

Strategic Planning Committee and Executive Committee Meeting

**Midyear Meeting
December 2, 2005
Tampa**

The FHSLA Executive and Strategic Planning Committee were called to a meeting at the Bilirakis Conference Room, University of South Florida, Tampa, Florida, Friday December 2, 2005.

The President, Sandra Canham called the meeting to order at 9:00 AM.

Members present:

Sandra Canham, President
Allison Howard, Vice President/Program Chair
Mary Lawrence, Secretary
Deborah Lawless, Honors & Awards Committee Chair
Pat Clark, Treasurer
Pam Sherwill-Navarro, Continuing Education Committee Chair
Karen Roth, Strategic Planning Committee, at large member
John D. Jones, Jr. Strategic Planning Committee, member
John Orriola, Membership Directory

In attendance via telephone connection:

Adriana Yoshii, Alert, Co-Editor
Martha Scanlon, Strategic Planning Committee, member
Ellie Goodwin, Alert, Co-Editor

Members Absent:

Doug Waltonbaugh, Strategic Planning Committee, member
Jan Booker, Strategic Planning Committee, member
Barbara Shearer, Strategic Planning Committee, member
Amy Buhler, Webmaster
Mel Gutsell, Archivist

APPROVAL OF THE MINUTES

John Jones made a motion to approve the Executive Committee Minutes of April 20, 2005 (Jacksonville). Karen Roth seconded the motion.

OFFICER REPORTS

President's Report

Sandra reported that on September 22, 2005, Allison Howard notified her that Jacqueline Leskovec called to tell her that Jacqueline accepted a position with the NN/LM Midwest Region. She would be leaving by mid-October. I asked Pat Clark from All Children's Hospital in St. Petersburg to fill-in for this one-year appointed position. In an email vote the Executive Committee accepted her nomination.

On November 3, 2005 Rana Dole sent Sandra a resignation letter as Strategic Planning Committee Chair. Sandra read the letter and will be submitting it to the archives.

Sandra also indicated that this year her goal was to update the Policy and Procedural Manual for the Association as she has been working with each committee. The last full update was in 1997 or 1999 with a few updates in between. Our New Business section of the agenda we will be discussing the progress for each committee.

Treasurer' Report

Balance as of December 31, 2004 \$13,198.26

Deposits 10,035.00

General Expenses 126.25

Annual Meeting 2005 Expenses 8,175.79

Annual Meeting 2006 Expenses 250.00

Total Expenses \$ 8,552.04

Current balance \$14,681.22

Karen Roth moved to accept the Treasurer's Report Allison Howard seconded the motion.

APPOINTED POSITION REPORTS

ALERT Editor:

Ellie Goodwin reported that the co-editors were gathering articles to publish by the second week of December. This will be the winter edition before the Annual Meeting.

Webmaster: Adriana Yoshii has agreed to be the interim web master while Amy is out on maternity leave. It was suggested that when Strategic and Business Meeting minutes have been approved by the Association or Committee that the html document on the FHSLA website be changed to a PDF document.

Electronic Discussion List Coordinator: No report

Membership Directory Editor:

John Orriola reported that the Directory went out this week. John asks for updates to be sent electronically. Honorary member's addresses will be added for the use of the members. John reported that Judy Johnston, Shimberg HSC, long time-member of FHSLA, died on December 1st.

COMMITTEE REPORTS

Program Committee:

The theme of the 2006 Annual Meeting will revolve around disaster planning for libraries, "Building on the Past, Preparing for the Future". Allison Howard had the following to report:

General:

- Continental breakfast comes with the room reservation. There is one in-house restaurant. There are no restaurants within walking distance.
- A Tai-Chi class will be offered in lieu of a Major's Walk this year. Peggy Hsu from the University of Florida will lead this class.
- Vendor exhibits are scheduled for 3:30-6:30 PM. Allison reported that the evaluations showed that members wanted to be able to spend more time with exhibitors. Time will also be available to meet with vendors during breakfast.

Continuing Education

- The CE class for Wednesday afternoon has been confirmed. Dale Prince will conduct a class on new technology trends (this is the same class presented at Southern Chapter last year).
- Registration and morning and afternoon CE classes are scheduled for Thursday.
- One CE course might be scheduled on Friday afternoon. There was discussion regarding the difficulty of justifying attendance at the Annual Meeting and CEs are a good way to do that. There was also concern whether people will stay (2p-6p) as it is the end of the conference. A really good course might draw people in.

Tours

- A tour of FSU College of Medicine and FAMU Science Library is planned; this group will probably go to dinner after the tour on Wednesday from 2pm-6pm.
- People not going on the tour can meet at the Registration Table for dinner.
- A Tour of the Old Capital building is planned at 6:00PM on Thursday and the Banquet will be at the Florida Capital Building. The speaker will be Dr. Brooks, former Secretary of Health for Florida; he will speak about public health issues in Florida

Meeting Highlights

- Ada Seltzer from the Rowland Medical Library, University of Mississippi Medical Center will be the Keynote speaker, this is not yet official. She will talk about disaster planning in her library and among hospital libraries.
- RML Update will be part of the luncheon.
- An afternoon panel discussion is planned where members would talk about their hurricane experiences or how can libraries and public health agencies (AHEC) work together/develop disaster planning/response preparedness issues and partnerships. It was mentioned that RML is putting together a taskforce on disaster planning and are looking for members.
- The Business Meeting will be held at 10:30am.

Allison asked for feedback about the Annual Meeting packets, do they need to be mailed or can we post them on the website? Posting to the website would save money. There was discussion about sending out a trifold or a postcard asking people to save the date. The question was raised whether one person is swayed to go to the meeting by the packet. Would a link on the website be enough? There would not be any marketing from the city/hotel information going out. Nadine and Barbara feel good about the electronic format. At lot of people haven't been to Tallahassee and it has lots to offer. It was decided that a large postcard or a trifold would serve as the "preliminary program" this year.

Pat Clark has offered to do registration this year. Money and registration forms will go directly to the treasurer.

Allison said that she was approached regarding 4 hour CEs; do they have to be 4 to 6 hours? What about having two really "rich" CE's in a four-hour block? While this may be a good idea most of the classes we have to choose from are available only as 4 to 6 hour classes, the two hour variety are hard to find.

Allison says volunteers are needed to help at the Annual Meeting site. There are few librarians from Pensacola to Jacksonville. Most MLS students from Florida State University are enrolled in distance education programs. This has created a problem with getting volunteers to help with the work.

Allison said they spoke to the hotel regarding about tables for poster sessions. The price is \$10 dollars per table. Nothing can be placed on walls at the hotel so we will have to have freestanding posters on tables. Typically less than 10 posters are presented at the FHSLA meeting.

John Jones mentioned that he was surprised that there are no committee meetings at the Annual Meeting. Allison said the problem was time. John wondered if it wouldn't be beneficial for members as they could meet face to face and also as a way to justify attendance at the meeting. Sandra mentioned that most of the committees take on new members at the time of the Annual Meeting and that the Membership Committee is the only committee that is evolving. Often, too, the new committee members are not appointed until after the meeting. However, it was decided that this could be discussed at a later time as it might be a way to get new people involved.

Allison says they have also been working on the packets for the meeting. They found a FEMA Emergency Salvage Response Actions Steps wheel, which lets you match a problem to a solution. We might be able to build it into the cost of the meeting. The cost may be a little as \$2.00 each but we may also be able to get some free. There is also an ALA book, which includes a disaster-planning checklist; we might be able to get the author to agree to let us include this checklist in our packet. We can pass out information regarding the book and how to get a copy to the membership. We could also buy a copy or two to raffle off.

Both CDC and FEMA have lots of information on their websites, which could be copied and added to the packet. Allison questioned whether we want the focus of the meeting to be strictly on disaster planning or do we want to make it broader. The consensus is to keep the focus open ended.

John Jones had a question about scholarships. He thinks we could make more scholarship money available by selling items to members and thus having a scholarship fund. There was some discussion regarding the FHSLA's history on this subject, which has been very limited as scholarship sponsorship comes from the FHSLA treasury.

Allison says the Committee is working on setting up panel presentation. They will also investigate companies that provide recovery services or computer recovery companies as speakers. Sandra wonders if she needs to solicit from vendors not only funds but ask them about speakers. Vendors of recovery services might enhance the panel discussion by bringing in other points of view. The discussion panel will have to be part of the last session. Allison wondered if we might substitute an after lunch speaker rather than having a panel discussion on this topic. We need to look for someone who is involved in recovery work for a speaker.

Continuing Education Committee:

The only course engraved in stone is Dale Prince's New Technology class. The class should get a good turn out as very few members took the class at Southern Chapter.

The Committee is also looking at signing up helen ann brown to teach a critical appraisal class. It is an approved MLA class for 4-8 hour. We will be offering it a six-hour class.

Kathy Davis' "Free Health Information Online: Moving Beyond Medline." is also in negotiation (4 hours). Solinet has a disaster class which costs \$225 per person/\$155 for members. The Committee is negotiating with Solinet about the price, which includes all materials and is a 6 hour class. NLM does not offer disaster preparedness however the Committee is going to look into the National Archives as they might do something.

Pam Sherwill feels that there are too many people on her committee (Chair plus three) and suggests in the future limiting the number to a Chair plus two members.

Membership Committee:

John Orriola reported for Claire Keneally. FHSLA currently has 103 members this year. Nineteen of the 103 are new members. Nine or ten of these new members had never been members, in that they had never signed up, and the rest were renewals but were not members last year. John mentioned that a new DO school has opened in Sarasota County and it has a library. The Philadelphia School of Osteopathic Medicine opened a new campus. We will be contacting them regarding membership. University of Central Florida (UCF) has not gotten legislative permission to go forward with their plans for a medical school. John also mentioned that no one at Nova Southeastern University (NSU) has renewed their membership.

Sandra asked John to find out what 2004 members were not renewed in 2005. The Membership Committee can contact those members.

Honors & Awards Committee:

Deborah Lawless reported that she would be submitting a request for nominations for Librarian of the Year through the Alert and the Discussion list. There will be a link to the FHSLA website with the nomination form and qualifications. The deadline is Feb 1 (6 or 8 weeks before the meeting) and a scoring sheet has been created. Betty Jo Gaston, Beverly Shattuck, and Pat Clark are the members of the Honors & Awards Committee for this year.

Nominating Committee:

Allison reported that the members of the Nominating Committee are: Sue Felber, Danny O'Neal and Linda Butson.

Strategic Planning Committee:

No report as Rana Dole has resigned. No replacement will be named as it is close to the Annual Meeting.

OLD BUSINESS:

Sandra passed out copies of the proposed changes to the Bylaws. These changes will need to be voted on at the Business Meeting. Sandra said that these proposed changes will sent out to the membership six weeks before the meeting. The changes are shown below:

ARTICLE II. Section 1. Part B: Classes: "the" was missing "or hold office in the organization..."

ARTICLE II. Section 4. Part B: Fiscal Year: "Dues are due and payable at the beginning of the fiscal year and become delinquent after February 14"

ARTICLE IV. Section 2. Part D: Capitalization errors. "The Treasurer shall serve as liaison

between the Membership Committee"

ARTICLE V. Section 8. Part A: Continuing Education Committee added as a standing committee, it was already discussed, but was accidentally not added and will be officially added at this time.

ARTICLE IX. Amendments: The word "article" was spelled incorrectly in the title.

Finally, the revision will be shown under the update as updated December 2, 2005. Sandra acknowledged Karen Roth's contribution to updating the FHSLA Constitution and Bylaws.

Allison had another concern regarding the Strategic Planning Committee as described in the Constitution and Bylaws. Nowhere can she find that the Executive Committee is also serves as members on the Strategic Planning Committee. The Strategic Planning Committee is supposed to report back to the Executive Committee. At some point the meetings were combined within the last couple years. Allison wondered if we need to look at the situation and separate the two meetings. After discussion the consensus seems to be that it would be helpful if the two committees met separately. Sandra will look into meeting separately in the coming year, as it would be good to revisit a "vision" for the Association.

Allison's is also concerned about adding language to the policies and procedures regarding vacancies, which occur due to resignation or other circumstances. There needs to be an update adding new language. For instance there could be a vacancy clause in the officer's section in the by-laws under the Committees Section 9. Vacancies. Vacancies within committees shall be filled by the chair of the Committee in compliance with the descriptions of each Committee as listed in Article V. Committees. Pat Clark made a motion to amend as discussed today Deborah Lawless seconded the motion.

NEW BUSINESS:

Bylaws Changes Annual Meeting Rotations:

Sandra read from the 2003 Strategic Meeting Minutes. Her question was whether there should be a change to the Bylaws to show the Annual Meeting rotation or should we simply repeat the information at each Strategic Planning Committee Meeting and/or Executive Committee Meeting. By changing the Bylaws it opens up the possibility that the Bylaws would need to be changed yearly to reflect a change in the rotation. Currently in the Bylaws Article 3 Section 1: One annual meeting will be held usually in the spring as agreed upon by the prospective host and the Executive Committee. After discussion it was decided that this is an Executive Committee function thus a change to the Policies and Procedures may be enough. This change will indicate that a rotation of at least several years in advance and then the Executive Committee will be informed of the rotation schedule. The current rotation is:

2007 Miami—Nova Southeastern University (NSU)

2008 Tampa—University of South Florida

2009 Gainesville—University of Florida

2010 Tallahassee—Florida State University

2011 Miami—University of Miami

Policies and Procedures Changes:

Each Officer, Appointed Position and Committee updated their Policy and Procedure Manuals. Below are a few major highlights.

Strategic Planning Committee:

Changes to Strategic Planning will be addressed at a later date.

Membership Committee Changes:

Under Objectives the name of the form used by the Committee was changed to Membership Application/Committee Volunteer for the sake of continuity other minor changes were made to update the document mostly due to technological changes, added responsibilities or for the sake of clarity. One new added duty for the Membership Chair is to contact all honorary members on an annual basis to verify mailing address.

Program Committee Changes:

Minor changes included adding "registration" to the charge to "assist with program planning and distribution, local arrangements and publicity, hospitality, registration, etc."

Officers:*President*

A change the duties of the President includes "Appoint Union List Coordinator to serve as a liaison with Region 2 and other libraries needing information on adding serials holdings to the regional union list of serials and for DOCLINE" has been deleted.

Vice President

The following duty was removed from the Vice President's functions, as it is part of the President's functions: Write to vendors requesting (soliciting) support for the Annual Meeting. Send thank you letters to all participating vendors and volunteers after the Annual Meeting.

Secretary

No changes are suggested.

Treasurer

From the duties of the Treasurer remove the following (8) After receiving Membership Application/Volunteer Forms and dues, the Treasurer forwards copies for the membership form to the Membership Chair, Vice President and Membership Directory editor.

*Other Appointed Positions:**Newsletter Editor*

This is the transition year for the newsletter from the University of South Florida to the University of Florida. Sandra asked Allison, Danny, and John from the University of South Florida to update the newsletter editor's policy and procedures before making the transition. Allison reviewed the information available and found some inconsistencies, which she updated.

Adriana Yoshii from the University of Florida wanted to know if it was appropriate to create a template for the Alert. It was felt that standardization is not necessary as it allowed each institution to be creative so they can do what they want with regard to the newsletter.

Sandra also mentioned that in 1984, the newsletter was called FHSLAlert, however, in fall of 1998, when the Alert "went electronic" the name changed to FHSLA Alert. Mary will look back in secretary notes to see if the name was changed officially. The logo also disappeared. We might need to find someone who knows the history behind the disappearance of the graphic and the change in name. The consensus is that we want the title to be two words FHSLA Alert.

Allison also recommended that we add the next rotation down to the end of the list. The wording in the section is changed to "Turn over materials to new editor at the end of the rotation." The end of the rotation is spring.

Continuing Education Committee

Major changes in language were also made in the duties of the Continuing Education Committee. Previously the position was called Continuing Education Coordinator and this is now changed to "Committee." Duties were expanded or better explained with changes.

Archivist/Historian

The duties of the Archivist/Historian were amended to add a required annual report.

2005 ANNUAL MEETING EVALUATIONS

The results of the 2005 Annual Meeting Evaluation were discussed. There were a total of 63 participants out of a possible 102 members. The major goal of attendees was to attend CE classes.

DRAWING FOR FREE REGISTRATIN FOR THE 2006 ANNUAL MEETING

Allison Howard draw Narges Ahmadi from Lee Memorial Health System in Ft. Myers, Florida as the name of the FHSLA member who participated in the 2005 Annual Meeting electronic evaluation. She will have the choice of a free registration to the 2006 Annual Meeting or a bookstore gift certificate. Sandra will notify Narges in the coming week.

CERTIFICATES FOR OFFICERS, COMMITTEE CHAIRS, AND MEMBERS

In the Policy and Procedure Manuals for both the Membership Committee and Presidential duties there was conflict between who should be printing and issuing out completion of duty certificates that are passed out at the Annual Meeting.

After a discussion it was decided that the Honors and Awards Committee would complete the certificates since this is considered an award. Policy and Procedure Manual will be updated to reflect these changes.

OTHER BUSINESS

Sandra asked for announcements or new business. There being none Sandra called for the meeting to be adjourned.

ADJOURNAMENT:

The meeting was adjourned at 3:00 PM

Submitted by:
Mary Lawrence

Minutes Approved -- Friday, April 7, 2006.