

**2002 Executive Committee Minutes  
Casa Monica Hotel, St. Augustine, Florida  
Wednesday, April 10, 2002**

The Executive Committee members held a meeting in the Alcazar Room, part of the Casa Monica Hotel, St. Augustine, Florida, on Wednesday, April 10, 2002. The President, Naomi Elia called the meeting to order at 7:30PM.

**Members Present:**

Naomi F. Elia, President  
Pam Sherwill-Navarro, Vice Present/ Program Chair  
Sandra L. Canham, Secretary  
Deedra J. Walton, Treasurer  
Deborah Lawless, Membership Chair  
Dorothy Kelly, Strategic Planning Chair  
Jan Booker, Union List Coordinator  
Tanya Feddern, ALERT Co-Editor  
Erica Powell, Immediate Past President  
Nancy Schaefer, Special Guest  
Allison Howard, Treasurer nominee

**Members Absent:**

Susan McCullough, CE Coordinator  
David Goolabsingh, ALERT Editor  
Mel Gutsell, Archivist  
John Orriola, Membership Directory Editor  
Rae Jesano, Listserv Coordinator  
Tara Cataldo, SPC member, 3rd year

**APPROVAL OF MINUTES:**

The 2001 FHSLA Executive Committee minutes, on May 28, 2001 in Orlando, FL was motioned for approval by Pam Sherwill-Navarro and seconded by Allison Howard. Three spelling corrections were noted. The name corrections of Mel Gutsgell to Mel Gutsell, Dottie Kelley to Dottie Kelly, and Shimburg to Shimberg was made on the first page of the minutes.

**OFFICER AND APPOINTED POSITION REPORTS:**

**President's Report: Naomi Elia**

Naomi welcomed everyone and stated this was an executive meeting prior to the annual FHSLA meeting held at the Casa Monica in St. Augutine, FL on April 10-13, 2002. This year's theme is "Medical Librarians, Putting the Pieces Together." Naomi recognized Pam Sherwill-Navarro as the program chair, Libby Anderson producer of the artwork for the meeting, and Amy Buhler as head of registration.

Two scholarships were awarded this year. Rebecca Harrington from Florida State University received the Student Scholarship. Rebecca is currently serving a library internship with Addajane "Midge" Wallace at Halifax Medical Center in Daytona Beach. Karen Roth of Morton Plant Mease Health Care was awarded the Librarian Scholarship. Karen will be next year's incoming Vice President/Program Chair for the 2003 annual meeting in Tampa, FL.

Naomi recognized each vendor and the contribution amount for this year's meeting. They are as follows EBSCO (\$300), Book Binders of Florida (\$50), ISI (\$500), Majors (\$200), MD Consult (\$200), OCLC (\$200), Ovid (\$100), Rittenhouse (\$100) for a grand total of \$1650.00. Vendor's names are listed on the back of the Annual Meeting program.

Special thanks to CINAHL for their donation to three 120 minutes disks for free access to the database CINAHL. They will be added to the drawing prizes.

Naomi reported on several key topics from the combined Executive Committee and Strategic Planning Committee held on November 30, 2001 in Orlando, FL. The FHSLA members at this year's business meeting will be voting on increasing membership dues from \$10.00 to \$15.00 annually. The Committees decided to forgo the FHSLA 2004 Annual Meeting in Spring of 2004, and conduct an Annual Business Meeting at the Southern Chapter/MLA in Miami in the Fall of 2003.

Naomi also reported that Pam Sherwill-Navarro initiated establishing a FHSLA Librarian of the Year, which will be a non-monetary award and a Journal Club for the Association.

Certificates for past year's officer and committee members will be passed out during the Business Meeting.

#### **Treasurer's Report: Deedra Walton**

Total deposits for the year were \$1,530.00. Expenses for last year's business meeting were \$812.72. A scholarship in the amount of \$123.00 given to Annamae Tryphus from All Children's Hospital is included in these expenses. General Expenses for the year were \$1,052.91. This gave the budget a balance of \$6,211.07 as of December 31, 2001. Our balanced decreased in the year 2001 by \$335.63.

Deedra noted that Naomi has already gone over the \$1650.00 in program donors for the 2002 Annual Meeting.

#### **APPOINTED POSITION REPORTS**

##### **Alert Co-Editor: Tanya Feddern**

Tanya reported that the main focus of the ALERT is to become informative information nationwide as well as for state. This past year the ALERT has

doubled in size and has added three new features, electronic tricks and tips for Word processing, Internet Resources listing addresses and a short description, and a job column. Tanya indicated her goals for the new year were to look at old ALERTS for new ideas as well as go back to previous layouts used in the ALERT. The ALERT will be archived on the web page in its entirety. Tara Cataldo will be taking on this enormous task.

**Union List/Information Coordinator: Jan Booker**

Jan announced the title change to this appointed position as an extension to her current position. The new DOCLINE version has cut down the need for a liaison but the Strategic Planning Committee didn't feel the need to dissolve the position. As Information Coordinator added to the title, Jan will take on the responsibilities of contacting new Executive Committee Members, Committee Chairs, and other Principals and orient them to the responsibilities of their in new position.

**Webmaster: Tara Cataldo**

In the absence of Tara, Jan Booker read her report. In the last year, there have been 12,368 user visits and 47,506 hits. This doubles the previous year. It is thought to be because the ALERT is now available online in PDF format. Additions were made to the meeting page listing the 2002 Annual Meeting information, Strategic Planning minutes, and the 2002 Scholarship winners. The membership page application is now available in PDF. Several ALERTS are on the newsletter page. Tara has not received any update information for the Membership Institutes page or the Continuing Education page in the last year.

The Membership Directory was sent via email in PDF file. It will not be available on the web site for member confidentiality. Notices in the ALERT and postcards were sent if people wanted the directory in print.

**Listserv Coordinator: Rae Jesano**

In the absence of Rae, Jan Booker read her report. Rae has indicated that she has added seven new people to the list. There have been nine changes in addresses due to email address changes. There were five people who have been reinstated on the list after being dropped from the list due to bounced messages. One person was deleted from the list. There were some problems with some people sending to the list. Rae hopes to fix these problems. One hundred eighteen messages have been posted since May 25, 2001. Jan also reported, Rae's first order of business for the new year will be to clean out the bad or inactive addresses. Lastly, Rae ends her report indicating she is still getting a fair number of error messages from the listserv.

**Continuing Education Coordinator: Susan McCullough**

In the absence of Susan, Nancy Schaefer read her report. Susan sent out a survey during the Business Meeting 2001 in Orlando, FL during MLA 2001

asking for suggestions for possible CE topics for this year's Annual Meeting. A total of twenty-six responses were returned to Susan. The top four requests were considered when selecting classes for the 2002 Annual Meeting: Health Sciences Information Services, Information Systems and Technology, Instructional Support Systems, and Management of Information Services. Other considerations were the expense of travel for instructors, offerings at MLA 2002, and anecdotal recommendations and requests. Continuing Education Courses will be offered during the 2002 Annual Meeting on Thursday, April 11, 2002 and Saturday, April 13, 2002.

The Executive Committee approved and adopted a form contract and related procedures to use with instructors and other speakers. This will standardize the procedures and offer continuity from one year to another as CE Coordinators and Program Chair change.

### **COMMITTEE REPORTS:**

#### **Strategic Planning: Dottie Kelly**

The Strategic Planning Committee met on November 30, 2001 in Orlando, FL. Two new members were announced to complete the required seven-member committee. Hilary O'Sullivan of Nova Southeastern University will be the "southern academia" and Cheryl Dee is the member for "at large member". There was a discussion and a motion that passed to report and vote at the Annual Business meeting to increase the membership dues from \$10.00 to \$15.00 annual. If approved the due increase will go into effect January 1, 2003. Since there won't be an Annual Meeting in 2004, the nominating committee will post nominations for officers voting on the listserv. Voter ballots will be faxed back to be counted and officers will go into effect during the Spring of 2004.

A discussion of a bi-Annual meeting was proposed. Dottie reported a bi-annual meeting would help financially but would not be favorable due to a loss in members over time. It is suggested when possible to have a joint meeting with other meetings to cut cost. This way a Business Meeting will take place and CE courses would be offered through the larger meeting.

Dottie reported to have a strategic planning meeting in October 2003 during the Southern Chapter/MLA 2003 meeting. This will be an incentive to go the SC/MLA 2003 and save on travel expense.

#### **Membership: Deborah Lawless**

Deb reported she has solicited new members by telephone, in person, or by email. She has contacted persons from University of Phoenix and has faxed membership applications. Three applications were mailed to Jones College in Jacksonville. There was no reply from Jacksonville University and no interest at the University of North Florida. Four people were contacted via email and six

persons were mailed a letter with applications to no email address. Deb asked the committee if they knew who was the librarian at Tallahassee Memorial? She found out and will contact Vicki Sapp after the Annual Meeting. No one knew of the librarian at Hialeah Hospital.

Annual dues must be in by May 30, 2002 to be included in the Membership Directory for the year.

**Program: Pam Sherwill-Navarro**

Pam announced the Annual Meeting would begin Friday morning with a breakfast followed by keynote speaker Christine Koontz. The Business meeting will be after lunch and the day will conclude with a session of round table discussions. Many thanks go out to Libby Anderson for art design and Amy Buhler for registration.

**Nominating: Pam Sherwill-Navarro**

The nominating committee had two positions to fill. The nominees are Karen Roth, from Morton Plant Mease, for Vice President and Allison Howard, from USF Shimberg, for Treasurer. Susan McCullough has sent in her resignation for Continuing Education Coordinator after the 2002 Annual Meeting. Pat Clark has been appointed as her successor.

**OLD BUSINESS**

No old business to report at this time.

**NEW BUSINESS**

1. Naomi will ask for a vote for annual FHSLA membership dues increase from \$10.00 to \$15.00 annually.
2. At the 2003 annual meeting, the Strategic Planning Committee will be nominating members for the 2004 officers. Voting ballots will be sent electronically and will receive ballots via fax for official counting.
3. Karen Roth, incoming Vice President/Program Chair will announce the 2003 Annual meeting to be in Tampa, FL. Dates and times have not been set.
4. If approved by show of hands at the Business Meeting, the FHSLA Librarian of the Year Award will be made up of a three-person nominating committee. The Executive Committee will appoint the committee. Dottie Kelly, chairman of the Strategic Planning Committee, indicated her committee would write the guidelines.
5. If approved by show of hands at the Business Meeting, the Journal Club will start in the Fall 2002. Pam asked for topics of interest to be sent out via listserv for discussion.

## 6. Other Business.

Deb Lawless announced the door prizes for the Annual Meeting will be in three rounds (Friday Breakfast, Lunch, and Round Tables). Each round winners' will have the opportunity to choose a prize from the available choices at that time.

Tanya Feddern asked the Executive Committee if the ALERT could stay at the Miami region for another three years.

Dottie Kelly asked to stay on as Strategic Planning Chair. Naomi read the by-laws which states, "The President shall appoint all chairmen of committees and shall be an ex officio member of all committees."

Meeting Adjourned: 8:45 PM

Submitted by

Sandra Canham  
Secretary

Minutes as corrected following the 2003 Executive Committee Meeting, June 4, 2003.