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: Jeanne Burke ☑
Chapter Council Representative Alt: Kim Harp ☑

**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 Labeikovsky (Emily Vardell attended),
Research ☑

1. Chair Call to Order 9:04am
2. Roll call
3. Minutes from 13 Feb 2020
   - **DISCUSSION:** None
   - **MOTION:** Approval of the February 2020 Executive Meeting Minutes as presented. Moved: Kim Harp, Seconded: Jeanne Burke. **VOTE:** All Approved.
4. Treasurers report – Jackie (attachment, pg. 6-7)
   - **DISCUSSION:** None
   - **MOTION:** Approval of the February 2020 Treasurer’s Report as presented. Moved: Jeanne Burke, Seconded: Dana Abbey. **VOTE:** All Approved.
5. Old Business
   - Advocacy – Request a larger prize for the MCMLA meeting this year and pose a bigger challenge from the advocacy committee. – No action, Advocacy Rep not in attendance.
   - Auditor – Jackie reports she still needs to do 990 for MLA before we can engage an auditor.
   - Voting – No action.
6. New Business
   - D&I – Jennifer reported on Committee’s D/I draft Chapter statement (the Annual meeting has another previously approved statement).
- **DRAFT STATEMENT** (shared via meeting chat): The Midcontinental Chapter of the Medical Library Association (MCMLA) is committed to establishing and promoting equity, diversity, and inclusion for our members of all races, ethnicities, cultures, ages, genders, sexual orientations, gender identities, abilities, national origins, immigration statuses, veteran statuses, social economic classes, religious and spiritual beliefs, and professional statuses. Equity, diversity, and inclusion are core values of our association.

- **DISCUSSION**: Dana and Jeanne like broadening the statement to the Chapter overall. Jeanne asks if we need to have membership vote? Nancy said with big items, the Exec Comm. should first vote and then take to membership, and added Jennifer needs to submit the draft in writing to the Executive Committee for the next meeting.

  **ACTION:** Jennifer will distribute the statement electronically to the Board (attachment, pg. 8), and request that it be an item on April 2020 agenda, but Shandra will schedule an electronic vote prior to the April 2020 meeting. Plan for comment period, and put up an electronic vote for membership in April/May? Be sure to cc Nancy.

- **Discuss an Instagram account** — Kim reported it was discussed in Committee, and that they are awaiting input from from Tisha Mentnech, MCMLA Web Editor. Platform would be used to share items like photos from conferences and posters. Jeanne suggested the Committee offer training for members on social media platforms.

- **MCMLA meet up at MLA** — Due to COVID-19, the annual meeting slated for May 2020 has been postponed until August 2020, but we should still look into reserving space for the new dates.

- **Annual Meeting Advisory Committee (Shandra, Heather, Emily G., Rebecca G., Jackie)** — Shandra reported committee did meet and shared the two informal actions below. Shandra asked for assistance on how to disband the committee (is there something in the Bylaws/P&P?). Nancy asked about the evolution of the Advisory Committee, no one was sure but thought it might have been during Lisa Traditi’s time as President. Jeanne thought disbanding was not a good idea, based on past planner’s experience with not having continuity in past planning/experience. She also recommends doing more joint meetings.
  - Disband the standing AMAC to be replaced with a working group for the remainder of the year.
  - Propose permanent co-AMAs with experience in virtual and in-person annual meeting planning.

  **DISCUSSION**: Nancy asked about the evolution of the Advisory Committee, no one was sure but thought it might have been during Lisa Traditi’s time as MCMLA President. Jeanne thought disbanding was not a good idea, based on past planner’s experience with not having continuity in past planning/experience. She also recommends doing more joint meetings.

7. **Reports REVERSE ORDER** (Send summary of your report to dana.abbey@cuanschutz.edu prior to the meeting)

  - MLA Chapter Credentialing Liaison — Shawn — via meeting room chat: “I have no report this month. I am working on article for Express regarding our two AHIP applicant awards - one for 1st timers and one for those renewing at higher level. I still need to update the docs on our website.”

  - Web Editor — Tisha — No report.
    - Post our non-profit status on the web — No update.
MCMLA-L Discussion list owner – Holly – via email “No report from me on the listserv. Please reach out to me if you need my assistance.”

Annual Meeting Advisor – Emily – No report.

2020 Annual Meeting Committee – Susan and Elizabeth – Committee has met, Wlad will be working on lightening talks and posters soon. Price checking speaker’s book on Amazon, author noted her preference to have books distributed to students. Committee will work on targeting students for participation in the meeting.
  * Emily Vardell via meeting room chat: “I also wanted to report on behalf of Brenda Linares who is co-chairing the 2021 conference. Brenda said she’s working with her co-chair on finalizing the hotel contract.”

Advocacy – Emily – No report.

Archives – Jessica – Reports having completed work on over 100 reports.

Bylaws – Danielle – (attachment, pg. 9)

Education – Karen – Reports committee has met and is moving forward with plans.

Finance – Jackie – (attachment, pg. 10) Reports we will see impact of stock market on the endowment. Membership numbers are in line with last year, but there is a downward trend with some financial impact – 111 last year, 103 this year - $30x8, big jump in student memberships. Jeanne reported the 2019 annual meeting made $4,200 that was split with ICON, so we did make a profit.

**DISCUSSION:** Dana asked if we can collect funds locally like we did at the 2018 virtual meeting, and maybe electronic transfer for those attending solo? Jackie noted we do have the option with the new registration form to have a line item to donate to the endowment fund.

Honors/Awards – Rose – No report.

Membership – Alissa – Reported on revisiting and reviving the mentorship program. Still planning on offering a webinar on health sciences librarianship. Looking for people to help plan the webinar.

Nominating – Rebecca – reported via email “The Nominating Co has no report – elections were successfully held and all have been contacted and results announced.”

Publications – Amanda – reported via email “No report from Publications except the Express is coming out soon, promise.”

Research – Wlad – Emily Vardell reported via meeting room chat- "I’ll give my report later this week. New item is that we’re preparing a recruitment presentation for the virtual meeting."

MCMLA Published Proceedings Taskforce – Amanda/Jessica – No report.

D&I Task Force – Jennifer – Nothing more to report.

Member/Committee Engagement Task Force – Heather – No report.
  * MCMLA Membership Engagement Recommendations (attachment, pg. 11)
  * MCMLA Committee Recommendations (attachment, pg. 12-13)

Other Business:

8. Reminders
  * Next Meeting – 9 April 2020, 9 am MST
CALENDAR

March

Chapter Chair

- Submit Chapter Annual Report to MLA [CC Chapter Council Representative and Alternate]

Auditor (Even-numbered year)

- Schedule time with Treasurer to conduct audit of Chapter’s financial records

Bylaws Committee

- Send recommended bylaws changes to MLA Bylaws Committee to allow time for approval before the bylaws changes must be published to the Chapter membership 30 days in advance of a vote, usually taken at the MCMLA Annual Business Meeting

April

Treasurer

- File Annual Report with State of Illinois

Representative to the MLA Chapter Council

- Submit name and Curriculum Vitae of Potential Candidate to MLA Nominating Committee to MLA Chapter Council Election Committee

All Committee Chairs

- Chair requests current committee members to recommend candidates for Committee membership and the Chair designate for the ensuing year and submits the recommendations to the Chapter Vice-Chair/Chair-Elect by June 1st or as requested

Research Committee or Annual Meeting Program Committee

- Issues Call for Papers and Posters

May

- Spring Express Deadline

MLA Annual Meeting

- Attend sessions appropriate for leadership

Chapter Council Representative and/or Alternate

- Prepare “one-minute” chapter report for annual Chapter Council meeting held in conjunction with MLA annual meeting

Auditor (Even-numbered years)
• Complete independent review of Chapter’s financial records should be completed and forwarded to Chapter Chair in writing

Education Committee Chair

• Attends meeting of Chapter Continuing Education Chairs at MLA at the annual conference.

Honors and Awards Committee

• Send message via MCMLA-L to solicit recommendations for McDowell, Hetzner and Outstanding Achievement Awards. Note deadline of August 1 for receipt of nominations unless declared to be earlier to accommodate an early September meeting

Membership Committee

• Contact members who have not renewed
Treasurer's Report
Ending February 29, 2020

Total of All Chapter Accounts

<table>
<thead>
<tr>
<th>Date</th>
<th>Money Market</th>
<th>Checking</th>
<th>Annual Meeting</th>
<th>AffiniPay</th>
<th>Endowment</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>January</td>
<td>58,328.72</td>
<td>5,403.10</td>
<td>26.00</td>
<td>30.00</td>
<td>36,508.43</td>
<td>100,296.25</td>
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<td>February</td>
<td>58,335.41</td>
<td>10,915.65</td>
<td>26.00</td>
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<td>34,248.41</td>
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NOTES
Endowment Number: month end amount from Charles Schwab
$5 of endowment money in chapter money market or checking account

Endowment

<table>
<thead>
<tr>
<th>Date</th>
<th>Endowment Principal*</th>
<th>Endowment Total Minus Endowment Principal (gain/loss)</th>
<th>Awards**</th>
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<td>January</td>
<td>29,340.96</td>
<td>7,167.47</td>
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<td>February</td>
<td>29,340.96</td>
<td>4,907.45</td>
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<td>December</td>
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NOTES
*- cannot spend funds designated for the Endowment
** - when the chapter uses the endowment to fund an award then this will reduce the endowment interest
### Summary of Chapter's Revenue and Expenses
#### Ending February 29, 2020

#### Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Members' Dues by Check</td>
<td>650.00</td>
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<tr>
<td>Members' Dues by AffiniPay</td>
<td>2,540.00</td>
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<td>Annual Meeting Loan Repayment 2020</td>
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<tr>
<td>Annual Meeting Profit 2019</td>
<td>4,245.29</td>
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<tr>
<td>Interest</td>
<td>14.10</td>
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<td>Reimbursed Dormant Fee on Annual Meeting Checking Account</td>
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<tr>
<td>To Avoid Dormant Fee</td>
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<tr>
<td>Reimbursement for Book Club Books</td>
<td>902.99</td>
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<td><strong>TOTAL REVENUE</strong></td>
<td>8,362.38</td>
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#### Expenses

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<tr>
<td>Chair</td>
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<td>Treasurer</td>
<td>1,076.44</td>
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<td>MLA Credentialing Liaison</td>
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<td>Parliamentarian</td>
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<td>Webmaster</td>
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<td>Finance</td>
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<td>Honors and Awards</td>
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<td>Research</td>
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<tr>
<td>Endowment/Finance</td>
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<tr>
<td>2020 Annual Meeting Seed Money</td>
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<td><strong>TOTAL EXPENSES</strong></td>
<td>1,076.44</td>
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### PROFIT (LOSS) TOTAL

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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>8,362.38</td>
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<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>1,076.44</td>
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<tr>
<td><strong>PROFIT (LOSS) TOTAL</strong></td>
<td>7,285.94</td>
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#### MCMLA Membership Totals
#### Ending February 29, 2020 and Comparing with February 28, 2019

<table>
<thead>
<tr>
<th>Type</th>
<th>2020</th>
<th>2019</th>
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<tbody>
<tr>
<td>Regular</td>
<td>103</td>
<td>111</td>
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<tr>
<td>Emeritus</td>
<td>15</td>
<td>14</td>
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<tr>
<td>Student</td>
<td>23</td>
<td>17</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>141</td>
<td>142</td>
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MCMLA Diversity and Inclusion Taskforce

Taskforce: Brenda Linares, Brianna Chatmon, Yumin Jiang, Shandra Knight, Jennifer Brady, Maggie Shawcross, and Emily Vardell

The following statement is recommended by the Diversity and Inclusion taskforce to be adopted by the MCMLA chapter.

Diversity and Inclusion Statement

The Midcontinental Chapter of the Medical Library Association (MCMLA) is committed to establishing and promoting equity, diversity, and inclusion for our members of all races, ethnicities, cultures, ages, genders, sexual orientations, gender identities, abilities, national origins, immigration statuses, veteran statuses, social economic classes, religious and spiritual beliefs, and professional statuses. Equity, diversity, and inclusion are core values of our association.
MCMLA Bylaws Report, 2019-2020

Completed Objectives

1. Publish revised Bylaws incorporating any changes approved at the Annual Business Meeting or in an authorized electronic vote **COMPLETED**
2. Publish revised Bylaws on MCMLA-L and post to MCMLA web site within two (2) months of Annual Business Meeting **COMPLETED**
3. Forward approved Bylaws to MLA Bylaws Committee, MLA Headquarters, MLA Chapter Council Chair, and Chapter Archivist **COMPLETED**

Priorities for the 2019-2020 year

1. Monitor MCMLA business for future bylaws changes (continuous)
2. Continue to monitor MLA Bylaws for future changes (continuous)
3. Track the Chapter Standing Committee Chair statement paper and Inclusion Statement for any needed changes in the MCMLA Bylaws **IN-PROGRESS**
4. Create an FAQ document for use of MCMLA Members and Committee Chairs that will include where to find information in the Bylaws and/or Policy & Procedures **IN-PROGRESS**
Treasurer’s Report for Executive Committee Minutes  
Financials ending February 29, 2020

As of February 2020, there is $103,525.47 in the Chapter’s checking, AffiniPay and Endowment accounts with $5 in the Chapter’s checking account earmarked for the Chapter endowment fund.

In February, the Chapter collected $1,330.00 in dues, $6.69 in interest and $4,245.29 the profit from the 2019 Annual Meeting.

In February, the Chapter’s Endowment Fund Total is $4,907.45 over the Endowment Principal of $29,340.96. Endowment fund deposit for February was: $0.

In February, the chapter incurred $1012.74 in expenses.

Membership Numbers for February 2020: 103 regular members; 15 emeritus members; 23 student members.

Expenses for February

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
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<tbody>
<tr>
<td>AffiniPay fees</td>
<td>62.74</td>
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<tr>
<td>Book club MLA CE credit</td>
<td>950.00</td>
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<td>TOTAL</td>
<td>1012.74</td>
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MCMLA Membership Engagement Recommendations

Taskforce: Heather Brown, Shandra Knight, Alissa Fial, Danielle Westmark

The following recommendations are based on feedback from the MCMLA membership.

Membership Engagement

1. Provide regular updates to the membership on MCMLA business and accomplishments via the listserv, MCMLA Express (e.g. Chair’s column or establish a Committees Briefs column), or mid-year town hall.

2. When recruiting for officer elections or committees, provide the following information, which can also be incorporated in to the MCMLA website.
   a. Reasons for serving
   b. Description of duties
   c. Time commitment
   d. Travel expectations
   e. Travel funding for certain positions
   f. Get your name out there, develop a network, necessary for P&T, great starting ground.

Networking Opportunities

1. Make the MCMLA get togethers at MLA a regular event
2. Service project

Continuing Education

1. Free mid-year CE opportunity
2. Hot topic webinars and discussions
3. Conference round ups (MLA and/or MCMLA)
4. Round table discussions
MCMLA Committee Recommendations

Taskforce: Heather Brown, Shandra Knight, Alissa Fial, Danielle Westmark

The following recommendations are based on feedback from past chairs of committees. They would be changes to current practices. Cross-referencing and re-organization of the PnP manual will be included in updates.

General
  1. Change committee member recruitment strategy from required regional coverage to preferred.
  2. Committee membership minimum of five people, including Chair (currently applicable for Membership Committee only)
  3. Committee manuals, to include specific processes and workflows performed each year, timelines, regular budget item asks, and applicable templates, and to be created by committees and incorporated into the overall PnP manual.
  4. Include tools for committees in PnP manual
     a. Presentation submission forms
     b. Surveys
  5. Committee leadership to align with MLA structure for purposes of continuity
     a. Vice Chair (year 1 member)
     b. Chair (year 2 member)
     c. Past Chair (year 3 member)
  6. Templates
     a. Annual report
     b. Mid-year report
     c. Proposals
     d. Motions

Specific Committees

  1. Advocacy
     a. Update charge and objectives
  2. Education
     a. Coordinate CE for virtual meetings
     b. Turn in-person annual meeting CE responsibilities back to the meeting planning group
     c. Member (not necessarily the Chair) of Education Committee to serve as liaison on all annual meeting planning groups or CE subcommittees for communication sharing regrading Education Committee annual plans and membership needs (in person meetings) and coordination communication (virtual meetings) and to be included in all applicable meetings and communications.
d. Return focus to providing educational opportunities to the membership throughout the year.

3. Membership
   a. Cease survey of non-renewing members. Past results not useful (e.g. retiring, job change)
   b. Add membership retention strategies and recommendations to objectives. Recommendations can be made for other committees or groups to pursue.
   c. Establish formal mentoring program (currently in process)

4. Nominating
   a. Create and document strategies to recruit members for the election slate to include diversity and inclusion.

5. Research
   a. Establish process for research award judging, to include audience choice.
   b. Continue support for annual meetings regarding call for and selection of presentations and posters.
      i. Committee member (not necessarily the Chair) to serve as liaison to planning committee or subcommittee and to be included in all applicable meetings and communications.
   c. Coordinate and compile listing of members’ MLA presentations or posters and JMLA contributions for the Express and coordinate communication to the membership via the listserv for non-MLA presentations, posters, articles, etc.

6. Web
   a. Establish a web committee (includes social media administration)
      i. Rationale: Annual rotation of committee chairs and varying experience or comfort with web administration among them creates a continual need for training and admin rights assignments. Committee members could assist in updates, provide the webmaster with support for planning, division of labor, etc.
      ii. Webmaster (appointed position) serves as Chair
      iii. 2-3 members