

Annual Report

Secretary

9/15/87

Activities

1. Most of my time and effort during this year were spent performing the routine duties of Secretary. These duties included recording and distributing minutes of the Executive Board and General Membership meetings and mailing of election ballots to the membership.
2. The MHSLA letterhead was revised to reflect the current roster of local groups. I am currently awaiting the mock-up from the printer, and after proof-reading, will order 500 sheets.

Recommendations

1. I would recommend that next year's Secretary obtain from Bill Nelson a complete historical set of Executive Board and General Membership meeting minutes, and that when the current year's documentation is sent to the archives, that a copy be retained by the Secretary.

This would provide better continuity and easier orientation for the incoming Secretary, and would generally facilitate the Secretary's job.

2. I would also recommend adding to the Secretary's formal duties monitoring the supply of stationery. This should be done on an annual basis, with the outgoing Secretary making recommendations on this to the Board. Also, the Secretary should be given the responsibility of retaining the camera-ready board, so that revisions in the letterhead would be easier to accomplish.

Respectfully submitted,



Sharon A. Phillips
MHSLA Secretary
September 15, 1987



ANNUAL REPORT

Secretary
September 1, 1988

Affiliated Groups

- Flint Area Health Sciences Library Network
- Metropolitan Detroit Medical Library Group
- Mid-Michigan Health Sciences Libraries
- Northern Michigan Health Sciences Libraries Group
- Thumb Area Medical Information Consortium
- Upper Peninsula Health Science Libraries Consortium
- Valley Regional Health Science Librarians
- Western Michigan Health Sciences Librarians Association

1988 has been a very interesting year for me as the incoming secretary of MHS LA. I have enjoyed getting to know the membership and being able to associate familiar names with new faces. The accomplishment with which I am most pleased is the marked improvement in my ability to take copious notes, which is the result of the lively in depth discussion conducted during executive board meetings. The following are additional activities performed during the year:

ACTIVITIES

Based on recommendation from the previous secretary the Election Committee assumed the responsibility of formulating and distributing election ballots.

Discussions with Login Brothers Book Company, Inc. and Rittenhouse Book Distributors, Inc. resulted in increased discounts to 12% for institutional members.

The majority of my time and efforts were devoted to routine secretarial duties, which included recording and distributing the minutes of the Executive Board and distributing meeting announcements. Similar activity was reported in 1987. New for 1988 will be the distribution of "draft" minutes of the general membership meeting.

RECOMMENDATIONS

Since I have been elected to a two year term my recommendations will be held until the 1989 annual report. However, future plans include: revision and inventory of MHS LA stationary and committee rosters as well as continued liaison with library vendors to investigate additional membership discounts

Respectfully submitted

Sandra I. Martin
MHS LA Secretary
September 1, 1988



Michigan Health Sciences Libraries Association

ANNUAL REPORT

Secretary
August 1, 1989

Affiliated Groups

- Flint Area Health Sciences Library Network
- Metropolitan Detroit Medical Library Group
- Mid-Michigan Health Sciences Libraries
- Northern Michigan Health Sciences Libraries Group
- Thumb Area Medical Information Consortium
- Upper Peninsula Health Science Libraries Consortium
- Valley Regional Health Science Librarians
- Western Michigan Health Sciences Libraries Association

Secretarial activity for 1989 was in line with normal patterns. The following are the specific tasks accomplished during the year and my recommendations for 1990.

ACTIVITIES

Recording and distribution of minutes of the Executive Board and General Membership meetings.

Inventory, ordering and distribution of official MHSLSA letterhead.

RECOMMENDATIONS

Reevaluate group discount and methods for updating both Login Brothers Book Company and Rittenhouse Book Distributors, Inc.

Based on the vast amount of information exchanged during meetings I would recommend recording all future proceedings.

The following expenditures whether an Association expense or an institutional donation, are projected to support secretarial functions and are based on 1988 activity:

Photocopy (minutes, maps, and agendas)	\$75.00
Postage (distribution of meeting announcements minutes and stationery)	\$60.00
Duplication of official stationery/envelopes	<u>\$75.00</u>
TOTAL	\$210.00

Respectfully submitted,

Sandra I. Martin

Sandra I. Martin
MHSLSA Secretary
August 1, 1989