

## MIDWEST CHAPTER/MLA FALL BOARD MEETING REPORTS

October 17, 2008

### President's Report

Mary J. Markland

- Created charge for Online Finances Special Committee and contacted event management companies, collected data and had a conference call meeting of the Committee.
- Assisted with the Bylaws review
- Created a Midwest Chapter Facebook group
- Sent the Midwest Chapter/MLA Annual report to MLA
- Presented the welcome greeting from the Midwest Chapter at the MLA conference in May
- Attended the Chapter Council Orientation and Welcome Tea at the MLA conference
- Attended the Continuing Education Liaison Meeting at the MLA conference
- Attended the Wisconsin Health Sciences Library Association luncheon at the MLA conference
- Tried to find members interested in submitting an application for the Chapter project award. I was unsuccessful.

### Midwest Chapter Annual Report

Submitted to MLA, April 2008

Mary J. Markland, President

May 2007- April 2008

#### Recruitment, Membership, and Leadership in the Profession

The Chapter had 415 members in calendar year 2007. We offer free membership to students and our 2007 student membership was 15. We had 32 new members, down a bit from last year. Our membership numbers have remained constant being in the low 400s for the past several years. The Membership Committee drafted welcome letters for new and potential members. They also updated the membership brochure and distributed it to the state liaisons. To assist in local and state recruitment efforts, the Membership Committee purchased a new, portable display unit which can be borrowed by Chapter members. The Committee is also exploring the purchase and design of a free-standing vertical banner. The Membership Committee is also exploring ways of putting the membership database on our website with controlled access.

Peggy Richwine was named 2007 Distinguished Librarian of the Year. Along with her numerous professional activities within our region and nationally, Peggy was commended for being an outstanding mentor to many. One of the nomination letters was especially telling about Peggy's contributions saying, "...truly our hero. I can't imagine where our state and adjacent regions would be in terms of health information if we had not been the benefactors of her vision, work, enthusiasm & leadership."

Two annual meeting scholarships were given to new librarians: Brooke Billman and Elizabeth Bromley. These scholarships are given to students and new librarians for attendance at the annual meeting.

#### Life Long Learning

The Chapter continues to sponsor two Chapter Council Roundtables Luncheon Awards. This year our recipients were Bryan Vogh and Carol Jeuell. We also continue to sponsor two additional lunches through donation to MLA.

We established a new Professional Development Award for two members who have been working for more than 3 years and who have never attended a Chapter meeting. Unfortunately, we only had one qualified applicant this year, Brenda Fay.

The 2007 Annual Conference of the Midwest Chapter was a joint meeting with the Midcontinental Chapter. It was held in Omaha, Nebraska in October with the theme of License to Learn, License to Lead. The Iowa Health Sciences Roundtable was the co-sponsor. It received great reviews especially our keynote speakers: Dale Lea, NIH's National Human Genome Institute; Fred Lee, author of *If Disney Ran Your Hospital*; Rivkah Sass, Director of the Omaha Public Library; Dr. Joann Schaefer, director of the Nebraska DHHS Division of Public Health and Chief Medical Officer. Other comments included, "Left conference feeling re-energized, speakers were excellent...all of 'em, everything flowed smoothly. Two chapters can work together, nice selection of papers, CE, and posters." The Midwest Chapter's Communication Committee was responsible for the meeting blog, Conference Call, which received high praise in several widely-read health sciences blogs. The slides and posters from the speakers, papers and posters are posted on the Conference web site. A drawing for a free registration for the 2007 Annual Conference was held at the Chapter Business Meeting.

### **Advocacy**

The Governmental Relations Committee updates the membership on legislative issues of importance to the health sciences community. They ask for input from our state liaisons regarding state health and information issues. In particular, they kept the membership abreast of the funding issues at NIH/NLM and the NIH public access policy.

### **Creating and Communicating our Knowledge**

Our Chapter released a redesigned web page at the Annual Conference. It features a new menu structure. We also feature two blogs, Conference Call 2007 and Connect Midwest in addition to the newsletter blog, Midline. All of our blogs have RSS feeds. Comments feeds have also been added to our blogs. We will have training at our annual meeting for the membership on using these new features.

The Redesign Special Committee is still in place and is exploring the ideas of wikis and shared working space for our committees. Our Policies and Procedures Manual Special Committee is planning on using a wiki format for the manual. The Michigan Meeting Planning Committee is using a wiki for their committee communication. Photo gallery software has been added. We also have photos posted on Flickr. Members have been asked to sign a waiver if they do not want their photos taken and posted.

We have three listservs that facilitate communication among board members, board and committee members and the general membership. We recently added a Facebook group as a new communication method.

The Professional Practice committee has been charged with exploring ideas for recognizing the research and publication activities of our membership. They will be looking at other chapters and brainstorming ideas to bring to the Fall 2008 board meeting.

### **Building a Network of Partners**

Our joint conference with the Midcontinental Chapter was a positive experience. I believe we all enjoyed networking with a new group of colleagues and seeing how other chapters do their business.

The 2008 Conference, Vital Signs, is a joint conference with the Michigan Health Sciences Library Association. It is being hosted by the Metropolitan Detroit Medical Library Group and will be held in Troy, Michigan on October 17-20. The 2009 meeting is being held in conjunction with the Ohio Health Sciences Library Association and will be held in Columbus, Ohio from October 3-5.

### **Organization**

Due to our revised bylaws, our committee structure was modified. All of our committee charges have been rewritten and work is progressing on a new Policy and Procedure Manual. We have created a task force to look at the new bylaws and tweak a few items.

### **Motion**

This report is informational and requires no action by the Board of Directors.

## **Annual Meetings Committee**

Donna Barbour-Talley, Chair

The Midwest Chapter has three annual meetings in the planning process.

### **2008 Annual Meeting – Troy MI**

#### **Oct 17-21 – “Vital Signs: Keeping You and Your Library Vibrant and Healthy”**

Registrations for the 2008 conference are below the projected budget as of the end of September. Of particular concern is that the minimum number of hotel rooms booked has not been reached, which will raise the hotel costs by about \$6000. In view of the anticipated financial loss, it may be advisable to develop a budget template and a different approval mechanism for the annual meeting budgets.

### **2009 Annual Meeting – Columbus OH**

#### **Oct 2-6**

Marlene Porter and Bette Sydelko are serving as co-chairs of the Conference Coordinating Committee for 2009. The Hyatt at Capital Square has been selected as the conference hotel and committees are at work on planning the conference. Be sure to see the promotional display at the Troy meeting.

### **2010 Annual Meeting – Madison WI**

#### **Sept 24-28**

Julie Schneider and Barbara Sisolak are co-chairing the Conference Coordinating Committee on behalf of the Wisconsin Health Sciences Library Association. A Memorandum of Understanding has been signed and planning is underway.

### **Change in Meeting Rotation Schedule**

In the spring of 2008, the Medical Library Association announced the locations of its next several Annual Meetings, which included Minneapolis in May 2011. The Midwest Chapter rotation had the chapter meeting also in Minnesota in 2011. After consultation with the Chapter President, I contacted Jennifer Helman of the Indiana Health Sciences Library Association to request a swap. The board of the Indiana group approved the change, so the 2011 chapter meeting will be held in Indiana. The topic was also discussed at the Health Sciences Libraries of Minnesota meeting and the 2012 chapter meeting will probably be held in Rochester MN.

### **Action**

***The Annual Meetings Committee recommends a task force be appointed to review the chapter's procedures on budgets for annual meetings.***

## Michigan Planning Committee

Ellen O'Donnell, Conference Coordinator and Finance Chair  
Sandra Martin, Local Arrangements Chair



### 2008 Conference Planning Committee Report Midwest MLA / MHSLA 2008 Conference October 17 – 21, 2008 at the Detroit Marriott - Troy

- After almost 3 years of planning the 2008 joint Midwest / MHSLA Conference “Vital Signs: Keeping You and Your Library Vibrant and Healthy” begins today (October 17, 2008).
- The conference includes three days of continuing education with 9 course offerings and two days of conference programming. Our keynote speaker is Deena Ebbert, presenting the FISH! Leadership Philosophy, and the plenary speaker will be MJ Tooley, Executive Director of the Health Science and Human Services Library at the University of Maryland and former MLA President.
- There will be a Motown themed welcome reception and a special event at the newly renovated and impressive Detroit Institute of Arts.
- The exhibit committee did a great job and attracted 25 exhibitors. There are 19 posters for the poster session and 15 contributed papers, as well as several concurrent sessions and a Tech Forum scheduled for Tuesday morning. The Tech Forum is included in the conference fee.
- Our plenary speaker, Eugenie Prime, had to withdraw due to health issues. M.J. Tooley agreed to fill in as plenary speaker and will be talking about the MLA Vital Pathways initiative. A couple of other speakers / instructors had to withdraw, but were able to provide substitutes.

The paid registrations and CE participants as of 10/15/08 (not including exhibitors) are:

Full Registrations	124	
One day only	15	
Student	8	
CE only	<u>11</u>	
<b>Total</b>	<b>158</b>	<b>Total Registration income \$35,950</b>

There were 74 MHSLA member registrants, 90 Midwest member registrants and 15 that indicated no affiliation.

CE participants		
8 hour	49	
3- 4 hour	<u>55</u>	
<b>Total</b>	<b>104</b>	<b>Total CE income \$14,570</b>

There will be 23 exhibitors (one, NEJM, was a donation only), and three Sunrise Seminars (Ebsco, Elsevier, and Ovid)\

Total Exhibitor income: **\$25,145**

The current estimated deficit is **\$8,523**, primarily due to anticipated payment for the room attrition rate. We had guaranteed 450 room nights (negotiated down twice) and have a 10% hedge factor, so we are liable for 405 room nights. The rented room nights currently stand at 340. (see attached budget estimates and registration detail).

The room nights may have been adversely affected by a problem with reserving double rooms. In August the hotel was indicating that there were no double rooms available. This problem was worked out, but the solution was somewhat cumbersome, and some reservations may have been lost because of the confusion.

Initial projections for registrations were 175-200. Registrations were likely impacted by the current economic climate and the fact that the MLA 2008 Conference was held in Chicago this year. The Midwest board may want to consider foregoing a regional conference when the MLA Conference falls in the Midwest region in the same year, or perhaps have an abbreviated regional conference that year.

## Ohio Planning Committee

Bette Sydelko & Marlene Porter, 2009 Conference Committee Co-Chairs



### Progress since March 2008 Midwest Chapter Board meeting:

- Ohio 2009 CPC (Conference Planning Committee) met in July and September. The logo was finalized with “Seek, Explore, Discover” as our theme. A draft budget has been prepared and is included with this report.
- The Program Committee has plans for two plenary speakers, a panel discussion, 2 tracks of contributed paper sessions and 20 poster presentations. Representatives from NLM, GMR, and MLA will be invited to give updates. The GMR Technology Forum and Sunrise Seminars from vendors are also planned. We have signed an agreement with Clifford Stoll as one of the plenary speakers.
- The CE Committee conducted a survey of the membership and has based their choices on the responses. We are planning 2 full day courses and 6 half-day ones. CEs will be available on the first and last days of the conference.
- The Hospitality Committee has been hard at work arranging for an unforgettable evening event at the Ohio Statehouse. This event will include dinner and entertainment, as well as a tour of the Statehouse. Plans are proceeding for a visit to the Short North Arts District, as well as dine-arounds for the open evenings. The official opening will be an event to spotlight our vendors and to welcome new members and first time attendees.
- Publicity and hospitality committees worked together to plan the exhibit display and invitation to the Columbus meeting. At the business meeting we will have a drawing for 3 certificates each worth \$100.00 toward registration or CE’s, transferable if necessary. We have donations from Experience Columbus to give out during the exhibitor’s drawing for prizes.
- The Registration Committee plans to use Acteva for the registration process. We’re going to be a “green” meeting, so plan on bringing your own bag.

### 2009 Midwest Chapter Conference Draft Budget

COMMITTEE	PROJECTED EXPENSE	
<b>Hospitality</b>		
Saturday Reception (150 attendees)	\$ 2,000.00	
Special Event (150 attendees)	\$ 9,655.00	
Subtotal		\$ 11,655.00
<b>Facility / Hotel</b>		
Food (breakfast, lunch, breaks with tax)	\$ 31,169.00	
Audiovisual Support	\$ 5,641.25	
Subtotal		\$ 36,810.25
<b>Program and CE</b>		
2 days programming, 4 half-day CE, 3 full day		\$ 11,200.00
<b>Publicity / Promotion / Printing</b>		
Programs, logo, advertising		\$ 3,000.00
<b>Registration</b>		
Online Registration using Acteva, name badges and ribbons		\$ 1,151.00
<b>TOTAL</b>		<b>\$ 63,816.25</b>

## Wisconsin Planning Committee

Julie Schneider & Barb Sisolak, 2010 Conference Committee Co-Chairs

### Activities:

1. Co-chairs met to discuss to-do's for 2008 and initial ideas for the conference.
2. Contracted to work with Group2Go (used by other Midwest Chapter conference planners). Gave the Group2Go rep ideas for conference dates and locations. Based on initially proposed pricing, we narrowed it down to three hotel choices to visit and evaluate. We also narrowed it down to a single weekend date mostly because of football home games which had to be worked around. The co-chairs visited each of the three hotels and met to evaluate needs. We were careful to select a hotel that did not payment for a select number of rooms regardless of the number of attendees. We also wanted wireless access, parking, and the ability to bring in equipment rather than rely on paying for hotel-contracted equipment services.
3. Co-chairs reviewed conference planning manual and contacted Donna Barbour-Talley.
4. The 2010 Midwest Conference will be combined as a joint conference with the Wisconsin Health Science Library Association. The conference will be held Friday, September 24 through Tuesday, September 28. The venue for the conference is the Inn on the Park in downtown Madison right on the state capitol square. The theme and logo for the conference is still being designed.
5. The co-chairs continue to identify and name members to the planning committee. We currently people to oversee Budget, Marketing, and CE course planning.

### Objectives:

1. Finalize conference planning committee members.
2. Finalize a theme and logo for the 2010 conference.
3. Co-chairs meet with planning committee members to establish and timeline and task list for 2009.
4. Identify and meet with allies such as the Midwest Chapter Professional Practice committee and the WHSLA Professional Development committee to begin discussing programming and CE ideas for 2010.
5. Following up with keynote ideas.

## Archives

Rebecca Caton, Archivist

### Activities:

1. Promoted membership in the Midwest Chapter.
2. Responded to chapter member inquiry regarding past Board Members and Committee Chairs.
3. Continue discussion on how to create online archives.
4. Continue predecessors' work on archiving the chapter history.

### Objectives:

- 📖 Maintain a permanent file of chapter records, such as meeting minutes, correspondence of lasting interest, program information and officers
- 📖 Promote chapter membership
- 📖 Recruit for careers in health sciences librarianship
- 📖 Attend scheduled board meetings and annual fall conference

Materials for the archives should be sent to:

Midwest Chapter/MLA Archives  
 c/o Library of the Health Sciences  
 Special Collections Department  
 University of Illinois at Chicago  
 1750 West Polk Street M/C 763  
 Chicago, IL 60612

### Auditor

Sue London, Auditor

Report was given at Spring Board meeting.

### Awards and Scholarships Committee

Sheryl Stevens, Chair

#### 2008 ACTIVITIES AND ACCOMPLISHMENTS

- Submitted spring and fall reports to the Executive Board.
- Reviewed and updated all award descriptions and applications.
- Successfully solicited nominations for **all** Chapter awards.
- Evaluated applications according to specified criteria and selected recipients.

#### AWARD RECIPIENTS

- Chapter Council Roundtables Luncheon Award (\$45 each): Brooke Billman (IA) & Jim Bulger (MN)
- Annual Meeting Scholarship Award (\$500 each): Chrysta Meadowbrooke (MI) & Zach Young (KY)
- Professional Development Award (\$500): Christine Allen (MI)
- Distinguished Librarian of the Year (\$500): TBA at Awards Luncheon on October 20
- Jean Williams Sayre Innovation Award (\$500): TBA at Awards Luncheon on October 20

### Communications Committee

Karen Anderson, Chair

#### Activities:

- Published the Spring (#111) and Summer (#112) issues of MIDLINE.
- Added the comments feed to MIDLINE beginning with the spring issue.
- Published over 30 posts to ConnectMidwest since the spring rollout.

- There will be extensive coverage of the Midwest MLA/MHSLA 2008 Conference in Michigan.
- Clare Leibfarth will be presenting the Chapter Member Blogger Workshop on Saturday 10/18 from 4:00 to 5:00 p.m. ALL BOARD MEMBERS INVITED!
- Allan is starting to help the 2009 conference people to set up a blog for their conference promotion/organization on the website.
- Jason Young will be taking over as the MIDLINE Editor beginning with the Fall 2008 issue.

## Finance Committee/Treasurer's Report

Marlene Porter, Treasurer 2008-2009

### **Current Financial Statement**

The *Financial Statement for October 16, 2008* (attached) shows a beginning balance of \$52,594.21 and an ending balance of \$79,086.55 for a net increase of \$26,492.34. This reflects the deposit of the \$35,000.00 money order deposited on October 16, 2008 from the Michigan Health Science Library Association.

### **2008 Annual Conference**

Invoices totaling \$12,591.50 (computer lab fee and special event) have been paid via the Midwest Chapter checking account. The recent deposit as noted above brings the current balance for the conference to \$23,908.50.

### **2009 Annual Conference**

Invoices totaling \$1855.00 (conference logo and speaker deposit) have been paid via the Midwest Chapter checking account.

### **Accounts**

- Money Market: \$16,084.22 – gain of \$1.18
- CD1: \$6,679.50 – gain of \$126.43
- CD2: \$12,587.73 – unchanged
- Behind budget by \$230.66 which is due to the slowed economy.

### **Medical Library Association (MLA)**

- Attended the chapter treasurers meeting at the MLA annual conference
- Faxed (10October2008) to MLA, signed Board member resolutions to authorize the MLA Executive Director to act on behalf of the chapter in filing routine corporate forms and annual filings

### **Web Site**

The Midwest Chapter / MLA web site was updated with accounts, reports, policies and forms at <http://midwestmla.org/business/treasurer.html>.

Midwest Chapter / Medical Library Association  
 Marlene Porter, Treasurer  
 Financial Statement  
 October 16, 2008

		Beginning	Ending
<b>Assets</b>			
110	Chapter Checking	\$15,870.37	\$20,181.60
110-2008	2008 Conference Checking	\$1,500.00	\$23,908.50
110-2009	2009 Conference Checking	\$0.00	(\$355.00)
120	Savings	\$16,083.04	\$16,084.22
130	Business Reserve Fund 1	\$6,553.07	\$6,679.50
140	Business Reserve Fund 2	\$12,587.73	\$12,587.73
<b>Total</b>		<b>\$52,594.21</b>	<b>\$79,086.55</b>
<b>Net (Ending - Beginning)</b>			<b>\$26,492.34</b>

		Budgeted	Actual
<b>Income Accounts</b>			
210	Membership Dues	\$8,400.00	\$7,560.00
220	Annual Conference	\$6,225.00	\$6,843.20
220-2008	2008 Annual Conference	\$0.00	\$35,000.00
230	Interest	\$358.27	\$127.61
240	Contributions	\$0.00	\$0.00
<b>Income</b>		<b>\$14,983.27</b>	<b>\$49,530.81</b>
<b>Expense Accounts</b>			
310	Board	\$11,450.00	\$7,244.03
320	Archivist (formerly Archives Committee)	\$50.00	\$0.00
330	Account Open (formerly Audit Committee)	\$0.00	\$0.00
340	Awards and Scholarship Committee	\$3,280.00	\$180.00
350	Professional Practice Committee (formerly Education Committee)	\$50.00	\$0.00
360	Finance Committee	\$383.00	\$200.53
370	Governmental Relations Committee	\$50.00	\$0.00
380	Membership Committee	\$2,250.00	\$1,124.27
390	Nominations and Elections Committee	\$50.00	\$0.00
400	Annual Meeting Committee	\$3,700.00	\$980.92
400-2008	2008 Annual Conference	\$1,500.00	\$12,591.50
400-2009	2009 Annual Conference	\$1,500.00	\$1,855.00
410	State Liaisons Committee (formerly Publications Committee)	\$50.00	\$0.00
420	Communications Committee (formerly Technology Committee)	\$550.00	\$362.22
<b>Expenses</b>		<b>\$24,313.00</b>	<b>\$24,176.25</b>
<b>Net (Income - Expenses)</b>		<b>(\$9,329.73)</b>	<b>\$25,354.56</b>

## **Governmental Relations Committee**

Julie Schneider, Chair

### Activities:

- Communicated legislative concerns to Midwest members through the Midwest listserv.
- Continued to monitor legislative activities and notices from MLA, ALA, AMIA, SSP, AMA and ANA.
- Continued to participate in legislative advocacy at a state level on behalf of health science and other special libraries.
- Contacted appropriate Senators on Orphan Works legislative (S. 2913). Also followed through on alerts having to do with NIH.

### Objectives:

- Work with the new Governmental Relations committee structure and try to meet virtually with committee members to discuss how to capture state legislative information of interest in states not represented and how to delegate responsibility for monitoring of the many legislative online resources. Also discuss the most effective way to share information with the membership and when to call for action.
- Continue to communicate legislative concerns of the region to the Midwest membership (for those that are in line with MLA legislative actions).

## **Membership Committee**

Bette Sydelko, Chair

### Membership Count

- As of 9/30/08, the Midwest Chapter/MLA had 399 members, of which 384 are paid members. When last year's Fall Board Report was submitted on 10/05/07, the Chapter had 400 paid members. Student membership stands at 15. We have 45 members (including 14 students) who are new to the organization. The 2008 membership is the lowest since 2003. Previous years showed good stability: 415 in 2007, 441 in 2006, 416 in 2005, 421 in 2004, and 397 in 2003. Detailed statistics follow at the end of this report.

### Activities & Accomplishments

- Mailed second notice membership renewals 4/2008, emailed reminders in March, May
- Continued to receive membership renewals and pass checks on to the Treasurer
- Prepared reports for Fall Board Meeting
- Responded to requests from members and potential members for information
- Continued to track student membership
- Maintained the currency of the three Chapter listservs, received requests to join listserv and to post messages
- Confirmed membership of scholarship and award applicants
- Produced password protected membership directory for website only distribution; revised quarterly
- At MLA annual meeting, attended MLA Membership Committee meeting as Chapter Representative, served on the MLA New Members/First Time Attendees Breakfast subcommittee, Colleague Connection subcommittee and participated in the CC
- Provided membership brochures for the Chapter Booth at MLA in Chicago, 5/08
- Reported new members and submitted articles to MIDLINE as requested
- Provided list of members interested in serving on committees or running for office
- Worked with C. Shaffer, Chair of Nominating Committee to confirm membership status of nominees. Emailed electronic ballots to all members

- Worked with Pat Martin, Registration Chair for Midwest Chapter meeting in Michigan to confirm memberships for meeting registration discount
- Worked with B. Carlin who volunteered to help produce a membership and career recruitment banner; banner to be completed (hopefully) by meeting in Michigan
- Attended conference call regarding discussion of online registration and membership dues payments; contacted MAC membership secretary for information regarding Acteva
- Reviewed membership database
- Prepared to turn over duties to incoming Membership Secretary
- Membership Committee not tasked with assignments of note

**MLA STATUS, AHIP STATUS, INSTITUTIONAL AFFILIATION  
MIDWEST CHAPTER MEMBERS  
September 2008**

<b>2008 (as of 9/30/08)</b>		
<b>MLA Status</b>	<b>No.</b>	<b>%</b>
Personal	235	58.8%
Institutional	69	17.3%
Not a Member	65	16.3%
Personal & Institutional	11	2.8%
Personal, Inst, Fellows	2	0.5%
Personal, Fellows	1	0.3%
Emeritus	3	0.8%
Student	13	3.3%
Unknown	0	0.0%
<b>TOTAL</b>	<b>399</b>	<b>100.1%</b>

<b>2008 (as of 9/30/08)</b>		
<b>AHIP Status</b>	<b>No.</b>	<b>%</b>
Not a Member	283	70.9%
Distinguished	61	15.3%
Senior	35	8.8%
Member	11	2.8%
Provisional	2	0.5%
Unknown	7	1.8%
<b>TOTAL</b>	<b>399</b>	<b>100.1%</b>

<b>2008 (as of 9/30/08)</b>		
<b>Institutional Affiliation</b>	<b>No.</b>	<b>%</b>
Hospital	177	44.4%
Academic	173	43.4%
Student	15	3.8%
Other	23	5.8%
None	10	2.5%
<b>TOTAL</b>	<b>399</b>	<b>99.9%</b>

**MIDWEST CHAPTER/MLA  
MEMBERSHIP COUNT BY STATE  
(Comparison of September 2008, September 2007, September 2006)**

STATE	2008 (as of 9/30/08)		2007 (as of 10/5/07)		2006 (as of 9/25/06)	
	Number	% of Total	Number	% of Total	Number	% of Total
Illinois	83	20.8%	89	21.4%	89	20.2%
Ohio	79	19.8%	85	20.5%	85	19.3%
Wisconsin	40	10.0%	48	11.6%	57	12.9%
Indiana	31	7.7%	36	8.7%	43	9.8%
Minnesota	47	11.8%	43	10.4%	46	10.4%
Michigan	40	10.0%	38	9.2%	45	10.2%
Kentucky	33	8.3%	30	7.2%	33	7.5%
Iowa	33	8.3%	30	7.2%	26	5.9%
North Dakota	9	2.3%	11	2.6%	13	2.9%
Out-of-Region	4	1.0%	5	1.2%	4	0.9%
<b>TOTALS</b>	<b>399</b>	<b>100.0%</b>	<b>415</b>	<b>100.0%</b>	<b>441</b>	<b>100.0%</b>

### Nominations Committee

Chris Shaffer, Chair

The Nominations and Elections Committee successfully completed the election of officers for 2009 according to the Bylaws of the Chapter as revised October 2006. The election was conducted by electronic distribution of the ballot to 365 members and mail ballots sent to 2 members. From the total of 367 ballots, 113 were returned for a 31% participation rate.

The following candidates were elected to the positions indicated:

Elaine Skopelja, President-Elect  
 Rebecca Caton, Membership Secretary  
 Ximena Chrisagis, Representative at Large  
 Charniel McDaniels, Candidate for Membership on the MLA Nominating Committee.

The ballots were counted and verified on September 8, 2008 by Chris Shaffer and Valerie Fishler. All candidates were personally notified of the results on September 8, 2008. Official letters followed.

### Professional Practice Committee

Janna Lawrence, Chair

Activities

- After Karla Block's resignation from the committee, Janna Lawrence agreed to take over as Chair in April, and will continue through 2008-2009.
- Carolyn Martin has been in touch with those planning CE for the 2009 meeting, and will stay on the committee for another year.
- Sharon Kambeitz-Lumphrey has been in contact with the MLA Credentialing Committee. Although she is not able to attend this year's Midwest Chapter Conference, she sent AHIP brochures for distribution at the meeting.
- Beth Carlin has contacted the MLA Benchmarking group with no results. The Committee Chair has recently contacted them and is waiting for a reply

### **Midwest Chapter Council Representative**

Pam Rees, Midwest Chapter Council Representative

Karen Hanus, Alternate Chapter Representative

#### ACTIVITIES

- Pam and Karen attended the Midwest Chapter Board meeting in Minneapolis in March 2008 and the MLA Chapter Council Meeting in Chicago.
- Pam served as Chair of the MLA/Majors Jury Award.
- Pam served on the Communications Committee of Chapter Council.
- Pam facilitated the MLA Chapter Sharing Roundtable "Virtual Reference" in Chicago.
- Karen recorded for the MLA Chapter Sharing Roundtable "Document Delivery Services and ILL."
- Pam attended the Awards Committee meeting at MLA.
- Pam and Karen sent messages to Midwest Chapter e-mail discussion list regarding MLA activities.
- Pam and Karen joined in Chapter Council e-mail discussions.
- Pam completed the writing of the Chapter Meeting Planning Guidelines at the request of the MLA Membership Committee and Chapter Council.
- Pam mentored a first-time attendee to the MLA Conference in Chicago through the Colleague Connection program.
- Karen served on the Chapter Sharing Roundtables Committee and compiled the evaluations of the 2008 Chapter Sharing Roundtable event.
- Karen began as co-chair of the Chapter Sharing Roundtables committee.

#### OBJECTIVES:

- Pam will work on MLA Membership Committee and Communication Committee assignments
- Pam and Karen will respond to Chapter Council assignments and monitor Chapter Council e-mail discussion list
- Karen and Pam will keep the Midwest Chapter informed about MLA activities
- Karen and Pam will attend Midwest Chapter Board meetings and MLA Chapter Council meetings.
- Karen and Pam will write an article for MIDLINE
- Karen will co-chair the 2009 Chapter Sharing Roundtables committee.

### **State Liaisons Committee/Representative-at-Large**

Nancy O'Brien, Chair

#### Objectives:

Chair and coordinate activities of the State Liaisons Committee  
 Promote Chapter membership and activities to state library groups  
 Receive and share feedback from local librarians to the Board

Provide current information to the Web Design team for state contacts  
Draft procedure manual for committee

Activities:

Welcomed and informed new medical librarians about the Midwest Chapter and benefits of joining the Chapter  
Facilitated distribution of membership brochures to state liaisons  
Coordinated revision of state related information on the Chapter web site  
Began work on the procedure manual

### Web Site Redesign Special Committee

Brian Finnegan, Chair

No activities to report.

### Policy and Procedures Manual Special Committee

Chris Shaffer, Chair

No report available as of 11/3/08

### Bylaws Review Special Committee

Sheryl Stevens, Chair

#### CHARGE

The Bylaws Review Special Committee was established at the Spring 2008 Board Meeting. Its charge was to review the current bylaws (adopted in 2006) and: 1) consider changing the stipulated budget approval process, and 2) identify other specified operating details that may need clarification and updating. Its work was to be completed in 2008.

#### ACTIVITIES & ACCOMPLISHMENTS

Committee members consulted with the Chapter Board, MLA, and each other via e-mail on a number of issues as they compiled the revised draft during June and July 2008.

The final proposed draft was distributed electronically to Chapter Board members in early August 2008. It included the following proposals:

- The Treasurer would submit a preliminary budget for the following calendar year at the Fall Executive Board Meeting instead of submitting a budget for the current calendar year at the Spring Board Meeting.
- The standing Governmental Relations Committee would be eliminated and replaced with a single Governmental Relations Liaison to be appointed by the Chapter President.

In addition, the Committee made a variety of proposed changes in format and wording throughout the document to improve accessibility, readability, clarity, and consistency. A number of minor inaccuracies were also corrected, particularly in the "Duties" sections.

The draft was forwarded to the MLA Bylaws Committee Chair in mid-August 2008. After incorporating the Chair's suggested changes, the draft was electronically distributed to all Chapter members via the Chapter listserv on September 19, 2008. A copy was also posted on the "Business" page of the Chapter Web site the same day.

#### **ACTION**

***This report requires no action by the Board. The proposed bylaws require a vote of the general membership at the Chapter's Annual Business Meeting on October 20, 2008.***

## Online Finances Special Committee

### Members

- Bette Sydelko, Chair
- Marlene Porter
- Karen Anderson
- Mary Markland

### Charge

The Online Finances Special Committee shall:

- Investigate electronic payment systems for the payment of dues and meeting registration fees
- Investigate electronic payment systems that can handle meeting registration tasks and can create an online membership database.
- Recommend an electronic payment system to the Board.

The Special Committee shall complete its work in 2008.

The Special Committee met by conference call on September 29<sup>th</sup>. Donna Barbour-Talley attended along with all the committee members. Mary presented information from the conference management companies she contacted. The decision was made to recommend Acteva as the conference management company we will use to handle registration for the annual meetings. Bette is exploring the use of Acteva for membership payments. She recommends that we maintain our own membership database. She is contacting Acteva about handling the payments. We will bring the issue of handling the costs to the Board meeting.

### Acteva for Annual Meeting Registration

Yearly fee	Registration Fee	Credit Cards	Money Processing	Services	
\$100/event	Depends on registration fee \$200 = \$9.12/person  Get 10% discount if prepay	2.5% for Visa/MC  3.5% AMEX	Send a check 1x or 2x/month	Registration, Badges, Excel files, Reports, Evaluations, Email reminders, Wait lists, tickets, Google maps	MAC Chapter has used for several years for Conference and Membership

### **ACTION**

***Recommend approving the use of Acteva to handle the registration management for our annual meetings with the Chapter to cover the account activation fee. In addition, we recommend the use of Acteva to handle membership payments. The issue of the processing costs needs to be discussed by the Board.***