

**FLORIDA HEALTH SCIENCES LIBRARY ASSOCIATION
2008 EXECUTIVE COMMITTEE MEETING
Renaissance Vinoy Resort and Golf Club
Wednesday, May 28, 2008**

The FHSLA Executive Committee was called to a meeting at Renaissance Vinoy/St. Petersburg, FL. Wednesday, May 28, 2008. The President, Nadine Dexter, called the meeting to order at 6:30 PM.

Members Present:

Nadine Dexter, President
Barbara Wood, Vice President
Dorothy R. Kelly, Secretary
Pat Clark, Treasurer
Allison Howard, Past President
Mel Gutgsell, Archivist
Karen Roth, CE Chair
Kristen Morda, Incoming Treasurer
Linda Butson, Incoming CE Chair
Wallace McLendon, Guest, Host of 2009 meeting

APPROVAL OF THE MINUTES

Nadine Dexter called for approval of the minutes of the 2007 Executive Committee Meeting held at the Hilton Deerfield Beach/Boca Raton, Wednesday, June 13, 2007. Action: The minutes were approved as written.

OFFICER REPORTS

- **President's Report** Nadine Dexter thanked Alison Howard for her support. She stated the Committees and their Chairs have done an excellent job setting goals and accomplishing the same. The formation of the committees at last years' annual meeting was a great idea. It allowed them to get started early and complete an exceptional job.

Barbara Wood and Linda Butson, along with Nadine spent many hours on the program. Nadine is very grateful for all their efforts

Nadine worked on bringing in special speakers and addressing relevant challenges facing libraries in Florida, for this year's program. Nadine also wrote the President's page in the FHSLA Alert Newsletter.

- **Vice President/Program Chair Report**
Barbara Wood stated the University of South Florida hosted this meeting with special help from Pat Clark of All Children's Hospital. The Local Arrangements Committee consists of Beverly Shattuck, Barbara Wood, Allison Howard, Kristen Morda and Pat Clark.

Barbara is excited about the revitalization of FHSLA being the focus of the Executive Committee meeting and the follow through of the Strategic Planning Committee survey.

Our meeting is dependent on our sponsors and more are being sought out. TaBaMLN has contributed in the past and will be asked if they can sponsor a break, etc.

- **Treasurer's Report**

Pat Clark's report was reviewed and stands as written.

Beginning Balance Jan 1, 2007 \$16,534.27

Ending Balance Dec 31, 2007 \$15,867.37

COMMITTEE CHAIR AND APPOINTED POSITION REPORTS

- **ALERT News Letter:** Ellie Bushhousen, UF, Gainesville; Adriana Yoshii, UF, Borland, Co-Editors.

The University of Florida successfully completed its last year of editorial responsibility.

Nadine expressed appreciation that Suzanne Nagy of FSU will be editor from 2008 through 2011.

- **Archivist:** Mel Gutgsell, University of Miami
Nothing has been submitted since the 2007 Annual Reports and conference materials; retrieved materials as requested.
- **Continuing Education:** Karen Roth, Chair, Morton Plant Mease. Committee members: Rose Bland, USF; Pam Sherwill-Navarro, UF.
Karen Roth reported 4 courses for this year's meeting; four half day classes; one on Wednesday afternoon, one on Thursday morning and two on Thursday afternoon.
- **Membership:** Current membership is 88 members; 73 renewing, 8 new, 7 Honorary Members returned their membership forms. New chairperson needed
- **Honors and Awards:** Sylvia Kyle, Nemours Children's Clinic, Chair; committee members Suzanne Nay, FSU; Betty Jo Gaston, St Petersburg College.
The committee has the responsibility for four awards: Librarian/Paraprofessional Scholarship (1), Student Scholarships (2), Librarian of the Year, and Honorary Membership.
Sylvia Kyle: Pat Cole and Faith Meakin were accepted for Honorary Membership and will be brought before the membership. [Note: The report was later amended to recognize Allison Howard as the Librarian of the Year recipient which was being kept a secret until the Business Meeting.]
- **Strategic Planning:** Allison M. Howard, USF, Chair
A telephone survey was conducted results stating the reasons most persons belong to FHSLA. Three (3) major results for attendance were; Networking, Learning from colleagues, and participating in CE and professional development workshops. Other results were published in the Winter 2007/08 FHSLA Alert.

Allison was grateful for the 100% attendance of the Strategic Planning Committee (SPC) at the face-to-face planning meeting at Orlando Regional Hospital on November 7, 2007.

The Membership Committee submitted several items to be reviewed and approved. *Action:* The draft of the FHSLA brochure was reviewed and upon completion to again be submitted to Executive and SPC committees. Exhibiting at FLA's meeting was requested but funding was considered unwise use of funds. *Action:* A liaison from FHSLA to attend the Special Libraries section and distribute the new brochures to interested parties. Also a letter was submitted that was written by the committee to be sent to potential new members. *Action:* The SPC read and approved the letter and a suggestion was made to the Membership committee to look into the cost of obtaining MLA and MLA/SC membership lists for Florida.

- **Webmaster:** Mary Edwards and Allison M. Howard
Mary Edwards served as the FHSLA webmaster from June through the end of February. Changes to the computers and networks at the University of Florida made access to updating our web files very difficult. Allison Howard with the endorsement of the SPC created a new website hosted by hostmonster.com and was appointed as the new webmaster. We were able to create our own domain name of www.fhsla.org using the new hosting service. The site was completely redesigned and materials reformatted the new site which launched on March 6, 2008. Site has space available for photos.

OLD BUSINESS

- FHSLA membership survey done in fall 2007 – covered in Strategic Planning Report.
- **SE/A Task Force** – NN/LM SEA appointed Nadine Dexter, Allison Howard and Geddy Paulaitis as the Florida representatives of the Disaster Preparedness Task Force.
- **Florida Consumer Health Information Network (FCHIN)** funding by FHSLA – a total of \$1,424.46 has been spent of the \$5,200 amount approved. FCHIN requests that remaining funds be used for all Steering Committee members (not just the FHSLA representatives) to attend future FCHIN meetings - approved but needs to be approved by the membership.

NEW BUSINESS

- **FCHIN – FHSLA representatives** – It was agreed that Allison Howard should remain as one of the FSHLA representatives on FCHIN even though she is no longer chair of the Strategic Planning Committee for consistency. Pat Clark is our hospital librarian representative.
- **Executive Committee approval of all FHSLA "publications"** – activities and documents that get sent out by FHSLA chairs and members needs approval by the Executive Committee. This keeps all officers and the *Alert* editor informed, and helps to maintain a uniformed message and style.

- **Creation of a Disaster Preparedness FHSLA Ad Hoc Committee** was discussed to look at obtaining state-wide conference planning grant – to be presented at the general business meeting.
- **Membership Database** –Deedra Walton, Database Editor requested that the Executive Committee establish a policy regarding the membership database and non-active members. The Membership Database contains 342 names but a current membership of around 100. The editor requests that we allow the removal of people if they haven't renewed in 5 years to facilitate maintenance. Approved.
- **Motion to substitute the Membership Chair for the *Alert* Editor as an ex-officio member of the Executive Committee was recalled.** Another motion will be put forth that will add the Membership Chair and keep the *Alert* Editor.
- **Honors and Awards Committee Policy & Procedure Updates**
 - **Scholarship** deadline to be no later than eight weeks before the Annual meeting or two weeks before the early registration deadline. The Honors and Awards Chair will send a standardized letter notifying the individual(s) of the scholarship. The President will send the letter to the Library School Dean or library administration notifying them of the awarded scholarship. The student scholarship winner(s) no longer includes free FHSLA membership.
 - **Librarian of the Year** - The President will send a letter to the SC/MLA Association submitting our nominee for Academic/Hospital Librarian of the year or compliable Honors and Awards.
- **Strategic Planning Committee Policy and Procedures Clarification**
 - Chair steps down to member for 1 year
- **Revision of Strategic Plan was reviewed and accepted** – to be voted on at the business meeting by the membership.
- **Invitation to 2009 meeting** – Wallace McLendon expressed excitement and interest in hosting the 2009 Annual Meeting. We have been invited to have a joint meeting with the Florida Library Association in Orlando next year. FHSLA needs to decide whether they want to do this or to have a separate meeting in Gainesville.

The meeting was adjourned at 10:15PM.

Submitted by,
Dorothy R. Kelly, Secretary

Minutes approved with correction 4/22/09