



Michigan Health Sciences Libraries Association

ANNUAL REPORT OF THE TREASURER OCTOBER 14, 1982

Affiliated Groups

Flint Area Health
Sciences Library Network

Metropolitan Detroit
Medical Library Group

Mid-Michigan Health
Sciences Libraries

Northern Michigan Health
Sciences Libraries Group

South Central Michigan
Health Sciences Libraries
Association

Thumb Area Medical
Information Consortium

Upper Peninsula Health
Science Libraries
Consortium

Valley Regional Health
Science Librarians

Western Michigan Health
Sciences Libraries
Association

The following is an accounting of MHS LA income and expenses for the period of October 31, 1981, through October 1, 1982:

<u>Description</u>	<u>Expense</u>	<u>Income</u>	<u>Balance</u>
Balance forward - October 31, 1981			\$4256.13
Mailing labels	\$ 66.77		
Postage and mailing	92.69		
Newsletter (1 issue)	191.41		
MHS LA Stationery	285.21		
Meeting rooms	119.98		
Checking account expenses	13.59		
Archivist expenses	48.76		
Gift for Jim Shedlock	23.41		
MICCLE Applications	40.00		
Miscellaneous expenses	14.69		
Membership dues		\$1270.00	
1982 Conference exhibitor donations		310.00	
TOTALS	\$896.51	\$1580.00	\$4939.62

TREASURER'S ACTIVITIES

A new membership form was developed to obtain information about other professional activities of MHS LA members and to solicit their interest in serving on MHS LA committees. These forms were mailed out to 99 MHS LA members who had not renewed their membership by January 25, 1982. They were also inserted in the first issue of the MHS LA News for 1982. An article written by the Treasurer appeared in that issue of the News explaining why the form was enclosed.

As a result of dues reminders to the members, approximately 120 memberships were collected and processed. A current list of members as of June 15, 1982, was forwarded to the Publications Committee chairman for inclusion in the second edition of the MHS LA Directory.



Michigan Health Sciences Libraries Association

A set of labels of member addresses was generated for use in the copy machine. This means that current lists only need updating and a set of labels can be obtained upon request for association mailings.

A new shipment of MHS LA letterhead stationery was ordered and distributed to the officers. The name of the Thumb Area Medical Information Consortium was included in the left-hand margin listing of MHS LA affiliated groups for the first time in this printing of the stationery.

The results of the survey questions asked on the new membership form were tabulated and the report was presented to the MHS LA Executive Board at its October 13, 1982, meeting. Copies of the report may be obtained from the President, Jackie Raphelson.

The Treasurer also developed a Request for Expense Reimbursement form that is designed to be used when requesting payment for expenses incurred while travelling on MHS LA business. Copies of the form can be obtained from either the Preseident or the Treasurer of MHS LA. Prior approval is required for reimbursement.

Work has begun on the MHS LA application for tax-exempt status. Most of the necessary supporting documents have been gathered and the next step in the procedure requires a consultation with an attorney or a tax accountant. The material that has been collected will be turned over to the new association treasurer so that this process can be continued.

Respectfully submitted,

A handwritten signature in cursive script that reads 'Catherine A. Helbers'.

CATHERINE A. HELBERS
MHS LA Treasurer