

Strategic Planning Committee and Executive Committee Meeting

**Midyear Meeting
November 30, 2001
Orlando**

Strategic Planning and Executive Committee members and committee chairs held a combined meeting at Lucerne Hospital, part of the Orlando Regional Healthcare (ORH) System, on Friday, November 30, 2001.

Chairperson, Dottie Kelly called the meeting to order at 10:35 AM.

Members Present:

Naomi F. Elia, President
Pam Sherwill-Navarro, Vice Present/ Program Chair
Sandra L. Canham, Secretary
Deedra J. Walton, Treasurer
Susan McCullough, CE Coordinator
Deborah Lawless, Membership Chair
Dorothy Kelly, Strategic Planning Chair
Jan Booker, Union List Coordinator

Members Absent:

Erica Powell, Immediate Past President
David Goolabsingh, ALERT Editor
Mel Gutgsell, Archivist
John Orriola, Membership Directory Editor
Rae Jesano, Listserv Coordinator
Tara Tobin, SPC member, 3rd year
Tanya Feddern, ALERT Co-Editor
Richard Mercer, SPC member 2nd year
Pam Neumann, SPC member, 1st year
Susan Harker, SPC member, 1st or 2nd year
Hilary O'Sullivan, SPC member, 1st year
Cheryl Dee, PhD, SPC member, 1st year

APPROVAL OF MINUTES:

The 2000 FHSLA Strategic Planning meeting, mid-year meeting on January 19, 2001 in Orlando, FL was approved unanimously. The correction of Susan Harkin to Susan Harker was made on page four, first paragraph under new business.

OFFICER AND APPOINTED POSITION REPORTS:

President's Report: Naomi Elia

Naomi reported that FHSLA did not have an official Annual Meeting last year. An Annual Business Meeting was held during the Medical Library Association Annual Meeting on Monday, May 28, 2001.

Naomi announced the FHSLA 2002 Annual Meeting is being planned by Vice President/Program Chair Pam Sherwill-Navarro. The meeting will be held at the Casa Monica in St. Augustine, FL on April 11-13, 2002.

The President's Report concluded by indicating that this meeting is an Executive Committee Meeting being held in conjunction with the Strategic Planning Committee Meeting.

Treasurer's Report: Deedra Walton

The beginning budget as of 01/01/2001 was \$6546.70. Deposits for the year were \$1530.00. Total expenses were \$1559.75. These expenses were from the FHSLA business meeting held during MLA in May. A \$500.00 deposit to Casa Monica for next year's Annual Meeting was included in the expenditures. Also, noted was the amount of \$123.00 for the scholarship fund awarded to Annamae Trypus (USF) during the FHSLA Business Meeting.

The 2001 FHSLA Business Meeting in conjunction with MLA had three donors (EBSCO, MD Consult, and Ovid) in the amount of \$400.00.

Alert Editor: David Goolabsingh

In the absence of David, there was no report given at this time.

Listserv Coordinator: Rae Jesano

In the absence of Rae, there was no report given at this time.

Webmaster: Tara Tobin

In the absence of Tara, there was no report given at this time.

Union List Coordinator: Jan Booker

The question was brought to the table if FHSLA needed a Union List Coordinator since the new DOCLINE version has everyone inputting their own holdings. It was suggested to keep a Union List Coordinator as a contact person for new FHSLA members with union list questions. The Union List Coordinator will also take on the responsibilities of contacting new Executive Committee Members, Committee Chairs, and other Principals and orient them to the responsibilities of their new position. A new title position will reflect these responsibilities and will be called in the future, Union List/Information Coordinator. The By-laws states no vote is needed for this title change.

Continuing Education Coordinator: Susan McCullough

Susan McCullough provided each FHSLA member at the 2001 Business Meeting and through the ALERT a survey asking for suggestions for possible CE topics for next year's Annual Meeting. A total of twenty-six responses were sent to Susan. The top four requests were classes that lead to the Consumer Health Credential (CHC), health resource management, research, analysis and interpretation, and health sciences environment and information policies. Other suggestions include, copyright issues, running a small library, marketing, public relations, business skills, and financial management.

Continuing Education Courses will be offered during the 2002 Annual Meeting on Thursday, April 11, 2002 and Saturday, April 13, 2002.

COMMITTEE REPORTS:

Program: Pam Sherwill-Navarro

Catherine M. Koontz will be the 2002 Annual Meeting key note speaker as well as a Continuing Education instructor. Ms. Koontz, is a marketing specialist from Florida State University (FSU). The Annual Meeting will be held at the Casa Monica in St. Augustine, FL. Rooms were reserved for a night rate at (\$139.00 excluding taxes) single or double occupancy. In the contact with the hotel, FHSLA will have available one boardroom and two meeting rooms for the duration of the meeting. FHSLA will be paying for the use of the second meeting room. Pam enticed the group with a Ghost Tour opportunity after the annual banquet. Tickets will not be included in registration. Approximate cost depending on group size is \$8.00 per person.

Membership: Deborah Lawless

No report was given at the meeting. It was noted that John Orriola would continue to be the membership directory coordinator for the coming year.

Nominating: Pam Sherwill-Navarro

Two officers will retire in May 2002. Nominees are Karen Roth, from Morton Plant Mease, for Vice President and Allison Howard, from USF Shimberg, for Treasurer. It was discussed that since Tampa Bay will be hosting the 2003 Annual Meeting and at the present time there are no officers in the area, Karen Roth will be an excellent choice.

Susan McCullough has sent in her resignation for Continuing Education Coordinator after the 2002 Annual Meeting. Pat Clark has been appointed as her successor.

Strategic Planning: Dottie Kelly

Dottie reported no replacements needed at this time to the Strategic Planning Committee. At the present time, there are three academic members and three hospital members and one at large. Hilary O'Sullivan, Nova Southeastern University, and Cheryl Dee, PhD, USF, are new members this year. Richard Mercer is a second year member and Tara Tobin is serving in her third year. Usually a third year member serves as chair of the Strategic Planning Committee.

Strategic Plan-Review and Revise: Dottie Kelly

Dottie proposed a membership fee increase for the fiscal year 2003. A membership vote with the proposed increase will be presented at the 2002 Annual Meeting. A membership fee in the amount of \$10.00 has been in affect since 1985. With FHSLA's budget decreasing and annual meeting costs increasing a membership fee increase to \$15.00 has been proposed to help meet increased expenses.

After discussion about registration fees for the next annual meeting, the Executive Committee and Strategic Planning Committee voted unanimously to set the registration for FHSLA members at \$85.00. A fee of \$100.00 will be needed for the Annual Meeting

registration for non-members. CE course fees were not available at this time but an extra \$15.00 per CE course will be added to non-members registration fee.

Annual Meeting Necessary/By-Laws: Pam Sherwill-Navarro

The Strategic Planning Committee meeting from January 2001 and also the SPC Meeting in 2000 suggested that the Annual Meeting become bi-annual with just CE courses available on the alternate year. This worked well in 2001 since MLA was held in Orlando in May of 2001. Therefore, FHSLA held only an Annual Business Meeting at MLA. This year again at the combined Strategic Planning Committee and Executive Committee Meeting discussion was prompted to act upon this suggestion since Miami is hosting Southern Chapter/MLA in the fall of 2003 and with FHSLA's Annual Meeting rotating to be in Miami the following Spring 2004.

Naomi read the by-laws stating, "One annual meeting will be held in the Spring of each year as agreed upon by the prospective host and the Executive Committee." The Executive Committee stating "as agreed upon" could be that we decided we would have the annual meeting along with SC/MLA in Miami, FL. However, since the Southern Chapter/MLA Meeting is usually in the fall, this might present planning/election problems for FHSLA.

The "Articles of Incorporation" state that "officers shall be elected at the annual meeting". This year's Executive Committee will explore and advise incoming officers of this possibility, and will also contact key personnel at Miami academic and hospital institutions to determine if a combined Annual Meeting or just a FHSLA Business Meeting within SC/MLA is feasible.

OLD BUSINESS

ALERT Newsletter & Membership Directory deliver: Naomi Elia

Naomi commented on the success of the changes in the ALERT and the Directory this past summer. The Summer 2001 ALERT and the Directory were sent out in PDF format to FHSLA members. A "News Flash" letter was sent only to FHSLA members informing them of changes. Contact names were given for members who wish to request print copies via the mail instead receiving both the ALERT and the Directory in **electronic format**.

NEW BUSINESS

FSU Medical College Library: Naomi Elia

Naomi as the FHSLA President has contacted the new director of FSU Medical College Library and welcomed her to the state of Florida. Barbara Shearer, library director, (barbara.shearer@med.fsu.edu) and her current staff of four are looking forward in be involved in FHSLA. Naomi shared that Barbara will be visiting academic as well as hospital libraries in the near future.

FHSLA 2002 Meeting: Pam Sherwill-Navarro

Pam suggested the meeting theme, "putting the pieces together" should be the topics at the annual meetings round table discussions. A brainstorm activity gave possible

suggestions such as finances, patient care needs, marketing people, customer service, and literacy.

Annual Meeting Necessary/By-Laws: Pam Sherwill-Navarro

Pam Serwill presented at the meeting a revised contract agreement for the committees to look over and agree to use for the next annual meeting. It was also suggested that this form be made available on the web site as an online form. Naomi suggested and all agreed to have reimbursement in the amount of \$50.00 per day for meals not covered at the annual meeting. Susan McCullough, CE Coordinator, will make any further necessary revisions to this new contract agreement. The Executive Committee will approve the final revised form. The continuing education instructors and key note speaker must send receipts and other reimbursements to the continuing education coordinator. After the CE coordinator agrees to the amount requested, the treasurer will be notified and a check will be cut.

Pam also suggested to the committee that FHSLA begin a volunteer Journal Club. This is a MLA continuing education sponsored group at no cost to the individual. A selected sponsor must fill-out MLA paper work and publicized on the FHSLA list-serv. A Journal Club group consists of only 3-10 members. Multiple groups can be formed. A total of six (6) to twelve (12) articles in a given series must concern a single topic, area or theme. The group meets once a month either in person or electronically and write on one of the topics. For more information see: <http://mlanet.org/education/telecon/jcguide.html>

FHSLA Librarian of the Year Award: Pam Sherwill-Navarro

Pam Sherwill-Navarro proposed to the committee to begin a "FHSLA Librarian of the Year" award. The committee discussed and thought that establishing an AdHoc award committee with a three-person panel will necessary. Nominations will be email to the panel and nomination forms will be available on the web site. The Executive committee voted unanimously to investigate and form this group.

2:40PM meeting adjourned

Submitted by: Sandra Canham