

**Florida Health Sciences Library Association
2003 Executive Committee Meeting
TradeWinds Beach Resort & Conference Centers St. Petersburg Beach
Wednesday, June 4, 2003**

The Executive Committee was called to a meeting in the Compass Room at the TradeWinds Beach Resort & Conference Centers St. Petersburg Beach, Florida, on Wednesday, June 4, 2003. The President, Pam Sherwill-Navarro called the meeting to order at 6:30PM.

Members Present:

Pam Sherwill-Navarro, President
Karen Roth, Vice Present/ Program Chair
Sandra L. Canham, Secretary
Allison Howard, Treasurer
Danny O'Neal, CE Coordinator
Dorothy Kelly, Strategic Planning Chair
Jan Booker, Union List/Information Coordinator
John Orriola, Membership Directory Editor
Beverly Shattuck, incoming ALERT Editor

Members Absent:

Naomi F. Elia, Immediate Past President
Deborah Lawless, Membership Chair
Tanya Feddern, ALERT Editor
Mel Gutgsell, Archivist
Rae Jesano, Listserv Coordinator
Tara Cataldo, SPC member, 3rd year

APPROVAL OF MINUTES:

The minutes of 2002 FHSLA Executive Committee meeting, Wednesday, April 10, 2002 in St. Augustine, FL were approved unanimously. Two editing corrections were noted. The fourth paragraph of the President's report had an extra word. The word "on" was removed in the following sentence: "Naomi also reported that Pam Sherwill-Navarro initiated on establishing a FHSLA Librarian of the Year, which will be a non-monetary award and a Journal Club for the Association." Also, in the Treasurer's report there was a change to past tense in the sentence "Total General Expenses for the year was \$1,052.91."

OFFICER AND APPOINTED POSITION REPORTS:

President's Report: Pam Sherwill-Navarro

Pam did not have a report at this time.

Vice President/Program Chair: Karen Roth

Karen did not have a report at this time.

Treasurer's Report: Allison Howard

Allison reported a total of \$2,850.00 in donations for the 2003 Annual Meeting. She is still waiting for checks from Stat Ref! and Ovid for \$150.00 each. Donations for door prizes include \$394.90 in gifts from Highsmith and CINAHL and numerous books donated from Elsevier, Mosby, Saunders, Lippincott and Williams & Wilkins.

Allison has updated and cleaned up the membership renewal application to be a one-page form. She asked if it would be possible to send out renewals via mail as Southern Chapter does with attached return address labels. The Committee recommended sending out only to delinquent members to cut down on postage cost after the renewal due date had past. This form will be sent to Amy Buhler to be placed on the web site.

COMMITTEE REPORT HIGHLIGHTS:**Continuing Education Coordinator: Danny O'Neal**

The Continuing Education Committee had several last minute changes to the initial slate of classes. Two of the three CE courses were changed. The Docline class was canceled due to the delayed new version release. A two hour LinkOut class and a Tips and Tricks in Word and Excel were offered in its place.

Danny had also set up a (8 hours MLA credited) class entitled "Alternative Medicine: No Longer Just a Fad." The presenter, Sharon Lezotte, backed out of her commitment three weeks before the Annual Meeting. Danny then invited Charles Wessel from University of Pittsburgh to speak on a similar topic, "Complementary and Alternative Medicine-(CAM): Information Resources for Choices in Healing." The replacement class was 6 MLA CE credits. A box lunch will be provided to participants rather than reducing the cost. After the meeting, Danny plans to write a formal letter to MLA Headquarters and inform them of this last minute situation and Sharon Lezotte's unprofessionalism.

Union List/Information Coordinator: Jan Booker

Jan Booker reported she spoke briefly on the telephone with Hilary O'Sullivan to introduce herself as the Information Coordinator of FHSLA. She followed up by sending her a list of her responsibilities as a member of the Strategic Planning Committee from the Bylaws and Policy and Procedure manual.

Strategic Planning: Dottie Kelly

Dottie submitted recommended guidelines written by the Strategic Planning Committee for the Librarian of the Year award to the Executive Committee and asked for a vote of approval. Pam Sherwill-Navarro made motion to accept the guidelines. Karen Roth seconded the motion. Motion carried. The committee would like a standing committee, named Honors and Awards Committee, to be formed for the purpose of administering the FHSLA Librarian of the Year Award, as well as future Honors and Awards of the Association. The Executive committee has been asked to appoint its members.

The Strategic Planning Committee also presented to the Executive Committee a Motion Work Form that will be submitted to the President before an Executive Meeting of upcoming proposals. Committees will use this form as the process to clearly state the motion, note any past relevant action or policies, establish justification, present implementation issues, costs involved, time frame, and impact on the bylaws.

OLD BUSINESS

No old business to report at this time.

NEW BUSINESS

1. Donation for Southern Chapter Joint Meeting. Karen Roth suggested to the Committee to have a joint meeting with the Southern Chapter 2003 Annual Meeting in Coral Gables, FL. She has spoken with Suzetta Burrows in Miami. Suzetta is asking for a sponsor donation from FHSLA. Beverly Shattuck will contact Suzetta for further information.
2. FHSLA 2004 Business Meeting/FHSLA CE alternatives. Karen Roth and Danny O'Neal are proposing a videoconference to be held in the 2004 fiscal year. A brief Business Meeting will be held and possibly a CE course offered via video conferencing. The Bylaws state "One annual meeting will be held in the spring of each year as agreed upon by the prospective host and the Executive Committee." More information will become available during the planning stages.
3. Future Joint Meetings. There was discussion within the Strategic Planning Committee about having a joint meeting with another organization within the regional area. Karen Roth and Cheryl Dee will be contacting the Florida and Caribbean Chapter/Special Libraries Association. The proposal would be to coordinate Continuing Education courses with separate Business Meetings.
4. Officers, roles & duties.
 - Karen Roth is in the process of updating officers and committee lists. They will be sent to Amy Buhler, incoming Webmaster of the FHSLA web site.
 - For the coming year, Strategic Planning Committee would like to propose having the Past President as the Strategic Planning Chair. The Bylaws indicate, "The Chair is appointed by the President for a term of one year which will be in that member's third year of committee service."
 - An Ad-Hoc committee chaired by Richard Mercer and Pam Neumann will be revising the Bylaws this year.
 - Barbara Shearer accepted the nomination as a member of the Strategic Planning Committee for a three-year term. Pam Sherwill-Navarro also shared that Barbara has accepted the invitation that Florida State University become the fourth

Academic Library in the Annual Meeting rotation. The Annual FHSLA Meeting will be in the Tallahassee area in 2006.

5. Other New Business.

- Allison Howard, treasurer, has drawn up a “Discrepancy in payment between an individual and the Treasurer’s receipt of dues” policy. This past year, she contacted MLA and Southern Chapter on procedures for a document. The Executive Committee was given a draft, which was accepted and approved.
- At the Business Meeting, Pam will bring up for discussion a possible SIG electronic discussion list for those who are interested in Research. Midge Wallace will be asked to speak.
- John Orriola shared a raffling idea for 2004 membership renewal. An email will be sent out around November 14th to remind people about renewing their membership. He will at this time inform FHSLA members that a raffle for a free registration for the 2005 Annual Meeting will be given away to those who renew by February 14th. After this date, a drawing will take place. John called for a motion to have a trial year for this promotion raffle. Dottie Kelly seconded. Motion carried.

Meeting Adjourned: 7:55 PM

Submitted by

Sandra Canham
Secretary