

**Florida Health Sciences Library Association
Annual Business Meeting
June 6, 2003**

TradeWinds Resort and Conference Center– St. Petersburg Beach, FL

The Business Meeting was called to order by President Pam Sherwill-Navarro at the TradeWinds Resort and Conference Center in St. Petersburg, Florida on Friday, June 6, 2002 at 12:45 PM.

Allison Howard, Shimberg Health Sciences Library, University of South Florida made a motion to approved the minutes of the April 12, 2002 Business Meeting and Narges Ahmadi of Lee Memorial Health System seconded the motion. One correction to the minutes was noted. Pauline Hicks was nominated for the Distinguish Librarian Award from Florida A&M not as a Distinguish Member of AHIP. Motion was approved unanimously.

OFFICER'S REPORTS:

President:

Pam addressed members of FHSLA by recognizing Karen Roth hard work as this year's Program Chair. Her local arrangements committee was Beverly Shattuck and Danny O'Neal. Strategic Planning Committee met two days before this Annual Business Meeting.

Treasurer:

Allison Howard reported total deposits for the fiscal year were \$12,764.90. Expenses for last year's total budget were \$9,367.43. This gave the budget a balance of \$9,608.43 as of December 31, 2002.

During the year, Allison drew up a "Discrepancy in payment between an individual and the Treasurer's receipt of dues." She indicated several minor problems with membership dues so a procedural guideline was necessary. The procedures will be posted on the web site and in the next issue of the Alert.

APPOINTED POSITION REPORTS:

ALERT Co-Editor:

In absence of Tanya Feddern, Pam Sherwill-Navarro reported this past year's ALERT report. Two issues of the ALERT were created and uploaded onto the FHSLA newsletter web site. These issues were in both HTML and PDF formats so they'd be searchable on the World Wide Web. Due to staffing constraints, the ALERT was not archived on the web page in its entirety. Pam also reported that due to expanded job duties Tanya regretfully is stepping down as the ALERT Co-Editor. Pam announced that the University of South Florida would be taking over

this position as a group project. Beverly Shattuck will be the contact person for FHSLA.

Union List/Information Coordinator:

No report at this time.

Web Master:

In the absence of Tara Cataldo, Pam Sherwill-Navarro read her report. Between March 2002 and February 2003, Tara records 10,789 user visits and 50,560 hits. This is a slight increase from the previous year. Tara will be retiring as webmaster on June 30th and Amy Buhler from the University of Florida will be assuming her duties as webmaster.

Listserv Coordinator:

In the absence of Rae Jesano, Pam Sherwill-Navarro read her report. Rae had to reinstate the users from Nova Southeastern and the University of Miami. They were dropped from the list for bounced messages due to changes in their email systems. Rae reports twelve people were added to the list and four people were deleted. Nineteen members had email address changes during the year. Rae recorded seventy-two messages were posted since May 1, 2002. Finally, she reports over 2000 error messages for bounced messages during the year.

Continuing Education Coordinator:

The Continuing Education Committee offered three CE courses as part of the Annual Meeting. Of the three classes nine people registered for the Tips and Tricks a non-MLA credited course. There were fourteen registered for the LinkOut Session and fourteen for the "Alternative Medicine: (CAM): Information Resources for Choices in Healing." Participates received MLA credited hours. Danny reports positive feedback from the evaluations.

COMMITTEE REPORTS:

Strategic Planning:

Dottie Kelly gave the Strategic Planning Committee report. This past year the Procedure Manual was updated. Revisions will be posted on the web site. This necessitated a change in the bylaws. Pam Neumann and Richard Mercer will look into revisions to the bylaws as well as other bylaws changes. Dottie also reported that Karen Roth and Cheryl Dee would be talking with other Associations in the region about possible joint meetings. We would be sharing CE courses with separate business meetings. The committee also wrote guidelines for the Librarian of the Year. During the new business portion of the business meeting we will be voting on forming a standing committee for the purpose of administering the FHSLA Librarian of the Year Award, as well as future honors and awards of the Association. Finally, it has been recommended that any FHSLA Committee complete and submit a Motion Work Form to the

President before an Executive Meeting. The Motion Work Form will be posted on the web site.

Membership Directory:

John Orriola reported ninety-six FHSLA members before Annual meeting and he recorded three new members totaling ninety-nine members. Allison Howard, treasurer, interjected a new membership number of 102 after the morning session. This is below the 114 members for the years 2000-2001. New procedures to the Treasurer were recommended during the Strategic Planning Committee. The Treasurer will provide new member information to both the membership directory coordinator and to the electronic discussion list coordinator. Since there won't be an Annual Meeting in 2004, John is putting together an incentive for membership renewal.

Program:

Karen Roth reported Continuing Education Committee had several last minute changes to the initial slate of classes. Two of the three CE courses were changed. She indicated the Hotel was excellent to work with during the year and her local committee members were great during the planning.

Nominating:

The nominating committee had two positions to fill. The nominees are Rana Dole, from Broward General Medical Center, for Vice President and Sandra Canham, from University of Florida, for Secretary. Pam also gave committee chairs for the following committees: ALERT Editor, Beverly Shattuck from University of South Florida, Membership Committee, Claire Keneally from Shriners Hospital for Children, and Webmaster Amy Buhler from University of Florida.

ELECTION OF OFFICERS:

Pam Sherwill-Navarro, President called for a vote. There was no discussion on the floor and motion carried all in favor.

OLD BUSINESS:

1. Southern Chapter/FHSLA Joint Meeting

Karen announced FHSLA would have an open forum session during the Southern Chapter/MLA meeting in Coral Gables, FL. The meeting would last approximately one hour. Details will come forth on the web site.

2. FHSLA Librarian of the Year

This past year the Strategic Planning Committee created guidelines for the FHSLA Librarian of the Year Award, as well as establish an Honors and Awards Committee of the Association.

3. Retiring Librarians from FHSLA

Marley Soper, Library Director at the Robert Arthur Williams Library, Florida Hospital College in Orlando will be retiring at the end of June. Karen will write an announcement to SC/MLA announcing Marley's retirement.

NEW BUSINESS:

1. Business Meeting/CE 2004

Karen Roth and Danny O'Neal will be working on a live video teleconferencing throughout the state of the spring of 2004 to conduct a business meeting. They will also be looking at the possibility in offering a CE course via teleconference after the business meeting. Information will be on the web site and through the electronic discussion list as they become available.

2. FHSLA Research SIG

Addajane Wallace from Halifax Medical Center asked FHSLA members if there was any interest in forming an electronic discussion group with an interest in research. The objective is to exchange ideas on possible research topics around the state. With no objection, a SIG group would be formed. More information will be disseminated on the electronic discussion list.

3. Future Joint Meetings

The Association is looking into having a joint meeting in 2005 with the Special Libraries Association—Florida Caribbean Chapter. Cheryl Dee suggested having a joint meeting with the Florida Caribbean Chapter for a CE alternative during the year.

4. Committee Member Lists

Karen Roth over the year has been updating the committee member list. Once the list is completed it will become available on the web site. Faith Meakin from the University of Florida asked if appointment letters were sent out to this past year's members. She indicated committee letters were very important to members who are also members of AHIP. Karen indicated in recent years letters have not been sent out but in the future will be given out to committee members at the end of their term.

5. The Strategic Planning Committee recommended the creation of an Honors and Awards Committee. Karen Roth will appoint a standing committee for the calendar year 2003-2004. The first award will be given out during the 2005 Annual Meeting.

RECOGNITION CERTIFICATES:

Recognition Awards - Pam handed out Certificates of Appreciation to:

Tara Cataldo –Web Master

Rae Jesano–Listserv Moderator

Tanya Feddern—Editor ALERT

Mel Gutgsell—Archivist
John Orriola—Membership Directory
Jan Booker—Union List/Information Coordinator
Deb Lawless—Donation Coordinator/Membership
Strategic Planning—Dottie Kelly
Danny O’Neal—C.E. Coordinator
Sandra Canham—Secretary
Allison Howard—Treasurer
Naomi Elia—Past President
Karen Roth—Vice President/Program Chair

Special recognition to Amy Buhler for registration coordinator; Dwight Bennett from the University of Florida for his graphics; and John Orriola for designing this year’s name tags and other meeting promotional material.

Pam Sherwill-Navarro then turned over the meeting to new President Karen Roth, who presented Pam with a Certificate of Appreciation for being President and for her leadership ability.

Karen announced the 2003 scholarship winners. Ellen Stanley from Shimberg Health Sciences Library, and the student scholarship to University of South Florida student Andy Todd. Karen asked all twelve of the first time attendees to stand and be recognized. She then adjourned the meeting at 1:45 p.m.

Submitted by,

Sandra Canham
Secretary

Corrected following the April 28, 2004 Business Meeting.