

**Florida Health Sciences Library Association
2005 Executive Committee Meeting
Hyatt Regency, Jacksonville
Wednesday, April 20, 2005**

The Executive Committee was called to a meeting in Board Room #4 at the Hyatt Regency Jacksonville Riverfront, Jacksonville, Florida, on Wednesday April 20, 2005. The President, Rana Dole called the meeting to order at 7:20pm.

Members Present:

Rana Dole, President
Sandra Canham, Vice President/Program Chair
Mary Lawrence, Secretary
Allison Howard, Treasurer
Amy Buhler, Webmaster
'Nita Ferree, CE Coordinator
John Orriola, Membership Directory
Barbara Shearer, Florida State University, Invited Guest
Nadine Dexter, Florida State University, Invited Guest

Members Absent:

Karen Roth, Immediate Past President
Claire Keneally, Membership Committee Chair
Beverly Shattuck, Alert
Mel Gutgsell, Archivist

APPROVAL OF THE MINUTES

Rana Dole called for the approval of the minutes for the 2003 FHSLA Executive Committee Meeting, held on Wednesday June 4, 2003 at the TradeWinds Resort, in St Petersburg Beach, FL. No Executive Committee Meeting was held since that date.

Treasurer's Report:

Sandra mentioned that in 2003 Allison recommended changing the policy regarding renewals and delinquent notices. Sandra noted that this would require a bylaws change and that the bylaws changes for this year have already been sent out.

Allison's proposed amendment would change the delinquent date from "after April 30" to a date in February. February 14th was suggested as "members" are signing up for the Annual Meeting and CE classes but they have not paid their dues for the year. Sandra proposed recommending making this change at this year's Business Meeting.

Vice President/Program Chair Report:

It was decided that Karen's report would be more easily understood if we strike from "She indicated..." as she had no formal report. As written, Karen was talking about "old business."

Capitalization and New Business:

Allison Howard mentioned that "Bylaws" needs to be capitalized throughout the document. Also, under New Business "Suzie Burrows" should be Suzetta.

Other Discussion:

Barbara Shearer requested a clarification on how the rotation schedule for meetings is determined. Sandra explained that academic institutions are always the hosts of the annual meetings. There was no formal rotation schedule when the organization began. The Strategic Planning Committee created the rotation schedule and the Academic Library Directors agreed on it. Barbara said she could not tell whether the rotation schedule was still open to discussion.

Current Schedule:

Jacksonville 2005
Tallahassee 2006
Nova Southeastern 2007
Tampa 2008
Gainesville 2009
Tallahassee 2010

Gainesville and Jacksonville will rotate back and forth when their turn comes and Nova Southeastern and Miami will do the same.

Barbara was concerned about feedback she has received regarding FSU's position in the rotation and how their location might affect attendance. Sandra said the final location of the meeting may be anywhere in the state and is determined by the host site.

Meeting sponsors in the past have opted to have their meetings in other locations and are responsible for printing of the preliminary programs. There may also be other costs. Hospital medical libraries probably would not have the funds to meet these costs. Sandra said that she didn't want it to appear that attendance is the only concern in the choice of a site for the Annual Meeting.

FHSLA Librarian of the Year:

Allison also pointed out that there is a mistake on page 3. It should read "FHSLA Librarian of the Year Award, as well as future honors and awards" not "wards."

APPROVAL OF THE 2003 EXECUTIVE COMMITTEE MEETING MINUTES

Rana called for any additional changes. Sandra motioned that the minutes be approved for the Executive Committee Meeting held at St Petersburg with changes. Amy Buhler seconded the motion and it was approved unanimously.

OFFICER AND APPOINTED POSITION REPORTS

Vice President/President Elect Report:

This year's Annual Meeting will be held in Jacksonville, FL on April 20-22, 2005 at the Hyatt Regency Jacksonville/Riverfront formerly the Adams Mark Hotel/Jacksonville. The hotel name changed on April 1, 2005 after the contract was signed. The contract is still valid. The University of Florida and the Jacksonville area medical libraries are the host institutions.

The Program committee has invited two speakers. The keynote speaker is Stephan Oosterman, D.O. from the University of Florida Health Sciences Center/Jacksonville. He is a physician with the department of Community Health and Family Practice. His talk will be about the departments' grant, "Point of Care Sources for EBM (Internet and Handheld)". The

luncheon speaker will be Jan LaBeause from Mercer Medical Center Library in Macon, GA. She has a wonderful presentation focusing on librarians in the movies titled, "Your Image is Showing: Hollywood Looks at Librarians."

Sandra reported based on our membership in April 2003 of 99 members and 58 members attending the 2003 Annual meeting, we planned for 50% of the members to attend the 2005 Annual meeting since in 2004; we did not have a host site for a meeting. We have 46 members attending the 2005 Annual meeting. According to the treasurer, 82 members were accounted for on 3/18/05 so the program committee was just under our goal; but, since we went over our room nights guarantees, the hotel will only charge us for the number of plate's requests needed not the original dollar amount for food.

We have eight exhibitors and seven sponsors for the meeting. Thomson Scientific purchased the \$135.00 Internet connection fee for the exhibit room (4 ports). The Association paid \$100 for an additional 5 ports. All eight exhibitors will have Internet availability.

At the December 2004 Strategic Planning Committee meeting, Sandra made a recommendation to increase our meeting fees. The Association registration fee has been the same for the past two Annual meetings. Based on expenses for the Annual Meeting an increased of \$5.00 was granted by the Executive Committee. Registration for this year meeting is \$90.00. The Continuing Education classes also saw a slight increase of \$10.00. CE courses are \$60.00 for the half-day course.

Sandra announced that the meeting evaluations will be electronic and will be distributed through the discussion list. Questions will be addressed to those who attended the meeting and those who did not attend the meeting. Sandra would like to recommend that those who submit an evaluation be in a drawing to win a free registration to next year's annual meeting.

John Orriola suggested that everyone who responds should get a reward, maybe a \$5 certificate for Starbucks. John mentioned that many people do not pay their own registration fees. Some people might be interested in getting a check so that they could apply the prize to something else. Sandra said she only received 17 evaluations forms for the St. Petersburg meeting which is a really poor response. We want members to tell us why they don't come. After some discussion it was decided to offer to let the respondents choose a "free registration" to the 2006 Annual Meeting or a \$90 gift certificate to a bookstore, winner's choice.

Sandra reported that the Nominating Committee met via telephone to discuss possible candidates for the Vice President/President Elect position and Secretary Position for the 2005-2006 fiscal years. Allison Howard accepted the nomination for Vice President/President Elect and Mary Lawrence, who served this past year as an appointed position, was asked and accepted the nomination for Secretary for the two year appointment. At the 2005 Business Meeting the members present will vote on this slate of officers. Committee members included Deedra Walton, Diane Rourke, and Nadine Dexter.

Treasurer's Report:

Allison Howard reported that she hasn't paid any monies for this year's conference, hotel or food expenses. The current balance of \$21,921.01 will go down when the bills are paid.

Allison also reported that she submitted Uniform Business Report and paid the fee. The

Uniform Business Report is required by the State of Florida in order to maintain our nonprofit status. There were the two scholarship donations this year. One in the name of Cheryl Dee's Mother who past away and one for Jan Booker's son who also past away.

Balance as of December 31, 2004 \$13,198.20

Deposits

2005 Membership Dues 1,305.00

2005 Business Meeting Donations 1,400.00

2005 Registration and CE Classes (Annual Meeting) 6,129.00

Total Deposits 8,834.00

Total Cash \$22,032.26

General Expenses

Uniform Business Report (maintains non-profit status) \$ 61.25

Scholarship Donations 50.00

Total General Expenses \$ 111.25

Current Balance \$21,921.01

COMMITTEE REPORTS:

Continuing Education Committee Report:

'Nita Ferree reported on the Continuing Education courses offered at this year's Annual Meeting. The total amount received from the classes was \$2,499.

Course	# of Attendees	Cost	Credit Hours	Area of Knowledge
Communicating with Physicians: For Librarians	9	\$60 Members; \$80 Non-Members	4 MLA Contact Hours	1: Health Sciences Environment and Information Policies
Introduction to Public Health for Librarians	7	\$60 Members; \$80 Non-Members	4 MLA Contact Hours	1:Health Sciences Environment and Information Policies
Media and Learning: Using Sound, Graphics, Text, and Animation to Enhance Learning from Presentations	6	\$60 Members; \$80 Non-Members	4-hour class; not accredited by MLA	
NLM Systems Update	9	\$35 Members; \$55 Non-Members	1.5 MLA Contact Hours	3: Health Sciences Information Services
Super Searcher	12	\$67 Members; \$87 Non-Members	4 MLA Contact Hours	5: Information Systems and Technology

'Nita acknowledged the invaluable help of Nancy Schaefer and Sandra Canham, who were always there with a ready answer or cheerful guidance during the process.

Nominating Committee Report:

Sandra Canham included the Nominating Committee Report in her Vice President/President Elect report (see above).

Strategic Planning Committee:

Karen Roth was unable to attend the meeting and Rana read her report. The committee revised and approved the FHSLA Policy and Procedures Manual and the Strategic Planning Mission Statement, which involved corrections, changes and additions.

The Executive Committee informally recommended that there was not enough information based on the Strategic Planning Committee report to move ahead in a State Planning Team project to meet the needs of Florida's underserved populations. This proposal was originally presented to the Strategic Planning Committee in 2003.

Membership Committee:

John Orriola presented the Membership Report in the absence of Claire Keneally. FHSLA has 93 dues paying members in 2005. In 2004, there were 100 members. Six new members were added this year. A membership directory was also published this year. John presented a copy of the membership list and a copy of the list of members who did not renew.

Year	Number of Members
2000	131
2001	104
2002	112
2003	114
2004	100
2005	93

Twenty-one members from 2004 had not renewed their membership as of March 17, 2005. They were contacted by email or phone and given a reminder to renew. As of April 13, 2005 six more had renewed or were in the process of renewing.

John reported that the Membership Committee has two goals for the coming year. The first is to update the procedural manual and the second is to work on increasing membership. John is concerned about members who have positions or chairmanships and do not pay dues. A member is defined as someone who pays dues to FHSLA.

Mel Gutsell, who holds the position of Archivist for FHSLA is not currently a dues paying member. The current status and possible disposition of the FHSLA archives was discussed. Archival materials continue to be sent to Miami. Mel Gutsell responded this year that he could not attend the Executive Committee Meeting.

Sandra made a motion to spend the money to get the files so that they can be digitized. The motion was seconded and approved unanimously.

John suggested that the position should have a term limit. Honorary, but active members can hold office and perhaps this should apply to appointed positions as well. The Executive Committee will act upon this in the coming year to make the Archivist position a two year appointment.

Webmaster's Report:

Amy Buhler reported that from March 2004 to February 2005, there were 10,554 user visits and 46,697 hits to the website. These numbers were down slightly from the past year (12,287 visits and 57,354 hits). Additions were made to the Meeting page listing the 2004 Annual

Meeting Information and Minutes, 2005 Annual Meeting information and the 2004 Strategic Planning minutes.

Alert Report:

Allison Howard read Beverly Shattuck's report regarding the Alert. Two issues of the Alert were published since last year. Beverly wanted to thank anyone who submitted anything for the Alert. She suggested that FSU be added to the rotation schedule to be the home of the Alert. The Alert will be the responsibility of members of FHSLA at the University of Florida for the next three years. There was discussion about the rotation.

The Bylaws only indicate the rotation not necessarily the site. Sandra made a recommendation that FSU be brought into the three year rotation based on the current sequential order, consequently, the cycle will be as follows: Miami, Tampa, UF and then FSU.

NEW BUSINESS

Bylaws Revisions:

The revisions to the Bylaws have been completed. These revisions will be discussed at the Business Meeting. Originally, once the Bylaws revisions were approved there were to be two new standing committees. These committees were Honors and Awards and the Continuing Education Committee. However, when the Bylaws revisions were made available to the membership for review, which needs to be within six weeks of the vote, the section adding the Continuing Education Committee was not added. Sandra would like to read the section adding the Committee at the Business Meeting (Section 8). If we cannot make this change now we have to wait another year for another opportunity to make a Bylaws revision or it would need to be done by paper ballot.

Honors and Awards Committee Guidelines:

Guidelines needed to be written for the new Honors and Awards Committee to be placed in the procedures manual. After some discussion more revisions have been identified. Allison and Sandra will work on this revision and update the Executive Committee at the next scheduled meeting.

Rana reported that there were no nominations from Honors and Awards because she was unable to find a volunteer to chair the Committee. Amy recommended that the Committee should be set up similar to the MLA committee guidelines. One of the members automatically becomes the chair in the next year in the MLA standard. Sandra said that this is what they were attempting to do. Nadine discussed her experience on the committee the previous year. Scoring was very difficult and it took some time to work out a format. Chairs are appointed to the committees so someone could, in theory, be a chair for 10 years. Amy would like to put see committee chairs be automatically appointed from amongst the members of the committees. The Presidential appointments for terms that are not completed only applies to Association officers. Sandra suggested that the issue could be dealt with at the December meeting. Amy thinks that it is a good idea to draw on Nadine's experience on the Honors and awards regarding this issue.

Evaluations:

This was discussed when Sandra gave her Vice President/President Elect report

Honorary Membership:

Rana said we only had one Honorary Membership nominee. Bettye Stillye was recommended by Pam Neumann for this honor. A question arose regarding whether more than one person could be nominated. According to the bylaws there seems to be no limit to the numbers we can accept. The Executive Committee is presented with the names of the nominees and makes the decision for or against. Amy motioned that we approve honorary membership for Betty Stillye. This was seconded by John and approved unanimously.

FHSLA 2006 Annual Meeting Proposal

Barbara Shearer passed out FSU medical school brochures and buttons. The date for the Annual Meeting has been set for the 18th-21st of April 2005. The State Legislature will not be in session at that time.

Barbara said that she could see that number of people coming to the meetings has been declining and that the recent meetings have been held in very upscale tourist locations. The Tallahassee area has a lot to offer including access to leaders in the areas of computers and medical informatics. Barbara feels that they will have to do something special to get people to come to the meeting but that it is a great opportunity to showcase the area. She thinks we could draw 40 or 50 people as we have in the past but she thinks that attendance could be bolstered by finding a focus that will draw more attendees. She suggested more funding from either from the vendors or from the association would help this effort. She thinks that the survey results (evaluations) might help us to see what is needed.

Barbara mentioned that from the Radisson in Tallahassee you can walk downtown to the many tourist attractions but a new hotel is opening within minutes of the campus. Barbara wanted to know if there was any interest in going above and beyond to what has been done in the past. Sandra thinks that the speakers will draw people and maybe we could look to the vendors for more money. We have eight vendors this year but the Southern Chapter Meeting drew twenty-four vendors. We only gave the vendors an hour to talk to the members; perhaps, we might give them more time. We might also be able to do a poster session at the meeting in Tallahassee. Continuing education options are also important. We are going to be closer to Georgia and AHEC members may be drawn in by what we offer. Also many people may not be able to attend the meeting in Puerto Rico, which might help to bolster our numbers. Amy suggested that because we would have the opportunity to visit the medical school there may be opportunities to see and do things we haven't done before for CEs.

Union List Coordinator

The Union List is no longer. Sandra made a motion to dissolve the committee and it was seconded by 'Nita. The motion carried unanimously.

Amy motioned to adjourn the meeting and the motion was seconded by John. The meeting was adjourned at 10:10 pm.

Submitted by Mary Lawrence