

**FHSLA Executive Committee and Strategic Planning Committee Meeting
Conference Call
January 10, 2012
9:00 am – 10:30 am**

Attendees:

Ellie Bushhousen
Rebecca Harrington
Mary-Kate Haver
Denise Shereff
Kathleen Moeller
Martin Wood
Roxann Williams
Shalu Gillum
Courtney Milnar

Not present: Allison Howard, Nancy Schaefer

Agenda

1. Survey Results – Next Steps

- FHSLA members want face to face meetings to continue
 - o People want networking
- Members expect continuing education (CE) classes
 - o what kind of CE would benefit group as a whole?
 - o Emerging technology is a hot topic
 - o Interest in clinical librarian basics
 - o E-resources
 - o Copyright
 - Ellie to send URLs to LibGuides on copyright from UF to listserv

2. Continuing Education and Budget

- Ellie: status of CE with Gabe Rios
 - o haven't heard about budget, how much would it cost for him to come, where would he stay, etc.
- Membership wants CE but we need more lead time
 - o current CE committee did not give us enough lead time
 - o at this point, don't know what to do about CEs
 - o maybe late summer or fall
 - o discussion of possible workarounds
- Kathy: volunteering to teach medical terminology class
 - o ½ of clinical librarian basics
 - o Jennifer Lyon can teach other ½
 - o presenting at MLA this year
 - o group agrees this is a viable suggestion
 - o should send something out to membership

3. Potential for Face to Face Meeting

- Discussion of virtual vs. face to face meeting
- need space for 60 people; definitely less than 100 people
- discussion of when to have the meeting - late March / early April
- need to consider room availability, refreshments
- discussion of possibility of UCF College of Medicine having room availability
- discussion of one day meeting or two day meeting
- business part of meeting could be 8 am to noon, then lunch break, then CE
- medical terminology CE is a 6 hour class
- discussion of whether business meeting needs to be four hours long
 - o Maybe could be shortened and 6 hour class could be shortened
- Possibility of doing one CE in late March and next one in the summer
- Shalu to send Orlando airport Marriott info to Ellie
- Find out when spring break is
- Possible dates for meeting: somewhere between 3/5/12 and 3/17/12
- Agenda one day or two day?
 - o Aiming for one day
 - o Need to do a dinner –when?
 - o Can cover lunch
 - o People can make arrangements to stay overnight
 - o Plan for longer meeting later in the year with dinner; gives more time to plan
 - o Business meeting from 9-11; lunch catered or on own; 6 hour class at noon, be done at 6-6:30
 - o We have little over \$13,000 in budget; two meetings in a year might make a big dent in budget
 - o Should do a two day now; can do a one day virtual CE in fall
 - o First day: two hour business meeting, break, Kathy teaches first part of class; dinner, come back for 2nd day of CE class
 - o Denise at USF looking into back up space
- Executive Committee to have a conference call next week to follow up
 - o Ellie will send Doodle poll

4. Officer Vacancies During Term of Office; Member Directory

- According to bylaws, when someone has to leave, President is supposed to appoint someone to take over that spot
- How would we let the membership know that there is a vacancy
 - o Could put on listserv
 - o Need to have blurb about responsibilities, term of office; like job posting, so people know what they are getting into
- Right now: no Immediate Past President (Nancy Schaefer filling in); no membership person (Roxann Williams filling in); Nancy Schaefer taken over for nominating chair;
- Roxann newsletter editor – does she want to continue doing membership directory?
- We will list open positions on listserv and ask Nancy if she will relinquish nominating committee position
- Kathy could do membership directory but doesn't have all records

- Denise sends report every time there is an update to membership list
- Denise has membership list with email list, institution and name; will send to Kathy
- Kathy will see what Katie did previously and what files she has
- Can't appoint immediate past president; immediate past president sits as chair of strategic planning committee
 - maybe in lieu of Immediate Past President, chair of that committee will be appointed; need to talk about during face to face meeting
- Ellie will be handing off presidency to Martin in spring meeting; Martin will be immediate past president
- Executive Committee to go over bylaws again and see if there is anything that is no longer relevant or is redundant; consolidate positions
- Next week's call will be getting ready for meeting
 - Monday is holiday; next week meeting better held Tuesday through Friday

Adjourned.