

**FHSLA Executive Committee and Strategic Planning Committee Meeting
Conference Call
January 17, 2012
9:00 am – 10:30 am**

Attendees:

Ellie Bushhousen
Rebecca Harrington
Mary-Kate Haver
Kathleen Moeller
Martin Wood
Roxann Williams
Shalu Gillum
Allison Howard
Nancy Schaefer

Not present: Denise Shereff, Courtney Milnar

Agenda

1. Annual Meeting

- Discussion of meeting planning materials drafted by Nancy
- May / June might be better time for meeting than March or April
- Looking at Program Committee handout – planning meeting 4+ months ahead of time
- FHSLA membership is looking for a 2-day meeting for a chance to network rather than rushing into a meeting
- Maybe Wednesday evening through Friday afternoon
- Get a choice of CEs and one or two good speakers
- Membership survey very clear as to what people want to know about – we need time to find those people to come and talk at meeting
- Need vendors to come in
- Strategic planning meeting at SC/MLA – ideas
 - o Lightening round with 7 slide limit
 - o Panel discussions
 - o Having business meeting as breakfast meeting
 - o Dine-arounds with vendors
 - o Using lunch hour for lightening round
- Speakers – picking from our own fruit; we have a lot of experience that is not being highlighted
- Concerns: rooms and meal planning
- Summary: one and a half or two day meeting – first day: meeting with vendors, CEs (4 to select from, 2 in am, 2 in pm);

- Alternative suggestion: Wednesday evening meet and greet; Thursday morning choice of two CEs in am and pm; Thursday night banquet with keynote speaker; Friday morning business meeting and closing speaker
 - o Limited budgets – can people afford two nights in a hotel?
 - o Wed is optional – Thursday am is real start and start it later in am for people to arrive with longer CEs in pm
 - o Plan Friday morning meeting and plan around that – poster session and business meeting, handing out of certificates; usually a speaker
 - o Let's not plan a meeting around what we've done in the past and focus on what we can do now
- Bylaws say we should meet in the spring
- Suggestion of UCF COM as venue
- End of April or beginning of June possible dates
 - o Need to get vendors – might be busy around MLA
 - o Poll membership with range of dates and days (Wednesday-Friday or Thursday-Saturday)
 - o April 25-28 or June 6-9 or May 30-June 2 or May 2-5
 - o May 30-June 2 might be too close to MLA
- Can we get CE's organized by then?
 - o Discussion of length of CEs
- Let membership know possible meeting structure to vote on
- How to structure?
 - o Need to have time with vendors and business meeting
 - o Networking
 - o CE
 - o NLM update on Friday?
 - o Thurs is CE, Friday is business meeting and lightening round and NLM update; Thursday night networking with dinner
 - o Either Thursday or sat would be CEs and Friday business meeting
 - o Executive committee on Wednesday afternoon?
 - o Another possibility:
 - EC meeting, SP committee meeting Thurs am
 - Vendors Thursday pm – 5-6:30pm
 - Meet and greet and dinner
 - Friday am business meeting or during lunch and CEs Friday
 - Save Saturday for shorter CEs
 - Banquet Friday evening
 - Or banquet after vendors on Thursday

- Thursday: 8 am EC meeting, CE, lunch on your own, vendors, meet and greet, banquet
- Friday: business meeting, lightening rounds, lunch
- Another CE on Saturday
 - o CE options: cloud computing; medical terminology
- Emerging technology panel discussion – Thursday afternoon 2-3:30
- Vendors 3:30-6:30
- Could do lightening round on Thursday afternoon after panel; then start vendors at 4pm and have CEs all day Friday; fit in business meeting Friday; could do short CE on Saturday and end with NLM update
- Give membership potential dates, topics, structure for votes
- Recap: Thursday-Saturday; April 26-28 or June 7-9
 - o Ask membership if they can do any CEs
 - o Shalu to find out capabilities of Orlando Marriott and cost, rates
 - o Structuring fees for vendors all on website; invitation letter, etc.
 - o Ellie to send out draft message to be sent to membership to EC committee
 - o Ellie and Martin to discuss re: vendors
 - o Rest of EC committee to think about panelists for emerging tech panel and possible CEs
 - o EC will meet after we get feedback from membership
 - o January 26 deadline for hearing back from membership
 - o Ellie to send out another doodle poll to schedule next EC meeting

Adjourned.