from Jackie to Honors and Awards committee– if a plaque is to be given we need to get it ordered soon. Tisha confirmed there is only one nomination at this time.

MOTION: Approval of the August Treasurers Report as presented. **Moved:** Dana Abbey, **Seconded:** Melissa DeSantis. **VOTE:** All Approved.

D. Old Business

- a. Microsoft 365 for Exec Committee (postponed, Heather not in attendance)
 - i. Membership numbers question: Jackie confirmed via chat that currently there are 108 regular members, 149 total (including emeritus and students).
- b. Advocacy committee to have an Instagram account (postponed, Emily E. not in attendance)

E. New Business

- a. Long-term meeting advisor – Shandra suggests getting Emily G. to write a job description and get someone in the role soon to shadow her. Nancy agrees saying it would be helpful to know the time and tasks involved. Melissa will ask Emily about this.
- b. Discuss rotation of a combined annual meeting – Should we pursue more joint meetings (every 4 years)? Continue on path of alternating virtual/in-person meetings? Should we have a virtual meeting in 2021? Will people have travel funds/ability to travel in 2021?
- c. Committee appointments per Melissa's email. Melissa reports one spot that is not filled is the Nominating Committee.
 - Question for Shawn: 2016 was first appointment, renewed in 2019. Technically it is a year-to-year appointment. Shawn is happy to stay in this role.
 - Question for Emily G.: who appoints the 2022 meeting coordinators? Is it Melissa? Should it be a call for volunteers? Melissa will reach out to Emily G. to discuss.
 - Advocacy and Education committee spots held for RML staff – Melissa recommend that these positions be illuminated in the PnP.

Additional comment: Heather sent out partial draft revisions of the PnP on 9/7/20 via email. Nancy recommends reviewing the PnP areas that apply to your respective committees. As there are no major changes, it does not need to go before the membership for a vote.

Additional comment: Nancy reported that currently MCMLA Ex Officio members do not have voting rights on the Executive Committee. She recommends only having elected officers vote, and make it clear what the Ex Officio roles are. Currently there is nothing in the PnP referencing their voting status. Roberts Rules states Ex Officio members should have the same rights as elected officials. Nancy will follow up with Danielle on this.

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

1. MLA Chapter Credentialing Liaison – Shawn reported she sent out reminder email that MCMLA has an AHIP award. Christi Piper received award this year after qualifying for AHIP Senior level membership.
2. Web Editor – Tisha reported to send her anything you want members to know about.
3. MCMLA-L Discussion list owner – Holly. Nothing to report.
4. Annual Meeting Advisor – Emily G. No report.
5. 2020 Annual Meeting Committee – Susan and Elizabeth. Elizabeth reporting registration is now live. Acceptance for presenters is going out today. Zoom has been secured as the meeting platform and testing will start. 2 people are confirmed for panel, looking for 2 more people.
6. Advocacy – Emily E. reported the winner for recent challenge is Shawn Steidinger. Emily E. wanted to thank her committee members for their awesome work this year.
7. Archives – Jessica. Nothing to report.
8. Bylaws – Danielle. Nothing to report.
9. Education – Karen. Nothing to report.
10. Finance – Jackie – launched Endowment drive.
11. Honors/Awards – Rose. No report.
12. Membership – Alissa reported she sent out a re-launch of Mentor program. Continuing Education is set for the Virtual Conference, “What does it mean to be a health sciences librarian,” Wednesday, October 14th, 1130AM.
13. Nominating – Rebecca. No report.
14. Publications – Amanda. No report.
15. Research – Wlad - Emily V. reporting – acceptance letters for 2020 meeting presentations going out today. The committee is meeting next week to discuss PnP updates applicable to Research. Wlad had a question as to whether Mountain Scholar has the capacity to archive both chapters conference materials Jessica said the repository has the capacity to archive all materials from MCMLA meeting. Jackie mentioned she was at a meeting where others indicated they have repositories. Susan added that most were fine with using Mountain Scholar - but are we linking to their organizations record, or how will we instruct the presenters?
16. MCMLA Published Proceedings Taskforce – Amanda/Jessica reporting. Amanda is working on a mock up.
17. D&I Task Force – Jennifer. Emily reporting – survey was sent out with some 45 responses. They are in the process of analyzing results. Many questions were left unanswered, so the analysis will be more difficult. They will present a poster at MCMLA with results.
18. Member/Committee Engagement Task Force – Heather. No report.

G. Reminders

1. **Annual Reports due Friday, October 2nd – Please use this Google form**
<https://docs.google.com/forms/d/e/1FAIpQLSdzpQM2z1nReHJBS8MnBAir5xz9B7V4DgiCXVrtbNW-hYKfNQ/viewform>
2. **Next Executive Meeting – Thursday, October 8th 9 am MST**
3. **Annual Business Meeting – Friday, October 16th 1:30-2:30 MDT (2:30-3:30 CDT)?**

CALENDAR

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