

ST. LOUIS MEDICAL LIBRARIANS
BOARD OF DIRECTORS MEETING
September 21, 2004
Minutes

PRESENT: Cheryle Cann, Liz Delfert, Ellen Dickman, Georgiana Grant, Jackie Hittner, Russ Monika and Maria Minowitz

The following documents were distributed to the board: Education and Program Committee Report, Governance Committee Report, Budget and Members, Communications Committee Report, Treasurer's Report and August 2004 Board Meeting Minutes.

President Jackie Hittner called the meeting to order. She told the board that President-Elect Mary Krieger's father died. August Board meeting minutes were read and approved.

Treasurer Ellen Dickman will give a monthly report. She said SLML has \$6805.36 in our account, \$13,537.57 including the CDs. She was asked to check with Erin Ferguson about the fee for the satellite conference that was cancelled. Will we be charged the full \$375? Ellen needs a new stamper for the checks and was directed to purchase one. She also needs another person for signature with Union Planters Bank, since she will be going out on maternity leave.

Budget estimates are in for the Communications and Governance Committees. Jackie asked for estimates from the remaining committees. MCMLA '06 has \$2000 budgeted in for this year.

Communications Committee chair Russ Monika reported the latest newsletter has been published. Russ is the new Web Editor for MCMLA and is redesigning their website. He is on the Executive Committee will be attending the upcoming meeting in Kansas City. He will be at the Friday wrap-up meeting.

Setting up Go Daddy for electronic registrations and payment will be about half the cost Russ had previously estimated. We will need a secure socket layer certificate and a merchant account to get started. The SSL certificate will be \$29.95. Charges for the ability to accept payments are an \$89 one-time fee, 35 cent charge per transaction and \$20 for monthly statement. There is a \$256.45 charge for 50 transactions per year. It can be set up and run with not too much effort on our part.

The board discussed setting up the account and trialing it on an upcoming course. It could also be used for membership renewals. There was some discussion about starting in Spring 2005 or July 2005. Erin will be consulted to see if there are any courses in that timeframe that can test the system. Jackie said the decision has been made to go with the electronic payments with Go Daddy. The decision on when to start the account will be made at the next board meeting.

Cheryle Cann reported the Governance Committee will meet on October 7 to begin the process for updating the Procedure Manual. Members in addition to Cheryle are Mary Johnson, Ruth Lewis, Ellen Elicieri, Barbara Halbrook and Kim Lipsey.

Georgiana Grant reminded everyone that membership renewals are due Sept. 30. They need to be received for Ellen to process the checks. She has received 17 renewals so far. There are two new members from SLU Health Sciences. Phil Skroska also joined.

Discussion then turned to MCMLA 2004. Russ and Cheryle are going to attend the meeting in Kansas City. There is some specific information we need for planning: What is the quota to break even? How many vendors are there and who? How many attended? What do they do for fun? Exhibitors are a big part of the proceeds from the meeting. A flyer advertising the St. Louis 2006 meeting will be sent to Kansas City. Russ has our MCMLA 2006 website up and running. He suggested a Trivia Night for St. Louis' meeting.

Jackie announced the October meeting would be on Oct. 19 and would be the first MCMLA planning meeting, rather than a regular board meeting. She said the Governance Committee would be soliciting comments from current officers and board members to update the Procedure Manual. This needs to be done by Dec. 31. She congratulated Russ and the Communications Committee for the current newsletter.

Jackie has a new position at the American Association of Orthodontists. Her contact information has changed: Phone is 993-1700 ext. 242 and email is JHittner@aaortho.org

Next meeting is set for Tuesday, November 16, 2004 at Becker Library, Washington University Medical School. Jackie adjourned the meeting.