

FHSLA Executive Committee and Strategic Planning Committee Meeting
Spring Hill Suites, Orlando
June 7, 2012
8:30 am – 9:30 am

Attendees:

Martin Wood
Nancy Schaefer
Roxann Williams
Rebecca Harrington
Mary Kate Haver
Ellie Bushhousen
Beth Auten
Allison Howard
Shalu Gillum
Deedra Walton
Courtney Milnar
Absent: Denise Shereff

1. Approval of past meeting minutes

- June 25, 2012 deadline to make any changes to minutes
 - o Nancy will send email to group and changes will be made electronically
 - o vote to approve
- Nancy Schaefer hands out minutes from 2010-2011 Executive Committee and Strategic Planning Committee minutes
 - o Committee to email Nancy any changes, including date of document, page number, paragraph or item number
 - o Email Nancy changes by June 25
- Nancy will make changes and send them out first of July or earlier and committee can vote by end of July

2. Member survey

- Member survey sent out early December 2011 to find out what members wanted and how they felt about FHSLA
 - o last question was open ended
 - o good number of people responded – total of 43 respondents
 - o Ellie Bushhousen read some open ended responses
- discussion of survey responses - why people joined FHSLA
 - o CE, sharing, networking
- need to work on keeping membership directory updated
- survey was the impetus to pull this year's meeting together
- suggestion of sending out short three question survey every six months to check in on membership
- Denise Shereff sent Allison Howard membership roster
 - o Currently approximately 58 current members

- a lot of members who were key people in organization have not renewed their membership
- discussion of how many people are in the state who have not heard of us
 - o reaching out to library instructors at USF and FSU
 - o Mary Kate is PR and communications chair for Southern Chapter of MLA (SCMLA)
- discussion of reaching to other organizations in state - SCMLA, TaBaMLN, FLA
- discussion of reaching out to individuals in other states - two non-Florida individuals coming to conference
 - o example: taking a few minutes at other meetings to talk about FHSLA
- Courtney Milnar is program chair for pharmacy section of MLA
 - o Suggestion of getting vendor to sponsor and have a fun 10 minute session of information sharing
- talk of doing something at MLA Boston 2013
- discussion of potential of having more members
 - o need to have more than just annual meetings; do more throughout the year so we don't lose momentum
 - o suggestion: Q & A with a couple of publishers; ebooks and open access journals
 - o we need to have someone in our organization to take charge of these of these things
- does FHSLA need to actually put the program on, or just sponsor?
 - o could be a combination of sponsored programs and programs we do ourselves
- could also partner with another organizations like TaBaMLN or Miami area groups that may be struggling
- find out if someone from UM is willing to be the contact person - David Boilard is head of south Florida group
 - o Ellie to contact David Boilard
- Mary Kate Haver to see if we can get a table at quad meeting of SCMLA
 - o Suggestion: talk about what is going on in Florida and member libraries
 - o 30 minutes to an hour session

3. Specific objectives for Membership and Continuing Education Committees

- discussion of committee structures
 - o all chairs are appointed by president
 - o people indicate on forms whether they are interested on committee
 - o president appoints chair and names committee members
- need to give committees a charge
- have enough volunteers for CE committee
- we can solicit more volunteers during business meeting
- Discussion of objectives for Membership Committee
 - o charge: seeing if we can have time at MLA or SCMLA to talk about FHSLA, contact other groups that might be interested in membership, including library schools; contact past members who have not renewed
 - o Deedra Walton accepts charge of handling membership directory

- o need to mention that you can earn AHIP points by participating
- o one charge of membership committee is to have an event at either SCMLA or MLA
- o another: give suggestions of how to solicit new members
- o one thing to do is contact members that have not renewed
- o Denise should have list of last year and this year's members
- o offering a prize to get membership renewals in
- o PEPID gave one year subscription to PEPID to give away; need to give away
- o discussion of gifts for registering early, gifts for attendees
- o discussion of having co-chair with treasurer for membership committee
- o discussion of having membership directory on website and having password protected and sending out passwords to members upon joining and renewals via email and when to change password
- o discussion of purging list and changing password April 1 every year
- o discussion of electronic membership and renewals and being able to pay by credit card
 - may be worth fees in time saved in letting people register online with credit card
 - Martin attending June 26 webinar on event planning to find out how to accept payment for events
 - CVENT being used by other organizations
 - send Martin a note if interested in joining webinar
 - SCMLA 2010 used CVENT - made registration much easier
 - get emails notifying who registered
 - consideration of how to handle service fees; agreement to include in price
- Discussion of charge to CE committee
 - o discussion of having some online CEs and some in person throughout year
 - o should we tax CE committee with finding online CEs?
 - o suggestion: offer 4 CEs a year, some at meeting and some at other times outside of meeting so we spread out over year and combination of in person and online
 - o spread out geographically
 - o suggestion of having at least 2 CEs outside of meeting in order to keep organization going; is important to members according to survey
 - o suggestion of always having meetings in middle of state so can afford to move CEs around geographically
 - o discussion of attendees bringing own device and offering free Wi-Fi as an incentive; frees up having to have meeting at a place with computer lab for CEs; opens up possibility for locations
 - o discussion of having vendors sponsor at different levels who may be willing to contribute to providing cost for Wi-Fi
 - o suggestion: listen to lightning rounds and other parts of meeting and suggest to members if they want to turn into a CE
 - o need to pull from talent in the organization

4. 2013 meeting

- discussion of when to have next meeting
 - o first or second week of April; 5th or 11th
- FLA and MLA next to each other so want to avoid those, as well as Easter and Passover
- best time for FHSLA would be April 11 and 12 if keeping Thursday and Friday as meeting days
- SLA is on June 9, 2013
- discussion of assigning an institution to support Rebecca in putting meeting together
- need to have a program committee
- do a post conference survey in a couple of weeks
- Rebecca to work with Martin to ask specific post conference questions to help her plan for next year's meeting
- agreement to decide on location rather than asking membership for their preference
- discussion of having meeting at hotel versus institution
- discussion of committing to having meeting at same location next year; already developed rapport with hotel and gives another year to find another location for 2014 meeting

5. Moving and digitizing FHSLA archives

- Brief mention of moving and digitizing FHSLA archives
- Archives to be moved from Miami to UCF COM in Orlando
 - o Archives are still in Miami; didn't get them up to Orlando in time for the meeting
 - o Martin will have them shipped up to UCF COM
- suggestion of having organization work as a group on archiving or having a small group
- need to digitize
- suggestion of having archives at institution tied to library school to make digitizing archives a student project; possibility of getting a grant
- Nancy hands out history of FHSLA special meetings - when we had joint meetings
- Martin had idea of digitizing so we could find information about FHSLA history

Adjourned.