

Chapter Council Meeting Minutes
Metro Toronto Convention Centre
Saturday, May 14, 2016
Toronto, ON

The 2016 meeting of the Chapter Council convened at 10:15AM, Angela Dixon, Chapter Council Chair presiding.

**Members Present:**

Angela Dixon, Chair
Hal Bright
Heather Brown
Mina Davenport
Diana Delgado
Antonio DeRosa
Montie Dobbins
Lisa Ennis
Janna Lawrence
Jennifer Lloyd
Dina McKelvy
Bart Ragon
Melissa Ratajeski
Stephanie Ferretti
Bette Sydelko
Annie Thompson
Jackie Wirz

**Members Excused:**

|  |  |  |
| --- | --- | --- |
| Kate AndersonSkye BickettMarianne BurkeKaren Hanus | Gary KaplanMark LasekBeverly MurphyMichelle Rachal |  |

All chapters present introduced themselves with their Chapter affiliation.

**Agenda:**
AD presented the agenda for adoption.

**Chapter Council Directory:**AD passed around the 2015-2016 Chapter Council Directory for members to make corrections.

**Minutes:**
Prior to the meeting, AD distributed the link to the minutes via email from the 2015 Chapter Council meeting in Austin. Minutes approved with clarification that Continuing Education report was submitted in absentia.

**Chapter Council Chair’s report - Angela Dixon**
AD reported an increase in registrants for the 2016 meeting: 1200+ total, 90 Canadian and 40+ other international attendees. The conference also features more poster time and more time overall for MLA members to contribute to programs. AD recommends reading the Full Speed Ahead blog to keep up with MLA news. The Full Speed Ahead blog is the second most read feature on the new MLA site, behind the MLA advocacy blog. 78% of MLA members have now logged onto MLAnet

AD reported that there are 400+ new members of MLA and 12 new institutional members (down from 79, which suggests a glitch in the renewal process). There are 68 new AHIP members and the online form process is going smoothly.

Regarding MLA educational goals, AD reported on the core competencies task force of the Executive Board. Courses will be divided into beginner, intermediate and advanced, and curricula will be developed by subject matter experts. There will also be a learning management system to handle the course materials. Another goal is more frequent continuing education opportunities, in addition to those offered at the MLA annual meeting.

Discussion: AD introduced idea that the Chapter Council Sharing Roundtable event planning could move to the National Planning Committee rather than keeping it under the Chapter Council governance. In addition, there could be a Chapter Council representative to the NPC who would take the lead on the roundtables event planning. The earliest this change could take place would be 2018.

There was general agreement that Chapter Council should have a representative on the NPC. The idea to hand off the roundtables event led to conversation about other program opportunities for Chapter Council. Options for other programming included sponsoring lightning talks on chapter activity, arranging for a 90 minute program elsewhere at the conference, or maintaining the roundtables content, but letting the NPC handle the food/operations. It was noted that the current roundtables spot at the conference is not competing with any other programming.

Melissa Ratajeski will take comments from this conversation back to the Wednesday, May 18 Executive Board meeting

AD reminded everyone of the open forum for the bylaws changes and the business meeting to vote on them; the business meeting will need a quorum to proceed. Some proposed bylaws changes would give Chapter Council more authority, for example about how chapters might merge.

**Elections - Montie Dobbins**
Elections this year were close, and there was a runoff.

**Majors/MLA Chapter Project Jury - Bette Sydelko**
 The prize this year went to the Mid-continental Chapter for their virtual meeting. There were only two nominations for the award this year.

**Continuing Education - Bette Sydelko**
 Discussion of learning management products under consideration by the Executive Board. There are three candidate products: Top Class, Bright Space and Learner Community. Due to the changes in the education structure, the CE committee may no longer need to use the CE wiki to share class information. The wiki is not accessible, but does still exist. Submitted report attached

**MLA Recruitment and Retention Liaison - Heather Brown**
There will be a resume clinic with mock interviews this year at the conference. Also the group intends to make changes to mentor database. Report attached.

**MLA News Column Editor - Jennifer Lloyd**
JL made a suggestion to submit “favorites” for MLANews, for instance, your favorite thing about your chapter meeting. Other suggestions for columns included a feature on the chapter project that didn’t win Majors. Report attached.

**Chapter Roundtables - Karen Hanus/ Antonio DeRosa**
There are 190 registrants for the roundtables this year. Limiting the table topics helped make the program more manageable. There was positive response to changes made in the previous year’s program including removing recorders and no longer posting notes. The most popular topic is literature searches to support systematic reviews. Survey question about roundtables have been added to the overall conference survey. There are no concerns if old recorders notes do not get transferred to new MLAnet platform.

**Web/Homepage - Lisa Ennis**
 Most everything from the previous Chapter Council page is now on the new platform. When the content is completely moved, we will redirect the link to the MLAnet page.

**MLA Core Membership Liaison – Michelle Rachal**
No report.

**MLA Credentialing Liaison - Beverly Murphy**
Report attached.

**New Business:**
The Executive Board approved establishment of online journal platform for JMLA. Print will be available at a charge for members. JMLA will allow for more frequent publishing and advertising. The editorial board is looking at the University of Pittsburgh Library platform for publication.

Bart Ragon reported that an MLA research institute has been considered. It would be a five day onsite program with the first one offered in Chicago in 2018 if approved. The intent would be to prepare librarians to be researchers.

**One Minute Chapter Reports (attached)**

The meeting adjourned at 12:33pm.

**Respectfully submitted,**

**Dina McKelvy
Chapter Council Secretary**

**Attached Reports:**

**Continuing Education - Bette Sydelko**

* Participated in the selection of CE courses for MLA 2017

You might be interested in how this works - there is a virtual meeting held in early February where the members review brief submissions, suggest other courses and decide which ones to pursue. Each committee member then volunteers to follow up with the instructors for two or three courses. Once full proposals are submitted, the CEC members again review them, make comments, and then finally vote for our top 25 courses. Because so much of the process is now automated and incorporated into the new MLA platform, the CEC committee will now meet only once during MLA to make the final decisions for 2017.

* Helped advertise all of the MLA webinars and webcasts.
* Contributed to discussions with Barry Grant as he began his role as Director of Education
* Participated in discussions regarding choosing the learning management system and in continuing education for the organization in general

Here are some things that are changing going forward:

There used to be a meeting at MLA for the chapter continuing education representatives. This meeting was usually not well attended because many of the reps didn’t attend MLA. Debra Cavanaugh at MLA HQ asked if it was really needed. Neither of us had any idea how the meeting got started but we agreed that in the past few years, it had not been particularly productive. So this year, there is no meeting for the chapter continuing education representatives. Debra and I thought if there was a strong reason to meet in the future, that it could be a virtual meeting.

The CC CEC liaison used to maintain a wiki of all of the CE courses offered through the year by the chapters. When MLA moved to its new platform, the CC website went away as did the link to access the wiki. The wiki is still on pbworks, however, it has not been updated and since it was not highly used and no one has asked about it, I suggest we no longer try to maintain it.

**MLA Recruitment and Retention Liaison - Heather Brown**

The PRRC is hosting its annual resume clinic, which began on Saturday of the meeting, which is new to the event. Also new is the opportunity to participate in mock interviews. Changes were made to the Career Center pages on the MLA website. There is continued work on making changes to the mentor database to make it more accessible and informative, in addition to engaging in ongoing publicity to encourage MLA members to populate this database.

**MLA News Column Editor - Jennifer Lloyd**

The chapter news column had a new feature this year, nicknamed “Favorites.” It included personal stories (brief & long) about members’ favorite things about their chapter meetings. We received a half dozen and they were well received. Alert your chapter members and ask them to consider submitting in the future.

I’m averaging about one missed column per year for lack of submission. Please ask your chapter officers to submit. In the 20 issues that I’ve edited a column, we’ve heard from every chapter except 2.

**MLA Credentialing Liaison – Beverly Murphy**

The Chapter Council Alternate is the Liaison to the MLA Credentialing Committee. This report includes activities from May, 2015 – May, 2016.

The MLA Credentialing Committee met virtually on September 21, 2015 and March 8, 2016. Please note: The Liaison to the Credentialing Committee was not in attendance at the MLA Conference and the Credentialing Committee meeting in May, 2016 in Toronto.

o Changes at MLA HQ – Tomi Gunn, MLA Membership Services Manager, assumed responsibility for AHIP processing and member services in late July, 2015 after Kathleen Combs departure.

o Points for other degrees/accrediting bodies – The initial wording will be changed so that it’s not so library-specific. ALA will be taken out of the wording to make education requirements more inclusive. Documented coursework in all professional competencies will still be required.

o Ex-Officio Points – Ex-officio appointments will not receive additional AHIP points unless documentation is provided (by Committee Chair) proving that the Ex-officio role/duties went above and beyond voting or advising. The Committee wants to discourage double-dipping but also wants to make allowances for the wide variation in roles of an Ex-officio.

o Points for Institutional Review Board (IRB) Services – The IRB subcommittee recommends offering AHIP points for people who are institutionally-appointed voting members of their IRB or non-voting contributing members. Voting members may claim 3 points per year of service and non-voting contributing members may claim 1 point per year of service to be documented by a letter from the IRB chair or equivalent.

o Liaison Updates – Several Chapters including MAC are considering funding awards for AHIP application fees for their members. It was suggested that interested Chapters look at the NY-NJ Chapter Website as a starting point.

o Status of a move of AHIP to a new LMS – This is unknown at this time as the functionality to run AHIP is not a must have for the LMS.

o AHIP Portfolio Review Training – A session was held in June for Credentialing Committee members via Adobe Connect.

o Refresh and Mentor Survey – There was lots of useful and positive feedback received which will be used to promote the value of AHIP.

o AHIP Mentors for Provisional Members Needed – We are actively recruiting as there is a shortage currently.

o AHIP Web pages – Web pages have been reviewed and revised to make the requirements and application process clearer in preparation for transition to the new LMS.

o 2016 AHIP Membership Statistics (as of 5/13/16)

MLA Members with AHIP=892; Non-MLA Members with AHIP=181; Pending Applications=31

**One Minute Chapter Reports:**

•Hawaii-Pacific Chapter:

No report

•Medical Library Group of Southern California and Arizona (MLGSCA):

No report

•Mid-Atlantic Chapter (MAC):

1. As of May 2015, current MAC membership is 215
2. Planning for the 2016 Joint meeting with MAC, NY/NJ, and Philadelphia is underway. Teresa Knott, MLA President, will attend the meeting and has offered to serve as a speaker. September 25 - 28, 2016.
3. MAC has a healthy reserve of funds and is working to identify creative ways to spend the money to benefit members. Ray Naegle from MLA Headquarters has provided guidance on the ideal amount for Chapters to keep in reserve. A financial task group was formed to identify new opportunities.
4. A task force has been established to update and refresh the look of the website. The group will also consider how to handle archiving of past Annual Meeting websites. A review of communication channels used by MAC is also underway.
5. As a result of a problem with accountability, the Research & Assessment Committee altered its policies have been revised to require a letter from the applicant’s library Director to increase the likelihood that they complete the project.
6. The location of the 2017 Annual Meeting was discussed. Virginia Beach and James Madison University were mentioned as possible sites.
7. Philadelphia Chapter and MAC are considering a possible merger. Philadelphia is also considering a merge with the NY/NJ Chapter.

•Midcontinental Chapter (MCMLA)

This year’s membership consisted of 128 regular members, 10 emeritus members, and 13 student members.

Our chapter held its 2015 meeting virtually with a theme of “Virtual Connections – Wherever You Are – You’ll Be There!” It was very much a success, with conference income exceeding budget projections and feedback being very positive. Over the two day period, 170 individuals attended the meeting. It is almost assured that virtual annual meetings will happen again. The archived recording is now available on the MCMLA website. The Chapter was also awarded the Majors/MLA Award for Chapter Project of the Year for this achievement.

Awards

* Bernice M. Hetzner Award for Excellence in Academic Health Science Librarianship – Jenny Garcia
* Barbara McDowell Award for Excellence in Hospital Librarianship – Peggy Cruse
* Outstanding Achievement Award - Claire Hamasu
* The chapter awarded two AHIP First Time Applicant Awards. MCMLA provided $255 to fund the two awards at the AHIP Provisional level.
* The Chapter awarded one MLA Chapter Council Sharing Roundtable luncheons for this current MLA meeting.

In October, MCMLA will hold a joint meeting with the Midwest Chapter in Des Moines. The theme is “Theme: Merge & Converge: Sixteen in 16 – Two MLA chapters. Sixteen states. One spectacular meeting.”

•Midwest Chapter

The Midwest Chapter region is nine states – North Dakota, Minnesota, Wisconsin, Michigan, Iowa, Illinois, Indiana, Ohio, Kentucky

Membership as of April 2016 is 234 with 18 students and 8 retirees. The Membership Secretary uses Wild Apricot for membership applications and renewals. Dues are $30.00 per year for regular members, free for students and retirees.

The membership secretary, with input from the Executive Board, initiated a pilot program designed to match students and recent graduates with a mentor for the purpose of working on resume creation and practice interviews. Nine pairs are currently participating.

Our annual meeting was held in Louisville, KY, October 2-6, 2015. The theme was “Librarians + Evidence = Proof” and the program featured guest speaker Lawrence Altman, M.D., New York Times reporter who spoke about the dynamics of medical journalism. There were two panel presentations, one on Big Data and the other Oral Health in Appalachia. Five CE courses were offered with total attendance of 47 and there were 13 contributed papers and 29 posters. Total attendance, excluding vendors was 121.

The Midwest Chapter supports MLA’s CC Roundtable luncheon by financing for 4 awards, 2 from the chapter and 2 for MLA to distribute. Six scholarships were given for our annual meeting – 2 for student attendees, 2 for first time attendees and 2 for those not eligible as a student or first timer, yet still needing financial assistance. The Jean Williams Sayre Award for Innovation went to Rachel Sindelar, Director of the Broadlawns Medical Center Library for her ChromeBook Project to improve access for patients to quality patient education materials. Two research poster awards were also given at the annual meeting. The “Distinguished Librarian of the Year” for 2015 was not awarded.

The next meeting of the Midwest Chapter/MLA will be a joint meeting with the Midcontinental Chapter (MCMLA) held at the Marriott in Des Moines, Iowa October 21-25, 2016.

•New York-New Jersey Chapter (NY-NJ)

No report

•North Atlantic Health Sciences Libraries, Inc. (NAHSL)

Cynthia Stewart completed her term as NAHSL Chair at the Annual Meeting in October 2015. Donna Belcinski assumed responsibility as NAHSL Chair. Debra Berlanstein was voted in as Chair-Elect.

At the time of the annual meeting in October 2015, there were 185 members. This included 172 regular members, 7 retired members, and 6 student members. Recruitment efforts were rewarded with the addition of 26 new members.

The NAHSL Executive Board worked to rectify the serious shortfall in the budget that was reported last year. The dues increase that was approved by the membership was instituted beginning January 2015. Our NAHSL membership dues are as follows: Regular membership: $50 per year; Student membership, free; Retiree membership, $25 per year (NEW option for 2015).

This year’s annual meeting was held in Providence, RI. The conference theme was “Health Sciences Libraries: Anchored in Excellence.”.

The 2016 NAHSL Conference will be in New Haven, CT, October 23-25, 2016. The theme is “Imagine! Innovate! Inspire!”

•Northern California and Nevada Medical Library Group (NCNMLG)

NCNMLG hosted the Joint Meeting with MLGSCA January 20-22 2016 at Stanford University. There were 109 member attendees, 25 non-member attendees and 22 vendor representatives. Instead of an exhibit hall, four vendors with seven representatives participated in a seminar-type forum. There were four CE classes. I was the Evaluation Committee Chair.

The chapter merger with MLGSCA has been put on hold, NCNMLG has to find people to work on the task force before it can go ahead.

Xan Goodman from University of Nevada Las Vegas is our President-Elect.

Membership has been dropping but the totals for 2015/2016 are:

Total 115

Active 78

Student 1

Emeritus 36

AWARDS for 2015/2016:

**2016 EBSCO/MLA Annual Meeting Grant, Medical Library Association (2016)**

Nicole Caradarest-Arest

Professional Development Grants

Brian Baker

Nicole Chiodo

Sarah McClung

Michelle P. Rachal, AHIP

Debbie Sommer

Rachel Stark

Locke Morrisey Professional Development Grant for Students

Jill Barr-Walker

•Pacific Northwest Chapter of MLA (PNC)

No report

•Philadelphia Regional Chapter

1)  **Membership**

77  members as of May 2016, down from 81 in June 2015.

2) **Events**

03/31/2016         Spring Social

03/04/2016         Continuing Education Event: Data Sharing and Reuse - Roles for Health Science Librarians

02/24/2016         Visualization Technologies Event (Joint Meeting with SLA Philadelphia)

12/09/2015         Precision Medicine: What is it and Why Should I Care? (hosted site for MLA webinar)

11/12/2015         Data Visualization: Current Tools and Future Trends. (Joint Meeting with SLA Philadelphia)

11/04/2015         Dedication of Historical State Marker honoring the founding of MLA

3) **Website**

Working on the first web refresh since the current version launched in 2007. It will continue to be a Bluehost hosted WordPress site. We’re very interested in whether Chapters will be able to use the new MLANET system, and if so, when.

4) **Merger**

We were approached by MAC last Summer about merging. The board surveyed the membership about their interest in considering a merger with MAC or NY/NJ.  Given majority interest, the board is establishing a committee to work on a packet of information to provide more background to members.

•South Central Chapter (SCC)

The South Central Chapter currently has approximately 230 members and just started funding first time AHIP fees for up to $1000 per year for members.

Our last meeting was in Little Rock, Arkansas from October 2-7, 2015. Our next meeting will be October 21-26, 2016 in Galveston, Texas – on the beach – and the theme is *Facing the Waves of the Future*. We already have our 2017 and 2018 meetings lined up, Albuquerque, New Mexico and San Antonio, Texas respectively.

Our Librarian of the year for 2015 was Paula Craig and our Distinguished Service Award was Sarah Steelman.

We moved our website to Wild Apricot last summer. And continue to use Box.net for our online archives and regonline for meeting software.

•Southern Chapter

No report

•Upstate New York and Ontario Chapter (UNYOC)

**Annual Meeting**

The 2015 UNYOC Annual Meeting was held at a the Lofts on Pearl in the Buffalo Brewery District in Buffalo, New York, October 21-23 with the theme, Making Change in Nickel City. The program included a half-day CE program on using assessment to show value and make decision in the Library, four conference speakers [topics – transferable skills of information professionals; using lean sigma six to make changes; using research to explore and promote change; embedding librarians directly into patient support to facilitate patient centered care] and a variety of member contributed lightening talks and poster sessions.

Jeff Garvey completed his term as UNYOC Chair at the annual meeting; Jennifer McKinnell assumed responsibility as Chair; and Rebecca Kindon was voted in as Chair-Elect.

**Awards**

We received one applicant for the professional development award.  Ms. Rachel Becker is the 2015 recipient, and was awarded $500 for CE.

There were four applicants for the Ursula H. Poland Scholarship, two Canadian students and two American students.  Ms. Catherine Hana was awarded the scholarship as the Canadian student recipient, and Ms. Katherine Ghezzi-Kopel was awarded the scholarship as the American student recipient.  All three Members-at-Large were unanimous in these decisions, utilizing scoring rubrics to evaluate the applicants.

**Membership**

In 2015 UNYOC had a total of 98 members with the following breakdown - - traditional members – 80; student members – 4; emeritus members – 4; and 10 fellows.