

# Midcontinental Chapter of the Medical Library Association

## Executive Committee Meeting MINUTES

September 12, 2019

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### Roll Call

#### *Voting Members*

Heather Brown, Chair   
John Bramble, Immediate Past Chair   
Shandra Knight, Incoming Chair/Vice Chair   
Euem Osmera, Recording Secretary   
Jeanne Burke, Chapter Council Representative   
Kim Harp, Chapter Council Alternate

John Jones, Annual Meeting Advisor   
Shawn Steidinger, AHIP Credentialing Liaison   
Euem Osmera, 2019 Annual Meeting Co-Chair   
Jeanne Burke, 2019 Annual Meeting Co-Chair

#### *Committee Chairs*

Emily Eresuma, Advocacy   
Christian Minter, Bylaws   
Brenda Linares, Education   
Judi Bergjord, Honors and Awards   
Nena Schvaneveldt, Membership   
Amanda Sprochi, Publications   
Jackie Hittner, Finance   
Wlad Labeikovskiy, Research

#### *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

Guest: Dana Abbey

**Yellow** = vote required / **Green** = attachment

**No quorum, will approve minutes, treasury, and PnP manual updates at the October's meeting in Omaha**

1. Agenda check
2. **Minutes from August 8, 2019**
  - a. **MOTION: Approval of the August 2019 Executive Meeting Minutes**
3. **Treasurers report** – Jackie
  - a. **MOTION: Approval of the August Treasurers Report.** We have money! August and September numbers will be shared in October, Omaha's annual meeting.
4. Old Business
  - a. Exec meeting minutes viewable by members only – Kim:
    - Will be shared at a later date, Kim is not present.
  - b. Engagement survey – Heather:
    - Completed. The results and all documents will be sent out before the Omaha's meeting.
  - c. Committee assessment – Heather:
    - Completed. The results and all documents will be sent out before the Omaha's meeting. More specific information to be put in the PnP for example, email templates. One suggestion, chairs stay on the committee for another year, e.g., Ex Officio. Shandra is looking more into Advocacy.
  - d. Annual reports due September 20 – Heather:
    - Will send out an email with a template on how information shall be presented to Heather.
    - Chairs please bring your notes, not necessary copies, to share with the members.

- Heather will compile all annual reports as a pdf to be put on the MCMLA web site and also these pdfs will be used to write up an annual report for MLA, due in October.
- e. Bylaws change – Christian:
- Sent recommended changes to members via Listserv after approval of the exec board
  - Sent to MLA bylaws committee, where there were 3 minor edits.
  - Will present the summary of the major changes
  - Will provide a handout with brief info, and then
  - Will call for discussion and then vote at the October’s meeting in Omaha.
  - No copies of the draft is necessary.
  - Will ask for a vote up or down as a whole.
  - Will create slide(s) of the summary of major changes to Heather.
  - Christian and Heather will work on details on submitting the file/slides.
- f. Online Book Club:
- Melissa DeSantis has sent an email to the MCMLA members to sign up, the members have 2 weeks to do so before it is opened to MLA and others.
5. New Business
- a. **Policy and Procedures Manual Update – John:** John was not present to present. This will be discussed and voted at the October’s meeting in Omaha.
- i. **MOTION: Approval of the changes to the policy and procedure manual**
6. Reports (*Send summary of your report to [eosmera@unmc.edu](mailto:eosmera@unmc.edu) within one week of this meeting*)
- a. MLA Chapter Credentialing Liaison – Shawn:
- No applicants for the AHIP first time award, will advertise for applicants in the Listserv and the Express.
  - Credentialing Committee, update on points – will have it up on the web site soon – more opportunities for points!
  - Shawn will continue as Credentialing Liaison.
  - For business meeting, please send slide(s) to Heather, telling people on available AHIP money.
- b. Web Editor – Tisha: No Report.
- c. MCMLA-L Discussion list owner – Holly:
- Update email in directory, not necessary for the Listserv. She spot checks for gaps/bounce backs.
  - Tisha can run a report when people update their email and will share with Holly.
  - Heather will send a list of new committee chairs/elected people to Holly.
- d. Annual Meeting Advisor – John J.: No Report.
- Heather emailed John J. to find Virtual Meeting chair(s).
  - The Platform is GoToMeeting more robust software. No need to find a robust platform, more time to focus on the content.
- e. 2019 Annual Meeting Committee – Euem/Jeanne:
- Vendors all sold out, there are 12!
  - One vendor who cannot attend will send brochures to disperse to members, a fee was charged by the Vendors/Exhibits Committee, \$100/100 copies.
  - We have over 85 people attending including vendors.
  - Changed Conflict Resolution speaker without complications, current speaker teaches at the same institution and she is familiar with Dr. Amanda Guidero’s work.
  - Hospitality is working on food and beverage – F&B are our highest expense items.
  - List of attendees to vendors? Not at this time.
  - Will there be a list of attendees for the annual meeting? Possibly just names and institutions.
  - No email asks to opt in/out of email information before the meeting.

- f. Advocacy – Emily:
    - Shandra joined in their last meeting – worked with goal for the next year.
    - Will have another meeting after the annual meeting, October 16.
  - g. Archives – Jessica:
    - New URL for the MCMLA Archive due to reorganization of policy & procedure.
    - Who needs it? Tisha and John B.
    - Asked for a representative(s), Heather volunteered, at the annual meeting to gather physical and non-physical items for the archives.
    - Pictures send to Jessica.
    - Sched can be downloaded to the Archive.
    - Heather will send an email to the attendees an email for any papers they want for the Archive.
    - Heather can mail physical items to Jessica.
  - h. Bylaws – Christian: See above.
  - i. Education – Brenda:
    - Euem reported for Brenda concerning September 13<sup>th</sup> as the day to determine canceling CEs with no attendance or low attendance.
  - j. Finance – Jackie: No Report.
  - k. Honors/Awards – Judi:
    - Jeanne reported for Judi that Judi has received several nominees for Stars and other awards.
  - l. Membership – Nena: No Report.
  - m. Nominating – No Report.
  - n. Publications – Amanda:
    - Please send pictures from the annual meeting to Amanda and to Jessica.
  - o. Research – Wlad: No Report.
  - p. MLA as online services provider Taskforce – John B.:
    - They will have recommendations at the business meeting. Will send for comments via Listserv.
  - q. MCMLA Published Proceedings Taskforce – Amanda/Jessica: No Report.
7. Next Meetings
- a. In person, annual meeting exec – October 13 2019 @ 1 p.m. in Omaha. New Leadership Orientation is at 3 p.m.
8. Reminders of Tasks Due

## 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

### **October**

#### Bylaws Chair

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

#### Committee Chairs

- Conduct committee meetings at the Annual Meeting
- Prepare goals and objectives for upcoming year

#### Publications Committee

- Photos of Annual Meeting submitted to Express Editor for publication

#### Honors and Awards Committee and Research Committee

- After the Annual Meeting, update the MCMLA website with the winner(s) of the MCMLA awards, MCMLA Professional Travel Scholarship winner, STARS listing, and Research awards
- After the Annual Meeting, send letters to Awardees supervisors and send press releases to Awardees/Awardees supervisors for their organizational communications.

#### Recording Secretary

- Submit Annual Executive Committee Meeting Minutes to Chapter Chair and Immediate Past Chair within one month following meeting
- Submit Annual Business Meeting Minutes to Chapter Chair and Immediate Past Chair within one month following meeting

#### Annual Meeting Committee

- Submit necessary Annual Meeting records to the Archivist See Policy III Archive Policy