

MICHIGAN HEALTH SCIENCE LIBRARIES ASSOCIATION
1989-90
SUGGESTED TIMETABLE

NOVEMBER Fiscal Year begins November 1.
Dues notices mailed to members.
Draft of Annual Business meeting mailed to membership.

DECEMBER First Executive Board meeting.
Objectives and proposed expenditures (actual and donated)
presented.

JANUARY Membership year begins.
First issue of MHS LA News published.

FEBRUARY Second Executive Board meeting.
MISHULS tape produced at OCLC and sent to NLM for DOCLINE use.

MARCH Members with unpaid dues lose rights and privileges of
membership.
Speakers for Annual Meeting confirmed.

APRIL Second issue of MHS LA News published.

MAY Third Executive Board Meeting.
Conference budget approved; fees set.
Membership directory distributed.

JUNE Nominating Committee presents slate to Executive Board.
Upon acceptance, slate mailed to membership.

JULY Fourth Executive Board meeting.
Conference registration forms mailed.
Third issue of MHS LA News published.

AUGUST MISHULS produced at OCLC.
Ballots mailed to membership.

SEPTEMBER Fifth Executive Board Meeting.
President-Elect presents committee roster.
Membership notified of proposed bylaws changes at least 30
days prior to Annual Business meeting.
Ballots counted no later than 10 days before Annual
Business meeting.
MISHULS mailed to subscribers.

OCTOBER Final Issue of MHS LA News published.
Annual Education Conference held.
Executive Board meeting held pre-conference.
Candidates informed of election results 4 days before
Business meeting. New Board members take office at end
of Business meeting. State Council holds annual meeting.

MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION
1991-1992
TIMETABLE

NOV Fiscal year begins November 1.
 Membership/dues notices mailed.
 First Executive Board meeting.
 Objectives and proposed expenditures presented in
 writing.
 Education committee and Executive Board brainstorm
 topics/speakers for coming educational activities.
 Timetable for each committee presented in writing.
 MSU/Librarians meeting
 Education staff workshop

DEC Fall MHSLA Newsletter mailed.

JAN Membership begins.
 Jan 2 deadline for Feb newsletter
 Jan 21 second Executive Board meeting.
 Education committee presents speakers/topics to
 Board for approval.
 Follow-up membership notices mailed.
 Develop & mail ILL statistics form
 Membership survey developed

FEB Return and compilation of ILL stats
 MHSLA News mailed Feb 1

MAR Members with unpaid dues lose rights and privileges
 of membership.
 Membership survey mailed

APR Apr 1 deadline for MHSLA news
 Third Executive Board Meeting--Apr 7
 Conference budget approved/fees set.

MAY Membership directory distributed by May 29
 Conference teaser mailed.
 MHSLA News mailed May 1

JUN Fourth Executive Board meeting
 Nominating committee report presented to Board
 prior to June 15
 Slate mailed to membership.
 Order OCLC tape for Serhold

JUL Conference registration mailed.
 MHSLA News deadline Jul 1
 MHSLA News mailed July 31
 July 15 deadline to petition for candidate

AUG Tape produced at OCLC.
Executive Board meeting
Proposed bylaws changes mailed to members prior to
Aug 28

SEP Committee annual reports due.
MISHULS produced & order forms sent out
Ballots received after Sept 22 will be destroyed
unopened

OCT Final Executive Board meeting.
Annual Business meeting and Conference. Oct 12-15.
MHSLA News deadline Oct 31
MISHULS mailed
Recommendations from membership survey to be
presented
Ballots counted by Oct 2
Candidates informed of election results by Oct 9

NOV Post Conference MHSLA News mailed