



**In attendance:**

Andrea Kepsel, Liz Lorbeer, Mike Fitzpatrick, Jennifer Bowen

Via Zoom/Phone: Betsy Williams, Kate Saylor, Merle Rosenzweig, Chana Kraus-Friedberg, Emily Ginier, Alison Konieczny, Alexandra Sarkozy, Barbara Platz, Diane Gardner, Iris Kovar-Gough

**1. Call to order** **Liz Lorbeer**

Meeting called to order by Liz at 10:07 am.

**2. Approval of minutes** **Kate Saylor**

Motion to approve November minutes made by Andrea, seconded by Jennifer Motion carries. Voted to approve.

**3. President's Remarks** **Liz Lorbeer**

**a. Thank you to volunteers for their contribution & certificate**

Liz thanks all of the committee volunteers for their participating. Certificates were sent to Merle and Keith.

**4. Treasurer's Report** **Kristina Olsen/Jennifer Bowen**

**a. Interim treasurer**

Kristina Olsen resigned on 12/27/18. Jennifer Bowen has stepped up to interim until the next election.

**b. Net profit/loss review**

A letter was sent out to membership about a loss of \$2420 which will not be recovered. State police don't have a recourse for us.

Merle's final report will be loaded in the wiki in the 2017 conference folder – end of

January.

Emily G and Merle are working on the budget with Liz Cascadian from Midwest.

Merle will add MOU (signed by Melanie Bednarski)- whatever profits received from 2017 conference will be split Midwest and MHSLA. Any shortfall will be covered by Midwest

Expenses Hotel - adjusted for sales tax \$53376.54  
Revenue - \$9384.69  
Total revenue - \$16008.16 (MHSLA will get 50% - \$8004.0)

Jennifer Bowen should receive an email from Liz Cascadian about cutting the check.

Our current balance in \$7230.15 (we will be receiving another check shortly).

**c. Audit Committee procedures Diane Gardner**

Andrea sent her the audit committee manual - hasn't been updated in 10 years. Members - audit committee needs 3 members appointed by committee chair. It's hard to get even one person. Either change the manual or get more people to join the committee.

Findings report - we don't usually get the book to the committee until May or later (July or August) because conference expenses from conferences don't get reported until later. Manual should reflect current practices - we need to update it!

Easier to have a single person review it. Board needs to decide if that's how they want to do it. Audit committee should be on the committee for over 2 years. Need flexibility in case we can't find a replacement.

Can Diane update the current manual with track changes? For the board to discuss further at our march meeting

Most manuals are out of date, last updates in 2005-2008. Treasurers' manual is a priority.

Question about the December 2017 meeting - why wasn't this communicated to the board? Email went out to only voting members (how was this defined?) on 12/14. Didn't receive a police report until this week - posted in the minutes Liz wanted to be careful about what was communicated to ensure accuracy of information while being sensitive to those involved in the incident.

**d. Exploring use of an accountant Liz Lorbeer**

MHSLA is a business and most businesses benefit from using an accountant. Liz will be

investigating the use of accountant to help management our funds. She Reached out to MCLS exec director - Randy. Liz is going to meet with Randy later today.

We have grown from just an association to hosting a major conference. We have a large treasury for our group size and we file state/federal taxes. We have annual audits. It's a lot for members to take on. Other similar organizations use accountants. Might be a long discussion - should know more in March

Diane's comment - it's an additional expense - but everything is in QuickBooks. Maybe have them check the books a couple times a year. It really helps with tax preparation! Diane thinks it would be a worthwhile expense.

## **5. Bylaws**

**Mary Hanson (not in attendance)**

Mary reviewed the procedure for the bylaw committee. Reviewed procedures for the parliamentarian. Quick links on bylaw website (2013 and 2017 links) - can this be corrected?

## **6. Archivist's Report**

**Alison Konieczny**

Assistance would be appreciated! Alison need help with the borne-digital objects, materials from the last several years - it's overwhelming. Any volunteers? Liz hasn't sent out a message yet.

Stephanie Swanberg will upload 2017 conference photos.

Another option is to "Adopt a box of stuff" Ali will send you a thumb drive of a box of scanned stuff and will provide training on how to upload documents. (There are over 20 boxes). Mary Hanson and Chana are interested in helping.

Merle shared a link to conference photos - Midwest has locked download access to the photos. Photos taken by Don Peterson - Merle is going to contact Don. Over 400 photos. Can he send the complete folder for batch upload? Ali won't know many of the people.

## **7. Review of Committee Reports**

**a. Audit      Moved up to Treasurer's Report, above**

**b. Communications      Andrea Kepsel**

New bylaws are now posted - will correct the link.

December newsletter posted - 2017 issues. Reports from scholarship recipients. Last month we had book reviews. Any members want to share book reviews (professional/personal)?

Starting in 2018 – we will only publish 2 issues (set dates! Will help people plan for submissions) - too difficult to collect content. Andrea playing with the timeline for this year. Tentative June/December dates. Call goes out a month in advance.

Manuals are very outdated! Andrea emailed everyone to update them! DO we have a

list of those that are needed?

Local arrangements is really outdated!

Need manual for 1) outreach and advocacy and 2) vendor relations.

There are binders. Betsy got a document from Jennifer Barlow about local arrangements and vendor relations (re conference). Betsy will update the local arrangements document.

Need to update everything by the next annual meeting (October)!

Can we pull from Midwest protocol for meeting planning? (Merle)

Email communication - how to display contact info (hide it from general public). Can we create a form instead? Andrea looking into. This will not be a perfect solution because our email addresses are likely stored elsewhere.

Andrea adds all the reports to one big pdf prior to the board meetings - please submit get them to her early!

### **c. Conference Planning**

#### **i. 2018 Local arrangements                      Betsy Williams**

The caterer still has not provided the information we need to get the event insurance (which is required by the venue), and I'd like to get input from the Board about the budget (moving to another venue will definitely increase the budget).

Subcommittee chairs are working on their tasks. They are having a conference call on January 24. More information after that.

Biggest thing Betsy needs help with - special event, when presented to the board. Budgeted \$3k. Event at opera house with cash bar, with their only caterer, and a guest speaker. Opera house requires event insurance.

A couple options:

Same location, different caterer, no alcohol.

Different venue – (budget could increase to 4000-4500). Because we would need transportation.

The board recommends - Get new caterer. No alcohol. End the event earlier so people could drink later.

#### **ii. 2018 Education                                      Emily Ginier**

Ed committee is updating procedures manual. Last update was 2014 before google forms for scholarship applications.

Working with 2018 conference planning committee on scheduling. Looking t key note speaker - Michigan-based for cost.

Applying for GMR professional development award to pay for speakers - application is due in a couple months.

Schedule paper presentations at conference.

Topics for 2018 webinars have been released and scheduled. Investigate extra CE enrollment codes for institutions. At THL, we pay for many of the webinars,

but don't use the codes - could they go to MHSLA? Working with MDMLG to change how they handle the codes, to allocate the codes. Is there a way to pool them that would be great! Will need to explore. Add this to the procedure manual.

**iii. 2019 Local arrangements                      Jessica Sender (not in attendance)**

We signed contract at the Lansing Radisson.

**iv. 2019 Education**

We don't have an education chair for the 2019 conference - trying to recruit Iris, Andrea K might do it. Iris wants to be vendor committee chair if it hasn't been filled.

Caralee (Andrea K co-chair) - education chair??

Liz will follow up offline.

**d. Membership    Iris Kovar-Gough**

Report is on the wiki. Quiet at this time of the year.

April send institution invoice - Due date July 1.

Work with resource sharing chair to change the earlier timeline

Sent out conference standard survey. Only 16 responses. Betsy said they will use the standard survey for 2018.

**e. Nominating    Michael Fitzpatrick**

Nothing to report. Will start email the other committee members to plan for upcoming vacancies.

**f. Outreach and Advocacy                      Vacant – Review charge of position**

Do we still need this group? Iris did membership climate survey in 2015. Iris can send results or will add to the next board meeting report.

This committee provides the voice of the organization. Communicate with hospitals, government, library schools.

Table for next meeting.

**g. Resource Sharing & Group Purchasing                      Susan Kendell (not in attendance)**

Eliminating Group Purchasing as a sub-committee since Resource Sharing will just be the committee to deal with the group purchase.

Any drawbacks to eliminating this committee?

Group purchasing was a subcommittee of the resource sharing (no current responsibilities). Resource sharing sounds more inclusive.

Board voted to eliminate group purchasing. No opposition.

**h. Vendor Relations    Jennifer Barlow (not in attendance)**

Save the date went to 83 potential exhibitors. Friday October 12. Need to approve fee schedule for sponsorships.

Proposed - 325 table/1000 breakfast/1250 lunch/250 for break/2000 for special event (based off of 2016 conference fees with inflation)

We have one vendor commitment - Isabel Healthcare.

2017 vendors weren't satisfied - room location issues. 2018 vendors won't be in the same room. 2018 registrants will be able to opt out of sharing contact information.

Can we decrease our fees to be more competitive with Cleveland? Make traverse city more appealing. Can we wait until local arrangements meets and sets budget? Meeting is schedule 1/24.

Board will vote over email.

## 8. Regional Group Reports

### a. GMR Regional Council

**Barbara Platts**

Report loaded on wiki.

Funding available this budget cycle for consumer health specialization.

New funding opportunities from GMR will open may 1.

Many NLM online education opportunities - linked in the report. Upcoming MLA webinars.

### b. MDMLG

**Alexandra Sarkozy**

General business meeting in November - housekeeping business.

Webinars, CEs rethinking offerings. Considering moving to 3 meetings instead of 4. Looking at GMR funding.

Distribute CE credits.

### c. M-MHSLA

**Chana Kraus-Friedberg**

Haven't met since last board meeting. Applying for GMR funding.

### d. WMHSLA

**Betsy Williams**

Haven't met since last board meeting. Mike Fitzpatrick and Betsy met yesterday. Working on 2018 programming. 4 new members!

Ethan Cutler is going to be the new webmaster - will be updating the website.

## 9. Other Business

### a. MDMLG – Alexandra Sarkozy

MDMLG is seeking a \$300 contribution from MHSLA to host a financial advocacy webinar this winter.

The MDMLG Board with the support of the Program & Professional Development Committees is looking at ways to make it easier for MDMLG members to participate in our general meetings and CE opportunities. Both by allowing remote participation and making these opportunities less cost prohibitive. For the Prof Dev Committee in particular, as our registration numbers decrease for paid CEs, we're experiencing increased difficulty in covering costs to bring in outside CE speakers.

Our committee has been brainstorming ideas for remedying this and one is partnering with other organizations to co-sponsor (& therefore, split costs) of bringing in CE speakers. Our committee has already approached an outside speaker for the spring -- Barb Jones for her course [Financial Advocacy: Turning Data into Ammunition](#). We believe this topic would be of wide interest across the state was wondering if MHSLA would be willing to contribute funds to co-sponsor the speaker. Here is a breakdown of our anticipated costs with a \$1300 total:

***Anticipated Costs:***

- Honorarium: \$500
- Travel Costs: \$750
- MLA Course Scheduling Fee: \$50

***Potential Income:***

- MHSLA Contribution: \$300
- MDMLG Contribution: \$250
- Registration: \$750 -- \$25 registration fee for individual registrants or \$75 fee for institutions. We usually charge \$50 for members and \$70 for non-members, but by partnering with MHSLA for additional seed funding, we could reduce the cost of registration as well as charge the same fee for MDMLG & MHSLA members.

The board doesn't have enough information to vote at this point. Vote over email?

**b. Change date of March meeting**

Liz Lorbeer has to teach on March 20. Can we please change the date of the next meeting to Tuesday, March 13 or Tuesday, March 27?  
Will determine new date over email.

Liz adjourned meeting at 12:09pm