



SECRETARY'S REPORT, 1987

Affiliated Groups

Filnt 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

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 election ballots to the membership.
2. The MHS LA 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 Nilton 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,

Handwritten signature of Maura A. Phillips

MHS LA Secretary
September 15, 1987



ANNUAL REPORT

Secretary
September 1, 1988

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1988 has been a very interesting year for me as the incoming secretary of MHSLSA. 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 MHSLSA stationary and committee rosters as well as continued liaison with library vendors to investigate additional membership discounts

Respectfully submitted

Sandra I. Martin
MHSLSA Secretary
September 1, 1988



Michigan Health Sciences Libraries Association

ANNUAL REPORT

Secretary
August 1, 1989

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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 MHS LA 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	\$75.00
TOTAL	\$210.00

Respectfully submitted,

Sandra I. Martin
MHS LA Secretary
August 1, 1989



Michigan Health Sciences Libraries Association

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Upper Peninsula Health
Science Libraries
Consortium
Valley Regional Health
Science Librarians
Western Michigan Health
Sciences Libraries
Association

1991 SECRETARY'S REPORT

The Secretary's activities included recording the minutes of the Executive Board meetings, mailing the slate of officers to the membership, maintaining an accurate list of Board members and notifying Board members of meetings.

Being Secretary of MHSLA for the past two years has been a most interesting experience.

On one hand you have the arduous task of re-assembling the important parts of Board proceedings from notes and audiocassette - a definite challenge. On the other, you have the opportunity to be part of what's happening in the organization.

This well organized Association has been a tremendous benefit to its members over the course of its existence and it has felt good to sit on the Executive Board where many important decisions have been made.

Thank you for that opportunity.

Sincerely,

Judith A. Barnes
Secretary

1992 SECRETARY'S REPORT


Affiliated Groups

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The Secretary's activities for 1991/92 included recording the minutes of the Executive Board meetings, mailing the slate of officers and election ballots to the membership, maintaining an accurate list of board members, and notifying board members of meetings.

In addition, new stationery and envelopes were ordered and the original graphics sent to the Archivist for safe keeping. Corrected minutes of board meetings were sent to the Archivist and to the President for future reference.

Respectfully Submitted,


Mary I. Griswold
Secretary