

**Florida Health Sciences Library Association
2006 Executive Committee Meeting**

**Ramada Inn & Conference Center, Tallahassee
Wednesday - April 5, 2006**

The FHSLA Executive Committee Meeting was called to a meeting at the Ramada Inn & Conference Center, Tallahassee, Florida, Wednesday, April 5, 2006. The President, Sandra Canham, called the meeting to order at 6:30 PM.

Members Present:

Sandra Canham, President
Allison Howard, Vice President/Program Chair
Mary Lawrence, Secretary
Pat Clark, Treasurer
Pam Sherwill-Navarro, Continuing Education Committee Chair
John Orriola, Membership Directory

Guest:

Kaye Robertson, Director – Health Professions Division Library, Nova Southeastern University, Ft. Lauderdale, FL

APPROVAL OF THE MINUTES

Sandra Canham called for corrections to the minutes of the 2005 Executive Committee Meeting held at Bilirakis Conference Room, University of South Florida, Tampa, Florida on December 2, 2005. The minutes were approved without changes.

OFFICER REPORTS

Treasurer's Report

Beginning Balance - December 31,2004	\$13,198.26
Deposits	\$10,125.00
General Expenses	\$ 126.25
2005 Annual Meeting Expenses	\$ 8,175.79
2006 Annual Meeting Expenses	\$ 250.00
Executive/Strategic Planning Meeting Expenses	\$ 788.43
Jan to Dec Total Expenses	\$ 9,340.47
Ending Balance – December 31, 2005	\$13,982.79

There was a motion to approve the Treasurer's Report and the motion was approved.

President's Report

Sandra Canham worked on two projects this past year as President.

Policies and Procedures Manual

Sandra reported that, except for the Strategic Planning Section, all of the areas in the Policies and Procedures have updated. While updating the Membership Committee Policies and Procedures it was noted that there was no way to keep track of Honorary Members and this was pointed out also at a Strategic Planning meeting two years ago. The Procedures have been re-written to incorporate the honorary members as the Membership Committee will send out a yearly notification letters for any address updates. The Honorary Members will also be included in the annual directory.

Update to the Honorary Members List

Also, this past year Mel Gutgsell and Sandra updated the list of honorary members. This was accomplished by reading past FHSLA Alerts and past directories. Several past Honorary Members were not on the current list. The website has been updated and fifteen honorary members appear with the date of the honorary and a date of death, if deceased. Sandra would like to recommend that the list be added to the Directory. Discussion by the Executive Committee recommended excluding the date of death.

2005 Meeting Evaluation Survey Prize

In December, at the Executive Committee Meeting, Narges Ahmadi's name was drawn to win the "survey prize." Sandra called her and she was very excited that she had won. Later, Narges found that she was not going to be unable to attend the Annual Meeting and recommend to Allison drawing another name. Sandra had Adriana Yoshii, as an Ex Officio member of the Executive Committee and co-editor of the Alert drew another name, Allison Howard's name was drawn.

Annual Meeting 2006

This year over twenty-five hundred dollars was raised from vendors to support the Annual Meeting. The following vendor representatives made generous contributions:

EBSCO - Joanne Minichillo and Gregg Travis	\$200
Elsevier/MD Consult - Molly Lahlein	\$150
ISI/Thomson – Lolly Madden	\$300
Matthews Books – Heidi Curry	\$250
McGraw Hill – Donna Goldman	\$200
OVID – Kathy Jensen	\$200
Rittenhouse - Wendy Bahnsen	\$100
Stat Ref!	\$500
Thomson/Micromedex – Andrew Blair	\$500

Heidi Curry was unable to attend the meeting because her mother broke her ankle. Glenn Yeager of Absolute Backorders is attending as an exhibitor but they did not contribute toward the annual meeting. Other contributions included two books from Majors and Kathy Jensen from Ovid contributed a memory stick. Additional contributions are listed in the program.

Deb Lawless, Honors and Awards Chair, will be passing out certificates along with Sandra for the officers, committee chairs and committee members to honor their service to FHSLA.

Allison will come up before the ceremony to give special certificates to Carol Warren from FSU for all of the work she did to make this meeting a success.

The format of the list of Honorary Membership list was discussed. Allison Howard reported she found a note in the membership database indicating that Jewel Garvin is deceased and this will have to be changed on the website. Pam Sherwill will look for an obituary for Jewel. John suggested there should be a tracking mechanism for the Honorary Membership. Sandra responded that this past year the Membership Committee is handling the Honorary Memberships. The Procedures Manual states that forms for address changes for these individuals must be sent out. The plan is to send out forms yearly.

This year Pam Newmann, Borland Library, covered the postage for the 2006 membership renewal forms. Presently, the form is also available in the Alert and on the website. It was suggested that many of our Honorary Members do not have email and those 15 people should get a form in the mail. Nita is the Membership Committee Chair this year and Sandra will inform her to send out a different form to the honorary members as suggested by Allison. Allison also suggested that rather than have a college or university bear the cost of sending out forms that FHSLA should bear the cost. Pam Sherwill recommends that it should be either way if there is an institution which volunteers to pay the postage then FHSLA will not. The Executive Committee will recommend to the Membership at the Business meeting that FHSLA pay the postage for membership renewals yearly. This will be placed on the agenda.

COMMITTEE REPORTS:

Archivist Report:

This report stands as written. This is a report added this year and will help us to know what has been added to the archives on a yearly basis.

Continuing Education:

Pam reported that four classes were originally scheduled; one class was cancelled due to a lack of registrations. Dale Prince's technology class was held today and had seven registrations. The Disaster Planning class started out at a higher fee but a grant was approved and brought the class cost down. The disaster planning class attracted the greatest number of registrations. The copyright class is scheduled for Thursday, April 7 along with the Disaster Planning class. The Critical Appraisal of the Literature class was cancelled but it will be offered next year at MLA in Philadelphia.

Discussion List Coordinator and Membership Database Report:

John Orriola thanked Allison for picking up some of the work involved in the Membership database this year. The names and addresses have been updated so that

they match. John will complete the update to the 2006 Directory before turning over his position to Richard Mercer who will be the Discussion List Coordinator. Deedra Walton will be the new Database Manager.

Local Arrangements and Program Committees:

Allison Howard, Chair of the Program Committee, reported on this year's event. The members of the Committee were: Nadine Dexter and Barbara Shearer from FSU, Pauline Hicks from Florida A&M, and Mary Kay Hartung from Florida Gulf Coast University. The Local Arrangements Committee included Nadine Dexter, Pauline Hicks, Barbara Shearer, Suzanne Nagy, and Carol Warren. Allison complimented everyone involved on the wonderful program.

The single day registration fee managed to pull in people who were interested in the CE classes and not the entire conference because they are not FHSLA members. It was suggested that we do this again in the future.

The banquet speaker, Dr. Brooks, previously spoke at Southern Chapter. Ada Seltzer, a former FHSLA president, will be here as the keynote speaker and for the panel Friday. Allison commented that the panel should be interesting. Janice Kelly, will speak about what is on the horizon for NLM/NNLM and how they can support us in developing regional disaster plans.

This year for the first time a CE class will be held on Wednesday afternoon, there were seven people registered. We may want to consider doing this again in the future. The vendors will also now be available on Thursday afternoon and Friday morning. This is in response to requests made on past surveys. We can try this to see if there is good attendance.

Since we are in a hotel that doesn't have a good walking area, Tai Chi will be offered instead of a morning walk. Peggy Hsu from University of Florida will lead the Tai Chi session at 6:30 am on Friday. There will be a tour of the old Capitol building before the banquet. We learned this week that we will have a string quartet will play at the banquet. The quartet is made up of high school students who play with the Florida State University School Orchestra. They are an award winning group. The view from the top of the Capitol building is reported to be spectacular.

Alice Klein, who is an honorary member, will attend the luncheon on Friday. She is ninety-seven years old and will turn ninety-eight in May.

Thirty-five members, 10 non-members including one person from Georgia and one student registered for the Annual Meeting.

Membership Committee:

The new Membership Committee manager will be Nita Ferree from the University of Florida. We currently have eighty-five members for 2006. A number of individuals renewed in the past couple weeks which brought up the number to about ninety. Some

non-renewals were due to the fact that former members no longer work in libraries. Allison Howard queried when the memberships had to be paid. Sandra clarified the new date by which members had to be renewed is now February 14. The fiscal year used to end on May 30 and now it will end earlier. These revisions have been debated for three years and the Bylaws are going to be changed at this meeting. Allison's concern centered on sending out renewals early so that the membership has time to get the renewals returned before the cutoff date.

Honors and Awards Committee:

Deb Lawless report for the Honors and Awards Committee stands as written. She will pass out the Certificates of Service at the Business Meeting.

Newsletter:

University of Florida began its three year rotation this year. Ellie Bushhousen and Adriana Yoshii's report stands as written. The first issue was not as representative of the state as Sandra would have wished but they plan to find reporters at the major academic institutions. The next issue will go out at the end of May. Allison Howard has asked someone from each CE class to make a report for the Alert. Someone will also be taking pictures for the newsletter. John suggested that everyone who submits an article should be required to add a picture this would add more body to the reports.

Nominations:

Allison Howard reported both the Vice President's position and the Treasurer position need to be filled. Pat Clark was appointed last year when Jacqueline moved to Chicago and has agreed to continue on as Treasurer. Nadine Dexter has agreed to serve as Vice President and Program Chair. Linda Buxton, Sue Felber and Danny O'Neal were on the Nominating Committee along with Allison.

Webmaster:

Amy Buhler is on maternity leave and Adriana Yoshii is filling in as the interim webmaster. The number of hits to the website is usually reported but a "glitch" made it impossible to provide this information at this time. Sandra Canham encouraged Adriana, when the statistics are available, to submit a report to the Alert.

NEW BUSINESS

Honorary Membership Nominees

Two nominations were received this year. Naomi Elia and Pam Newmann. The letters were read to the Executive Committee and parts of the letters will be read at the Business Meeting.

Sandra asked if there was any discussion about the nominations. Pam Sherwill and Pat Clark thought that you had to be retired before you could be nominated. Sandra Canham read the section of the Bylaws regarding Honorary Member status from Article II. Membership, Section 1. Part B. Honorary Members

“Honorary Members may have membership conferred for distinguished service or as a tribute of respect or appreciation. A recommendation for honorary membership will be presented to the Executive Committee for approval. If the Executive Committee approves the recommendation, it shall present to the membership the election of said candidate as an Honorary Member. A three-quarters vote of the members present is necessary for election. An Honorary Member may not vote or hold office in the organization unless said member has been an Active Member in good standing for at least five years prior to their election. The latter will be distinguished as an Honorary Active class.”

John Orriola made a motion to accept the nominations; the motion was seconded by Allison Howard. There was no opposition. Sandra will present the nominations at the Business Meeting.

Invitation

Kaye Robertson was an invited guest as the host location for the next Annual Meeting. Kaye said that she had attended past meetings and got a lot out of them and she is excited to have to opportunity to contribute the organization by being the host site. She welcomed everyone to Ft. Lauderdale next year. John mentioned the wonderful food in Ft. Lauderdale and Kaye said that she would do everything she could to make the meeting interesting. She spoke about Nova Southeastern and its programs.

Chairperson’s for 2006-2007

Allison announced the chairs for next year.

Continuing Education Committee	Rose Bland
Honors and Awards Committee	Deb Lawless
Membership Committee	Nita Ferree
Nominating Committee	Nadine Dexter (as Vice President)
Strategic Planning Committee	Sandra Canham (as Past President)

Past and Future Meetings Discussion

Pat Clark mentioned the lack of attendance at this meeting in Tallahassee seems to be an issue.

Allison Howard mentioned that some solo librarians said that if they could get a half-day CE close to home that it would be easier than taking several days off to attend the regular meeting.

Pam Sherwill said that the teleconference was not popular. Attendance was low even though it was free.

Allison was concerned about the people we are not reaching.

According to the 2005 Survey, Sandra Canham said that the two reasons people didn't attend were:

1. CE courses didn't interest them
2. The date was not good for them.

Cost didn't appear to be an overriding factor. Time of year might be a factor since it is so close to MLA. This meeting is scheduled for the Spring because Southern Chapter is held in the Fall.

John Orriola suggested that we consider not moving around the state but perhaps have three core locations that are very accessible.

Pam said that there was a suggestion several years ago that the meeting be held in Orlando near the airport. Sandra mentioned that it has always been the academic libraries that host the meetings. There is no academic library in Orlando.

Vendor support may go down if we cannot draw members to these meetings.

John felt that we have taken a passive attitude towards our image.

Sandra suggested that these concerns need to be presented to the Strategic Planning Committee. Sandra made the recommendation that the Strategic Planning Committee take on reviewing the organization and structure of FHSLA. There was a motion and the motion was approved.

Sandra Canham asked for a motion to adjourn. Allison Howard made the motion to adjourn and it was seconded by John Orriola. The meeting adjourned at 8:20 PM.

Submitted by,
Mary Lawrence, Secretary

As corrected following the approval of the minutes at the June 13, 2007 Annual Meeting.