

**Special Libraries Association
Biomedical & Life Sciences Division
2008 Annual Report**

EXECUTIVE SUMMARY

John Tebo, Chair

The Biomedical & Life Sciences Division had a very active and productive year. The achievements of the Division were the result of dedicated and hard working board members, committee chairs, and committee members. We are fortunate to have some many members who are willing to commit their time and expertise to serve the Division.

The reports below document the activity of the Division. I will just highlight a few of the many accomplishments.

1. Continued to keep Division informed: Four issues of Biofeedback published. Web site updated and improved.
2. Outstanding Division conference programming in Seattle.
3. Active committee structure.
4. Successful fund raising.
5. Division membership stable.
6. Active Medical Section.
7. Strategic Plan drafted with broad Division input by Strategic Planning Committee and approved by board in December 2008.

AWARDS COMMITTEE

Michele R. Tennant, Chair

1. EXECUTIVE SUMMARY

The Awards Committee currently administers two awards: 1) Distinguished Member Award (DMA), established in 1996; and 2) Winifred Sewell Prize (WSP), established in 1999. The committee identifies DBIO members for association level awards and prepares nomination packets for the Division Chair to forward to the SLA Awards Committee following Executive Board approval.

2. COMMITTEE MEMBERSHIP

Chair – Michele R. Tennant, June 2007- (committee member since June 2006)

Members:

Nancy Stimson (June 2006-)

Louisa Worthington Rogers (July 2007-)

3. ACTIVITIES

- A. Updated the DBIO awards website with DBIO-member MLA and ALA award winners; searched through AMIA award winners as well.
- B. Solicited nominations for the 2008 Distinguished Member Award and the Winifred Sewell Prize via Biofeedback, the DBIO website, and the DBIO e-mail list.
- C. Accepted nominations, deliberated, and determined awardees for the 2008 DMA (Janet Cooper Weiss) and WSP (Diane Schmidt).
- D. Purchased engraved gift (DMA) and plaque (WSP); presented awards at 2008 Annual Business Meeting and Breakfast.
- E. Created certificates for DMA and Sewell awardees, as well as the Chairs Recognition awardee Carol Lepzelter Berry.
- F. Suggested “Hall of Fame” Award for DBIO members; committee working out the details.
- G. Sent Call for Nominations for 2009 DBIO Awards to the *BioFeedback* editor (Susan Kendall) for inclusion in the Fall 2009 issue.
- H. One association-level award nomination received; currently working on the award package which is due on January 2009.
- I. Solicited nominations for 2009 Association-level awards via Biofeedback, the DBIO website, and the DBIO e-mail list.

4. BUDGET INFORMATION

Distinguished Member Award Engraved Bowl:	\$ 86.75
Winifred Sewell Prize Plaque:	\$ 98.02
Computer use and photocopying at annual conference:	\$ 7.37

Certificate Covers:	\$21.85
Total	\$213.99

5. RECOMMENDATIONS

A. The committee is working on criteria for a DBIO Hall of Fame Award, that would not necessarily acknowledge longevity (as had been suggested by a DBIO member), but instead acknowledge a lifetime of achievement, leadership, and service.

6. ADDENDA – Award announcements for Janet Cooper Weiss (Distinguished Member), Diane Schmidt (Winifred Sewell Prize winner) and Carol Lepzelter Berry (Chair’s Recognition Awardee).

Distinguished Member Award

The Biomedical and Life Sciences Divisions Distinguished Member Award is given annually to a DBIO member who has demonstrated distinction and exemplary service to the division and the profession. The 2008 recipient of the Distinguished Member Award, **Janet Cooper Weiss**, exemplifies these characteristics.

She has been extremely active in the division, particularly over the last 10 years, serving in the following capacities: Chair, Public Relations Committee; chair and member, Fund Development Committee; chair, Student Relations and Career Guidance Committee; chair, Professional Development Committee; member, Program Planning Committee; chair, Nominations Committee; member, Ad Hoc Committee on Web Design. As if this were not enough, Janet has served as DBIO division chair. As one nominator stated: “it makes me tired just looking at this list!”

Not only has Janet been active in DBIO, but she has also been active at the chapter level for over 15 years, serving on a number of committees and as Princeton-Trenton Chapter president and treasurer, and New Jersey Chapter treasurer. Janet has also been active in the Pharmaceutical and Health Technology Division, as well as at the association level.

This sheer number of activities has been impressive, but just as impressive is the fact that Janet has been an effective leader and a pleasure for all who have worked with her. Janet has exhibited leadership beyond what is normally expected as DBIO chair. Again, from a nomination letter: “Janet led the division through a term as chair during SLA-wide change. This involved working with the nominations and elections committee on a shift in calendar, asking all committee members to commit to extra time serving the division, paying close attention to SLA changes that would affect the division, not to mention serving an extra six months. All of this was

performed with great attention to detail, nuanced thinking and constant work to keep others aware of processes and consequences. All of this was accepted with grace and determination.”

Janet has performed with distinction in a number of libraries and information centers, including those in both the academic and corporate environments. It is gratifying to know that she has been appreciated in the workplace as well as in SLA, having been awarded the “Above and Beyond Award” from a former employer. It is also gratifying to know that Janet loves being a librarian. As told to a DBIO member earlier this year: “I don’t know how to describe it—when I went to graduate school I felt that I had found my home. I’m very lucky; a lot of people aren’t that lucky, to enjoy their jobs as much as I do. I wish that for everyone—that they would find a job or a career that gives them joy.”

Winifred Sewell Prize

The Winifred Sewell Prize for Innovation is awarded to a DBIO member who has shown leadership and innovation in the development and/or use of advanced technologies in the organization or dissemination of biomedical and life sciences information. The prize is named in honor of Winifred Sewell, who was a long-time member of the BIO Division, from 1946 to her death in 2002, and served on the DBIO Awards Committee.

Winifred was a major figure in drug literature at the National Library of Medicine and a pioneer in the use of information technology. She taught at the University of Maryland School of Library and Information Science and was a mentor to many of us who studied and worked with her. A brief biography is in *Bowker’s American Men & Women of Science* 1998-1999, 20th edition, vol. 6, pg. 776.

The 2008 Winifred Sewell Prize goes to **Diane Schmidt**, the biology librarian at the University of Illinois Library at Urbana-Champaign, for her development of the International Field Guides Web site.

(Note: The following information and quotes concerning the Web site were read at the awards ceremony and have been taken from the article U. of I. librarian launches comprehensive Web database of field guides, by Andrea Lynn.) “Diane Schmidt ... has built and launched the most complete database of field guides to date. The International Field Guides Web Site merges Diane’s own book, *A Guide to Field Guides: Identifying the Natural History of North America* (Libraries Unlimited, 1999), and its companion Web site, International Field Guides, plus 2,000 new titles.”

According to the article, after copyright to the book was returned by the publisher, Diane “decided to combine the two products and create a searchable database of field guides for plants, animals and other objects in North America and around the world.” In the article, Diane indicated that “The new database is getting at least 5,000 hits per month.” Lynn notes that “The

new and enlarged database has a “book bag” feature that allows users to download information from items they select, which includes the title, author, date and place of publication, a description of the book, often the ISBN and approximate cost, plus the region the book focuses on. The site offers more than 5,000 records to date. The field guides are classified by type of organism and region covered. Eighteen categories are represented: from animals and edible plants to flora and fauna, and miscellaneous ... Each field guide is described with the type of illustrations, the presence of keys (important for identifying difficult groups), and range maps and “other useful details that help users decide which field guide to use.”

A project sixteen years in the making, the creation of the International Field Guides Web site has been a monumental effort and is unique in that it pulls together in one database guides to information on how to identify plants and animals from all over the world. Diane uses technology to provide access to a wealth of information that would have otherwise been difficult to find, and as such, is a deserving recipient of the Winifred Sewell Prize.

Chair’s Recognition Award

The 2008 Chair’s Recognition Award goes to **Carol Lepzelter Berry**, who has worked on the division Web site for over ten years. Carol joined SLA DBIO in 1997, and shortly thereafter volunteered to assist Margaret Henderson on the Division Web site. Since the end of 1998 when Margaret retired, she has been the chair of the Web subcommittee and has been assisted by various people since that time.

Over the years Carol has been our faithful Webmaster and has worked diligently to see that the site is accurate and up-to-date. In 2006, she redesigned and reorganized the Web site and was the catalyst who proposed to Claudia Lascar that we hire a designer to professionally redesign it. In 2006-2007 she participated on the Web Site Redesign Project, under the leadership of Claudia Lascar, and worked with Dave Matthews from Ink Stain Design in coordinating the Web site since the redesign.

Carol has made untold numbers of updates and changes to the Web sit over the years in a timely fashion. Since the Web site, along with *Biofeedback*, is our primary means of communication in the Division, and Carol is a critical piece of the Web site, and she recognized for her years of outstanding service to the Division.

Biofeedback
Susan Kendall, Editor
Buzz Haughton, Associate Editor

Executive Summary

Four issues of *Biofeedback* were produced this year. All issues were posted on the Web site in pdf form. Advertising revenue raised was \$4,125.

Issues:

The winter 2008 issue came out in February 2008

The spring 2008 issue came out in May 2008

The summer 2008 issue came out in August 2008

The fall 2008 issue came out in November 2008

Announcements were sent to the listserv when each was published and posted on the Division Web site in pdf form.

Content:

We continue to encourage discussion about the content of *Biofeedback* and send messages encouraging the membership to write for *Biofeedback*. Regular columns include the Chair's message, a column from the Medical Section, reports of liaisons to MLA, IAMSLIC, or ASIST, book reviews, product reviews, and membership news and publications

Advertising Rates:

Advertising rates continued this year at \$250 per full page ad and \$125 per half page ad.

Advertisers this year were: Springer, American Chemical Society, Cold Spring Harbor Laboratory Press, Portland Press, EOS, Research Solutions and BIOBASE.

At the annual conference the DBIO Board voted to approve the recommendation by the Editor to raise advertising rates for 2009 to \$275 per full page ad and \$140 per half page ad, with a discount for those who book an entire year's worth of ads and pay with one invoice up front. The discounted rate is \$1000 for a year's full page ads and \$500 for a year's half page ads.

Budget:

We did not have a budget nor did we incur any expenses this past year.

Career Guidance & Employment Committee Report

Howard Fuller, Chair

Howard Fuller, Chair (07-09); Carmen Huddleston, committee member

As this committee nears the end of its second year our accomplishments include adding Carmen Huddleston (Stanford Health Library, Stanford Hospital & Clinics, Palo Alto, CA) to the committee. Her job, during this deepening recession and high unemployment, is to identify relevant job openings for the DBIO web site. The job listings are one of the most visited sections of the entire DBIO web site. Claudia Lascar prompted the addition of a committee member to further and more aggressively develop this section of the web site. (Kudo's to Claudia for expressing this need.) The committee has updated and further aggregated meta-job listing sites specifically for those over 45/50 years of age. This was promoted by an AARP study demonstrating that many of the major job listing sites do not do a good job of serving this population and the employers included in this new category of listings specifically target people with greater work and life experience. We've also separately aggregated several meta-job sites that list only jobs in the independent (non profit) sector.

One last completed task was the recruitment of two addition members to assist Carol with the web site. Specifically they are helping to maintain the jobs section of the web site. They are members of the Web Committee.

While it's too early to know if the expanded job listings and meta-job sites are receiving more activity during these tough economic times, we are attempting to provide greater web based services that we hope will be useful to our members.

The Career Guidance Committee has not used any Division funds to date.

Further recommendations: the career committee has not widely marketed itself and could potentially become a greater resource for thought-partnering and strategy building for those seeking employment in our job sector. SLA has started doing out reach to unemployed librarians and has recently added a third type of membership for those whose annual income is below \$18,000. This committee, while we've primarily concentrated our efforts on web-based services, which based on web site activity is successful, may find greater success via simple marketing. Examples may include reminding librarians (as we've not turned away anyone regardless of SLA membership status) of our existence and that we are here to help them. This could be easily accomplished through the DBIO electronic discussion list, the greater SLA electronic discussion list, a short announcement in the DBIO newsletter or other SLA newsletters.

Chair-Elect

Jean E. Crampon

As Chair-Elect, I have two responsibilities. They include programming for the year in which I am Chair in coordination with an appointed Program Chair for the Conference and Chairing the Fund Development Committee. This report discusses each item separately.

Programming

Washington, D.C. 2009

I was able to appoint an excellent Program Chair, Nancy Dickenson. She has consulted with me, but the programs are primarily the result of her hard work. The DBIO Director, Tony Stankus, has taken on the major task of leading the BIO100, which is good publicity for the Division, as well as supporting SLA's 100th Anniversary. This program will be in conjunction with the Division's Annual Business Meeting.

2008 DBIO Fund Development Committee (See Fund Development Committee)

Contributed Papers Committee

Nita Ferree, Chair

Executive Summary

The Contributed Papers Session continues to be an open event, with submissions solicited on any topic of interest to the division and its members. Our annual session is usually scheduled 7-8:30am on Monday. The 2009 DBIO Contributed Papers Session in Washington, DC will be a non-ticketed event that includes a free continental breakfast for attendees. The deadline for abstracts was extended to December 1, 2008 and we have received 5 abstracts with an expectation of at least one more. The Senior-Co-Chair-to-be, Tara Cataldo will be on maternity leave December 8, 2008 to March 2, 2009, so I will stay on in her place to facilitate the evaluation of submitted abstracts.

Committee Membership

Nita Ferree (Senior Co-Chair): Member 2004-2008

University of Florida Health Science Center Library, Gainesville, FL

Tara Cataldo (Junior Co-Chair): Member 2005-2009

University of Florida Marston Science Library, Gainesville, FL

Alicia Livinski (2nd Year Member): Member 2006-2010

National Institutes of Health Library, Bethesda, MD

Brian Westra (1st Year Member): Member 2008-2011

University of Oregon

Eleanor Smith (1st Year Member-to-be): Member 2009-2012

North Carolina State University Libraries

In June our then 2nd Year member, Karen Roth, resigned. The committee decided to advance Alicia Livinski from 1st Year member to 2nd Year. When we solicited for a new 1st Year member, two people expressed interest: Brian Westra and Eleanor Smith. All concerned agreed that the best decision was to accept one as a current 1st Year member and the other as the new 1st Year member in January 2009.

Activities

Four papers were presented at our 2008 session in Seattle. They can be accessed at

http://units.sla.org/division/dbio/events/conf_past/contr2008.html .

The committee is presently evaluating the 5 submitted abstracts for the 2009 conference in Washington, DC.

Budget Information

The session in Washington DC will incur costs for room and equipment rental: computer, LCD projector, screen, podium and microphone. The costs are part of the Program Committee budget. The business of the committee has been conducted by email, so there are no communication costs for telephone, postage or printing.

Director

Tony Stankus, Director

Function: The Director serves as a member of the Division's Executive Board and at the request of the Chair participates in the general supervision of the Division activities. The elected term of office is two years.

1. I attended the Division Executive Board meetings, both the informal one at the Leadership Summit, and all formal ones and related functions at the Annual Convention at Seattle.
2. I have voted in all matters brought up for discussion via e-mail correspondence among board members, and have advised the Chair and Board on those issues which did, or did not, in my opinion, require a formal vote.
3. At the request of the Chair & members of the Nominations & Elections Committee, I reviewed and requested a synchronization of dates in the Nominations & Elections section of Recommended Practices, so that our website will now be unambiguous. The recommended practice will be to announce the slate of candidates by the end of August, and put out a call for candidates by petition at the same time. Any nomination by petition must be received by September 30th. The ballots for all candidates, both those announced in August and any candidates added through the petition process will be sent out by October 1st.
4. I have obtained approval from the Chair and the Board that a poll of the DBIO membership ought to be drawn up, and voted upon. The end result is to be a list of the DBIO Top 100 Journals of the First Century of SLA. This list is to be announced and published alphabetically before the Centennial Conference, but the identity of the Top 10 Journals and of the single most important DBIO Journal of the Centennial, will be announced at a ceremony that will be part of the 2009 DBIO annual business luncheon. To this end, I recruited three multinational panels containing three expert DBIO members each, to draw up a vetted list of journals. Each group would be responsible for a slate resulting in 33 or 34 winners. Each group got to highlight 3 or 4 categories from within their purview from which the Top 10 would be identified. The DBIO Journal of the Centennial will be decided by a write-in portion of the ballot. The Medical group consisted of Sandy Kramer, Laurie Scott, and Patricia Thibodeau. The Molecular, Cellular & Biotechnological Group consisted of Steven Adams, Karen Tempest, and Mindy Thuna. The Natural History Group consisted of Lori Bronars, Eleanor MacLean, and Connie Rinaldo. The Survey Monkey ballot was tested by members of the DBIO leadership and 14 suggestions for improvements were received by mid-November. The revised ballot will be sent out in December or January, depending on the assistance of SLA HQ in providing e-mail advice & assistance. I will approach publishers with the idea of funding this luncheon-related event, as they would have a natural interest in seeing if their journals made the list, and where they ranked, even if they could not influence the results. Funding from them could conceivably go to underwriting the cost of the luncheon, the cost of preparing certificates or plaques for winning journal editors or publishers, and possibly any costs of publishing the list as an ad in the official convention guide or a similar print commemorative work.

Fund Development Committee

Jean E. Crampon, Chair

There were two tasks for the Fund Development Committee (FDC) in 2008:

1. Complete fundraising for the 2008 Annual Conference in Seattle
2. Begin fundraising for the 2009 Annual Conference in Washington, D.C.

For the first task, 22 vendors were approached and fifteen donated a total of \$16,000 to support the Division. This included \$4,000 from the Vendor Relations Committee to support the Vendor Round Table at the conference

For the second task, the activity is still ongoing. There was a change in membership in the FDC after the Seattle Conference. Two members resigned due to time constraints or completion of term. The Chair added two new members, Rebecca Kuglitsch and Mary Beth Simiele. Current members have selected vendors to contact, but not all vendors are assigned as yet. The Vendor Relations Committee has commitments from four vendors for the D.C. Round Table, or \$4,000. Other vendors are still under consideration for programming support. All records will be forwarded to the Division Chair-Elect/FDC Chair for 2009.

The only cost for this committee was for laminating hearts. There should be a sufficient supply for next year.

Committee members for 2008: John Tebo (ex-officio), Linda Maddux, Christy Hightower (for VRC), Jean Crampon (Chair), William Anger (for Medical Section), Mindy Thuna, Nancy Dickenson (as Program Chair)

Home Page Subcommittee

Carol Lepzelter Berry, Chair

Claudia Lascar, Website Content Manager

1. **EXECUTIVE SUMMARY:** The DBIO Home Page Subcommittee, under the Public Relations Committee, has the overall responsibility for developing and maintaining an up-to-date website that meets the information needs of the membership.

2. MEMBERSHIP

Carol Lepzelter Berry ('97 -) Chair

Claudia Lascar ('08-'10), Website Content Manager

Tony Stankus ('07-), Blogmaster.

David Matthews, ('07-'08), Web designer—contractual agreement
(Ink Stain design, <http://inkstaindesign.com>)

3. ACTIVITIES:

- The DBIO website did see increased usage. Please note:

1 Visit = Unique IP address = New incoming visitor

Table I:

- Number of visits: 20,685.
 - 20% of visits: 3.8 min average duration.
 - 80% of visits: 0-30 seconds; average duration unquantifiable.
 - Number of pages viewed: 45,841
 - Average number of pages viewed per day: 137
- Number of unique visitors: 13,982.
 - Number of unique visitors per day: 62
 - Countries of hosts visitors (> 98%): US and Canada

Table II

- The ten most visited pages are listed below in decreasing order:

<u>Page</u>	<u># visits</u>
DBIO Home	5,023.
Jobs Offerings	2,692
<i>Biofeedback</i>	1,899
Inside DBIO	1,040.
DBIO News	775.
SLA Calendar	764.
Medical Section Home	753.
Strategic Plan	468.
Systems Thinking	430.
Events	329.

- Access to DBIO website is through external pages, such as SLA website, search engines and directly via bookmarks. David Matthews has worked very hard to improve the search engine ranking of our website. The current Google PageRank is 6 for DBIO homepage and 5 for the Medical Section. Those are both really good. The DBIO website is very easy to find in Google.
- Access to the DBIO website is increasable done directly via bookmarks. Adding the DBIO websites to “Favorites” is the best indicator of the usefulness and value of the website for meeting information and announcements needs of members and prospective members.

Table II

- Number of unique visitors: 2,832.
(who have added DBIO website to “favorites” during 2008)
- Average number of unique visitors: 20.2 %
(who have added DBIO website to “favorites” during 2008)
- Another value indicator for the DBIO website is the July 2008 Strategic Planning Committee Survey at
http://units.sla.org/division/dbio/inside/SurveySummary_07092008.pdf
 - Question: How satisfied are you with the effectiveness of the DBIO communication vehicle-- DBIO Website?
 - Very Satisfied: 18.4%
 - Satisfied : 52.0%
- The web site has proved to be much easier to maintain. David Matthews has done an outstanding job in developing and maintaining the website. Each month, David backs up the website, formats and ads pictures, edits and fixes alignments issues, adds forms and validates the code, creates templates for easy updates. With David help, Carol was able to concentrate her time and efforts to updating content provided by Claudia and various DBIO Committee Chairs.
- Increased collaboration with DBIO Committees.
 - Increased usage by DBIO Committees as means of communicating with members, and storing relevant information. The best example that comes to mind is the Strategic Planning Committee activity to involve member participation in drafting the Strategic Plan.
 - Collaboration with Career Committee, chaired by Howard Fuller to provide more job postings in 2009. To accomplish this purpose Howard has recruited one member (for the Career Committee) to locate job openings, and two members (for the Home Page Subcommittee) to post jobs in a timely fashion.
- DBIO BLOG, created and maintained by Tony Stankus has been a great success. The DBIO Blog is the only professional evidence based blog from the field of librarianship. Fifty four postings have generated over 10,000. hits in less than a year and a half. There is a deliberate attempt to have some postings for each of the three main DBIO constituencies: medical; natural history, & molecular/cellular/biotech.

Each posting is a review of the facts and evidence concerning major topics of concern, drawn primarily from a synthesis of recent articles in research and professional journals in biology and medicine. More than 1,000 professional publications have been recommended as readings pertinent to the topics over the course of the year.

4. BUDGET:

2008 Yearly contract	
Ink Stain Design (24 hours)	\$1,000.00
Adobe Contribute CS4 win (with Academic Discount)	\$ 99.98
Shipping & Handling (MD 20874)	\$ 12.50
This software will be used to post jobs, in 2009 (publish web content), without learning HTML or Adobe Dreamweaver.	
	<hr/>
	TOTAL \$1,112.48

5. RECOMMENDATIONS:

- Renewal of the maintenance contract with David Matthews for another term. The present contract will expire on July 31, 2009.

IAMSLIC Liaison

Becky Lasswell Stromberg

Becky Lasswell Stromberg attended the annual meeting of Cyamus, IAMSLIC's west coast regional group. Kept members informed about IAMSLIC developments through articles published in the Spring and Summer 2008 issues of Biofeedback.

Membership Committee

Nancy R. Curtis, Chair

Executive Summary (as 2 Haiku)

I.

Highlights summary:

Members welcomed, analyzed,
honored at breakfast.

II.

AMS, new staff--

still member data problems.

Better luck next year?

Membership

Nancy Curtis, Chair (2007-2008), continuing as member, 2009 Dorothy Barr (2007-2008), continuing as Chair, 2009 Ellen Heavner (2007-June 2008).

Activities

A) Ongoing:

1) Sending letters or emails (preferred) of welcome to new DBIO members. Letter/email content varied over the year, with material promoting Division activities at the Annual Conference being included early in the calendar year. Once again, the delivery of 2008 new member data from Headquarters was significantly delayed, with delays ranging from 1 to 3 months. It seemed at times that Headquarters was not delivering reports unless we requested them. I am pleased to report that the November new membership report was an exception, being e-mailed on 12/12/08 without any prompting.

2) Submitting membership columns for Biofeedback. This year, all 4 issues of the newsletter included a membership column. The current committee chair will also submit the membership column for the first 2009 issue.

3) Providing membership information to Division personnel on request. However, shortly after the Annual Conference, SLA ceased sending information about new student members and new Medical Section members. The rationale provided was that the DBIO Membership Chair is not officially listed as a Medical Section membership contact or a student relations contact. The Membership Chair informed the DBIO Student Relations Chair and the Medical Section Chair about this change (personal e-mail, 8/20/08) and advised them to make their own inquiries to SLA regarding student and Medical Section member data.

4) Identifying "landmark" members (those with 20, 25, 30, etc. year membership anniversaries in SLA), and acknowledging them through personalized messages, at the Annual Conference DBIO Business Meeting, and in Biofeedback. I have previously expressed my concerns about future Membership Chairs being able to continue this task due to problems with both the old SLA membership database and the new AMS (see report presented at 2008 Annual Conference). For now, it looks like Headquarters is maintaining the old database as an archive. They may be able to search both databases for anniversary dates, but they will probably need to send the data as

two separate reports. Note that, because of the new variability in membership "year" start dates, it is now necessary to request two searches of the AMS, separated by 2-3 months, to be sure we do not miss any temporarily lapsed members.

- 5) Analyzed Division membership by institutional affiliation. Created a descriptive graphic for the Membership section of the Division Website (<http://units.sla.org/division/dbio/membership/>). The graphic was also published in the Fall 2008 issue of Biofeedback. The committee opted for a simplified list of categories, which makes the analysis easier to understand and makes the graphic more easily incorporated into other Division publications (such as the DBIO brochure).
- 6) Expressed concerns to SLA Headquarters regarding accuracy, completeness, and timeliness of membership updates.
- 7) Updated the list of members requesting print copies of Biofeedback, and mailed copies of the newsletter per their requests. The Chair will handle mailing for the first 2009 issue.
- 8) The Membership Chair attended the SLA Membership Chair Training WebEx session on February 28.

B) New initiative:

Redesigned Division brochure for use as a marketing tool.

Budget Information

Committee members and/or their parent institutions picked up the costs of email messages, telephone calls, faxes, regular mail, printing, and photocopying associated with performing committee duties. The committee purchased certificates, document holders, and self-adhesive hearts, and requested reimbursement from the Division for these expenses.

Recommendations

- 1) As recommended in 2006 and 2007, maintain a Membership Committee size of three or four members, with staggered terms. This ensures sufficient personnel to fulfill committee duties (and handle additional tasks as requested by the Board), plus it creates a greater pool of experienced candidates to draw upon when appointing a new committee chair.
- 2) If the "Members with no Division" report, or something similar, is revived by SLA Headquarters (contingent on getting part of the new AMS to function properly), use it to identify potential new Division members, contact them, and invite them to name DBIO as their primary Division.
- 3) Continue to update list of Division members requiring access to print versions of Biofeedback (keep track of who has passed away and/or who has finally acquired an e-mail address), and add distribution of print bulletin to Recommended Practices.
- 4) Review, update, and modify Membership section of Division Website.
- 5) Make use of SLA Headquarters lapsed member reports, once Headquarters is able to get the lapsed member module running. These reports are a valuable data source essential to membership maintenance, especially now that the renewal date for a membership year varies from one individual to the next.
- 6) Revise the "General Information" section of Recommended Practices for the Membership Committee to better reflect the realities and limitations of the new AMS.
- 7) Correct the graphic on the DBIO Membership Web page, which incorrectly uses corporate statistics for hospital statistics, and vice versa. The version listed in the Fall 2008 issue of Biofeedback is correct.

Addenda:

Sample welcome email, pre-conference

Sample welcome letter, post-conference

2008 brochure

MEDICAL LIBRARY ASSOCIATION LIAISON

Michele R. Tennant, Chair

1. EXECUTIVE SUMMARY

The DBIO Liaison to the Medical Library Association updates the DBIO membership of MLA issues and activities of interest. The liaison provides reciprocal information to the Medical Library Association and its sections.

2. COMMITTEE MEMBERSHIP

Liaison – Michele R. Tennant, appointed in 2005 – 2008

Note – I regretfully resign my position as liaison as of Jan. 1, 2009.

3. ACTIVITIES

The liaison attended the annual conferences of both the Medical Library Association and the Special Libraries Association, concentrating on SLA programming by DBIO and its Medical Section. The liaison sent informational items of interest to the DBIO e-mail list and MLA lists as appropriate, including information on annual conference programming by both groups, continuing education opportunities, and the like. The liaison wrote a column for each issue of DBIO's newsletter, *Biofeedback*. The column included information from the medical library association, as well as additional information that might be of interest to DBIO and Medical Section members, such as the new National Library of Medicine's long range plan and bioinformatics training offered by the National Center for Biotechnology Information.

4. BUDGET INFORMATION

No costs were charged to the division.

5. RECOMMENDATIONS

None at this time.

6. ADDENDA

N/A

Medical Section

William H. Anger, Jr., Chair

Executive Summary

The Medical Section held its annual business meeting and Medical Section Luncheon during Annual Conference on Tuesday, June 17, 2008

Guest speaker was Dr. James Brinkley, MD. Dr. Brinkley is head of the Structural Informatics Group, at University of Washington. He spoke about the need for managing and sharing raw laboratory data that forms the basis for journal articles, as well as technical and sociological barriers to doing so. He illustrated these problems and solutions with examples of his own work on integrating distributed data about the human brain. (Adapted from 2008 Annual program)

Membership

William H. Anger, Jr., Chair

Gillian Kumagai, Secretary and Chair-elect

Activities

Article by the Section Chair in each issue of *Biofeedback*

Attendance at 2008 Leadership Summit by Chair

Membership on 2008 and 2009 DBIO Conference Planning Committees by Chair

Planning and Moderating Section Luncheon at Annual Conference

Represented Medical Section as member of the Board of Directors of DBIO.

Nominated DBIO member Cheryl Banick to write the history of the Section for Centennial.

Member 2008 DBIO Strategic Planning Committee.

Budget Information

While a portion of the costs of attending Leadership Summit and Annual Conference were borne by the Section Chair's Chapter (as Chapter President), the majority of the costs were out of pocket. (I am told that I was the first Medical Section Chair to attend Leadership Summit.)

Recommendations

- Two-year term for each office. The skills that you learn, and the mistakes that you make as Chair, you can only attempt to pass on to the next Chair.
- Budget item for honorarium for Speaker at Luncheon.
- Budget item to cover a portion of expenses of Section officers to attend Leadership Summit.

- Change position description and responsibilities of Secretary of the Section to Secretary/Chair-elect.

This will ensure a more orderly and even progression.

- Section Chair should continue to write an article for *Biofeedback*.

Natural History Caucus

Ruth Gustafson, Convener

During my third and last year as Convener of the Natural History Caucus, I planned and moderated the Tuesday morning DBIO jointly sponsored program on "Cyberinfrastructure: Informatics Across the Biological Sciences". This two-hour program was held on June 17th, 2008 at the SLA Annual Conference in Seattle.

The four speakers were: Dr. Quentin B. Wheeler, Vice President and Dean, Arizona State University; Neil Rambo, University of Washington Libraries; Catherine N. Norton, Director, MBL/WHOI Library; and Dr. William Michener, University of New Mexico. Three of their presentations are found at: <http://sla.learn.com/learncenter.asp?page=311>

Poster Committee

Scott Reece, Chair

1. Executive Summary

For this year's conference, instead of holding numerous poster sessions and receptions, the DBIO, Chemistry, Engineering, Physics Astronomy Mathematics, and Science-Technology divisions decided to combine efforts and host an all-sciences poster session and reception. The DBIO Poster Committee prepared a call for posters for the 2008 Annual Conference, with the theme "Librarians' Roles in a Changing Environment: What else do we do for our libraries, parent institutions and communities?" This was emailed to division members through the listserv, sent to other divisions for distribution, and was posted on our website. As a result, we received 9 submissions from both within and outside of this division and displayed eight at the All Sciences Poster Reception. Eleanor MacLean attended the conference to act as primary contact for the presenters. Following the conference, seven of our presenters agreed to participate in an on-line poster session hosted by the Chemistry Division. From October 28th through November 11th, the posters were posted on asynchronous web-based discussion boards which were moderated by the presenters. This was our first year to join in this session and it gave our presenters an opportunity to reach a larger audience than they did at the convention. At the time of this report, we have one interested presenter for next year.

2. Committee Membership

Scott Reece – 2006

Eleanor MacLean - 2006

3. Activities

See Executive Summary

4. Budget Information

The poster Committee's expenses have thus far been taken care of as part of the set-up for the reception.

5. Recommendations

Due to the success of the on-line poster session, it is recommended that we continue to participate.

Professional Development Committee

Tom Harrod, Chair

The chair of the professional development committee is Tom Harrod, who started in that position in January 2008. In addition, fellow SLA member Layla Voll has agreed to assist with next summer's courses and tours since these events will take place at multiple locations simultaneously.

During the past year, I have been involved in both the execution of last year's Continuing Education (CE) course as well as the planning for next summer's CE courses and tours. Last June, at the annual meeting in Seattle, I helped to coordinate DBIO's CE course ("Journal Survival School" taught by Tony Stankus) which had been planned by my predecessor, Julia Perez. Very soon after that meeting, I began planning for next summer's CE courses and tours. There are three CE courses planned for next summer's annual conference: "Molecular Structures; Retrieval and Visualization", "Genomes and Genomic Resources", and "Measuring Your Impact; Using Evaluation for Library Advocacy" - the first two will be taught by Jennifer Lyon from Vanderbilt University and the third will be taught by Karen Vargas of the National Network of Libraries of Medicine. In addition, we are planning to have two tours - one of the National Library of Medicine / NIH Library, and also a tour of the National Academy of Sciences Keck Center and the adjacent Marian Koshland Science Museum. Preliminary descriptions of these have been entered into SLA's online planner. In addition, sites have been determined for the CE classes - the first two classes will be held back-to-back at a computer facility in Washington D.C.'s Martin Luther King Jr. public library and the third will be held at the National Library of Medicine.

In the coming year, Layla and I will continue to prepare for the CE courses and tours to be held at next year's annual conference in Washington D.C. This will include editing the entries in the conference planner as well as coordinating with the contacts at the different venues to make sure things run smoothly. During the summer conference, we will go with the various classes and tours and coordinate activities on site. Following that, preparations will begin for the following summer's classes and tours.

In terms of recommendations, I would suggest expanding the committee to include at least one more permanent member. Although the amount of activity is usually such that one person could comfortably do it most of the time, occasionally, and especially when planning and executing multiple classes and tours, it would be helpful to have more than one person involved.

Seattle 2008 Program Planning Committee

Diane Schmidt, Chair

1. Executive Summary

The Seattle Program Planning Committee completed its work in developing the division's sessions for the 2008 Annual Conference in Seattle on June 14-18. The general theme throughout our sessions encompassed informatics and information technologies, which seemed to be in accordance with the interests of our members since the sessions were well attended. This was the first year that divisions were limited to sponsoring or co-sponsoring only 10 sessions which limited the number of topical sessions we could hold, but increased the incentives to co-sponsor. We co-sponsored programs with at least 8 other divisions as well as the Medical Section and the Natural History Caucus.

2. Committee Membership

Diane Schmidt, Chair

John Tebo, Ex Officio

Nita Ferree, Contributed Papers

Ruth Gustafson, Natural History Caucus

William Anger, Medical Section

Christy Hightower, Vendor Relations

Nancy Curtis, Membership

Julia Perez, Continuing Education

Scott Reece, Poster Session

Marjorie Greer

Julie Johansen

Catherine Marlow

Janette Schueller

3. Activities

Most of the work of developing the sessions for the 2008 annual conference was completed during 2007, but in the spring the committee put the final touches on our programs.

The division was solo sponsor of one program, The Wonderful Wacky World of Wikipedia, lead division for Cyberinfrastructure: Informatics Across the Biological Sciences, and co-sponsor for The Science of Coffee, Cyberinfrastructure: Building Bridges with Cyberinfrastructure, Hot Science Technology Sampler, Environmental Issues in China, the All Sciences Poster Session and Reception, and the Sci-Tech and Biomedical Division Academic Roundtable. In addition,

the division held its usual networking programs: the Vendor Relations Lunch, Contributed Papers, Business Meeting, Medical Sciences Luncheon, Natural History Caucus meeting, and Open Board meeting. The new model for the combined All-Sciences Poster Session and Reception seemed to go well. Many people attended, and there was a lot of activity at the posters.

We were co-sponsors with Science-Technology, Engineering, Environment and Resource Management, Chemistry, Information Technology, Knowledge Management, Pharmaceutical and Health Technology, and Physics-Astronomy-Mathematics Divisions as well as the Natural History Caucus and the Medical Section of DBIO.

4. Budget Information

All committee expenses were borne by the committee members' employers, except for travel for the committee chair.

5. Recommendations

None.

Strategic Planning Committee

Nancy Stimson and Peggy Jones, Co-Chairs

1. Executive Summary

The Strategic Planning Committee was formed in January 2008 at the request of John Tebo, Chair of the Division. The previous DBIO strategic plan was created in 2000.

2. Committee Membership

Nancy Stimson, Co-Chair

Peggy Jones, Co-Chair

William Anger (Representing the Medical Section)

Roger Beckman

Anna McGowan

Suzanne Switzer

3. Activities

- a. In order to represent the diversity of the Division on the committee, the co-chairs intentionally selected both new and veteran members of the Division, those representing both biomedical and basic science libraries, and those involved in different sectors (academic, institute, hospital and government). The co-chairs also attempted to recruit members who were geographically dispersed.
- b. In January 2008, the co-chairs discussed the feasibility of holding an open board meeting at the annual conference with the DBIO chair and program planner. The board meeting would be an opportunity for all DBIO members to brainstorm about key issues and future plans for the Division. It was decided that this idea should be pursued.
- c. In February, an SLA staff member and leaders of the Division held a conference call to discuss options for the open board meeting.
- d. In March and May, the Strategic Planning Committee held conference calls. Nancy set up a wiki to manage the documents that committee members needed to share.
- e. Committee members completed a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis in order to develop a member survey (see f., below).
- f. Between March and June, the committee alerted DBIO members to the June 18 open board meeting through the DBIO web site, an article in BioFeedback and messages to the DBIO list. The committee also conducted a survey to gather information about members' perceptions of the Division and areas where strategic planning is needed.

- g. The open board meeting was arranged so that any member could call in and participate via WebEx technology. A facilitator, Jan Sykes, was hired to organize and run the meeting in order to effectively manage the process.
- h. Following the meeting, Nancy and Peggy summarized feedback. The committee then developed vision and mission statements for the Division. These were put on the DBIO web site for member feedback and refining.
- i. After the vision and mission statements were agreed upon, the committee formulated a draft strategic plan. This was forwarded to the DBIO board, as well as to a group of opinion leaders and newer members who could provide unique perspectives on the plan.
- j. After receiving feedback, Nancy and Peggy made changes to the document and submitted it to the DBIO board for approval.

4. Budget Information

AV charges, DBIO open board meeting, June 18 - \$2252.25

WebEx charges - \$266.04

Facilitator fee for Jan Sykes - \$500.00

Hotel, one night for Nancy Stimson - \$186.12

Dinner for facilitator and Nancy Stimson - \$79.34

Kinko's, handouts for open board meeting - \$32.16

Kinko's, ream of paper for open board meeting - \$5.43

Total expenses = \$3321.34

5. Recommendations

The committee recommends that the DBIO board:

- a. Review the strategic plan carefully for feasibility and priorities;
- b. Share the plan with committee chairs who are expected to follow through on recommendations – for example, the 2009 Program chair;
- c. Plan for new (or ad hoc) committees to follow through on some recommendations;
- d. With assistance from Lorri Zipperer, develop a strategic plan brochure;

Student Relations Committee

Brian Winterman, Chair

1. Executive Summary

In March the committee awarded a travel stipend to one student, Jakki Petzold, to attend the SLA annual conference. Jakki agreed to work with a committee of the division as part of the award. The other student selected for the stipend was not able to attend. Also, conference and division information were distributed via email to students and student advisors as needed.

2. Committee Membership

Brian Winterman, chair
bwinterm@indiana.edu

Meredith Saba
mksaba@ucdavis.edu

3. Recommendations

None at this time.

TREASURER'S REPORT

Deanna Johnson, Treasurer

ANNUAL REPORT

January - December 2008

1. EXECUTIVE SUMMARY

As of Dec. 17th, 2008 the Division has a balance of \$ 26,741.80, of which \$9,597.05 is in the Operating fund and \$17,144.75 is in the SLA Pooled fund.

This is a decrease of \$15,225.05 from Dec. 31st, 2007. I am still expecting \$6,000 in 2008 sponsorships, \$2,400 in payments from co-sponsoring divisions for 2008, and \$625 for 2008 Biofeedback advertising. With these adjustments, our expenses in 2008 will have outstripped our 2008 income by somewhat over \$6,000. Unfortunately, we have had declines in our assets for the last three years, and I am not sure 2009 will be any better.

2. COMMITTEE MEMBERSHIP

There are no Committee members. The Treasurer is in her last months of a two year term (2007-2008).

3. ACTIVITIES

A) Income. Income for the Division is derived from *Biofeedback* advertising (\$3,750, plus \$625 that has not yet been received), the membership allotment (\$7,920), contributions and sponsorships solicited by the Fund Development Committee (\$9,500, plus \$6,000 for the 2008 Annual Conference that has not yet been received), and ticket sales for programs offered at the Annual Conference (\$10). Total income so far in 2008 is \$21,180. See the attached Budget for details.

B) Expenses: Most of the Division's expenses relate to the Annual Conference (\$29,940.89), Winter Meeting (\$3,603.38) and committees (\$2,464.29). With *Biofeedback* now being published online, the expenses for the Bulletin are minimal. Total expenses in 2008 were \$36,038.56. See the attached Budget and financial summaries of the 2008 Annual Conference for details.

C) Operating Account: The Division's commercial checking account is kept in the Wachovia Bank. The account earns no interest but, as long as we maintain a minimum balance of \$ 1,000.00, the monthly fees are waived. Its status as of December 17, 2008 is \$ 9,597.05. Three sponsorship pledges totaling \$6,000.00, three Biofeedback invoices totaling \$625.00, and four invoices to program co-sponsors totaling \$2,404.64 have not yet been paid for the year.

Additionally, three sponsorship pledges for 2009 totaling \$3,000.00 have been invoiced, but not yet paid.

D) Pooled Fund: Status as of October 31, 2008 is \$17,144.75, down \$478.97 from the beginning of 2008. The Pooled Money Fund report for the end of the fiscal year will not be received until late January 2009 so the final total cannot be included in this report.

E) Reports: The 2008 Annual Financial Statement will be audited by a colleague here at the University of California, Davis. The 2008 Annual Financial Statement will be completed and submitted to Headquarters in early February 2009 after the December statement is received from the Wachovia Bank and the Pooled Money Fund statement is received from SLA.

F) Other:

4. BUDGET INFORMATION

The Treasurer or the Treasurer's parent institution absorbed the cost of paper and stamps, faxing and printing.

5. RECOMMENDATIONS

The Treasurer recommends that if committee reimbursements require Division Chair approval, that the reimbursement forms be modified to denote this, and sent to the Chair prior to being sent to the Treasurer.

It would be excellent if we could find another revenue source to help pay for our student travel grant, web page maintenance, and officer travel.

6. ADDENDA

- A) 2008 Budget
- B) Sponsorship Summary of the 2008 Conference
- C) Current Sponsorship Estimates for the 2009 Conference
- D) Financial Summary of the 2008 Conference

Vendor Relations Committee

Christy Hightower, Chair

1. Executive Summary

The Committee coordinated the vendor presentations for the 2008 Vendor Relations Lunch in Seattle which was held on Sunday June 15 from 12-1:30pm. Four vendors (Collexis, Wiley-Blackwell, Serials Solutions, and Ebsco presenting Dynamed) presented to a standing room only crowd of seventy-six people. We had only planned for fifty people since attendance was around thirty the previous year. Attendance may have been improved by the time slot (this is the first time the event was a lunch instead of a breakfast, due to the breakfast time slot on Sunday being a “no conflict” time this year) and by the fact that the event was advertised via email to both the Bio Division and the SciTech Division. The event will continue as a catered lunch in 2009. This year Serials Solutions and Wiley-Blackwell were quite tardy in their payments. Wiley-Blackwell finally paid in July (payment had been due in January.) Due dates now appear on our invoices, at the request of our committee, to clarify expectations.

In summer of 2008 the committee reviewed the feedback forms from the 2008 event, and discussed which vendors to invite for 2009. During a conference call we finalized our top four candidates, after which we contacted each and persuaded them to participate. The slate of vendors presenting in 2009 will be Doody Enterprises (they had canceled in 2007), Oxford University Press, Morgan & Claypool, and Biobase Corporation.

2. Committee Membership

The 2008 committee was chaired by Christy Hightower, who will be rotating off the committee in 2009. Nalini Mahajan and Douglas Macbeth were the other two members of the committee in 2008. They were each appointed in summer of 2007 to serve a 2.5 year term, which will end on December 31, 2009. Ms. Mahajan will become chair in 2009.

In 2008 the committee asked for volunteers to fill two open positions to start in 2009. We had four volunteers, and after much consideration appointed Janet Weiss and Barbara Hedges.

3. Activities

In the spring of 2008 the committee worked on obtaining the presentations from the vendors in advance of the conference. Wiley-Blackwell was in transition due to their merger, and it was challenging to pin them down to a specific speaker. In the end we did manage to get every speaker’s presentation in advance, although Serials Solutions didn’t give us theirs until the day of the talk. We recommend continuing this practice of requiring presentations in advance both

for the peace of mind of the session moderator, and also to provide a quality and reality check on the content to make sure it meets the needs of our audience.

The committee began work in the summer of 2008 brainstorming ideas for vendors to speak at the 2009 Vendor Relations Lunch. We started by looking at the feedback forms from the 2008 session. Only three people listed viable topics in the feedback forms, which were 1) pathway analysis products 2) ebooks 3) "continue looking for good bioinformatics topics and EBM." The other topics suggested were about open access in general ("Open Access - who is doing it, benefits to each party-- vendor, writer/researcher, readers." "How the open access journals are doing as a class versus author payment, society sponsored & commercial journals."). We did try to get Wiley-Blackwell to talk about open access in 2008, with little success. It appears that while open access is an interesting topic for librarians, vendors who pay for the opportunity to talk to our members would rather talk about their for-profit products instead of open access issues. Based on the feedback for both pathway analysis products and bioinformatics topics we targeted Biobase Corporation as one of our top vendors for 2009, since they offer a pathway analysis product in their suite of bioinformatics products. Selecting Morgan & Claypool addressed the feedback for more vendors talking about ebooks.

After some email discussions a conference call was held to come to the final consensus as to which vendors to approach. In August, the committee selected and secured the participation of four vendors for the 2009 Vendor Networking Lunch: Oxford University Press, Biobase Corporation, Morgan & Claypool (presenting their new Life Science Collection of ebooks) and Doody Enterprises.

The rest of the feedback from the Vendor Lunch:

- 30 feedback forms were returned out of seventy-six people attending
- 9 rated it "excellent", the rest (21) rated it "very good" -- those were the top two categories out of 5 choices
- Type of librarian responding: 17 were academic, 7 "other", 3 government, 1 corporate, 2 unspecified.
- General comments:
 - I really appreciate the brief presentations. A quick overview before going into the INFO-EXPO to get my questions answered.
 - Extraordinary - amazing new technologies presented well - easy to understand
 - Thank you for providing a vegan sandwich
 - Speakers should pass out their business cards

4. Budget Information

There were no costs incurred by the committee that were charged to the Division. Committee members' employers absorbed costs for a few individual phone calls to vendors and the longer 1.5 hour conference call among the committee members.

5. Recommendations

- We recommend continuing to advertise the event via email to other interested SLA divisions as well as to members of the Bio division.
- We recommend continuing to tell speakers that their presentations are due three weeks before the event date and encouraging them to meet that deadline.

6. Addenda

None

Washington, DC Conference Program Planning Committee

Nancy Dickenson, Program Planning Chair

Planning for the upcoming 2009 Conference began in January at the SLA Leadership Meeting in Louisville, KY. Two meetings of association-wide program planners have taken place, one in Louisville and one at the annual conference in Seattle. The division's program planning committee also met in Seattle to flesh out 2009 plans.

The division's preliminary plans for the June conference in Washington, D.C. are set. The division will take the lead on nine programs, three of them convened jointly with other divisions. We will also participate in four additional programs with other divisions taking the lead.

Washington, D.C. Program Committee Members

<u>Nancy Dickenson</u> CHAIR	<u>Jean Crampon</u> Fund Dev	<u>John Tebo</u> Division Chair
<u>William Anger</u> Medical Section	<u>Christy Hightower</u> Vendor Relations	<u>Nancy Curtis</u> Membership
<u>Scott Reece</u> Poster Session	<u>Nita Ferree</u> Contributing Papers	<u>Tara Cataldo</u> Contributing Papers
<u>Ruth Gustafson</u> Natural History Caucus	<u>Dean Walton</u> Natural History Caucus	<u>Thomas Harrod</u> Continuing Education
<u>Jonathan Nabe</u> Membership	<u>Diane Schmidt</u> 2008 Conference Planning Chair	<u>Janet Weiss</u> Ex Officio

Activities

- 1) January: Key DBIO program planning committee members met in Louisville with association-wide program planners to begin program planning process.
- 2) June: Program planners meet on afternoon before beginning of Seattle conference. Program ideas, especially joint programming is discussed. DBIO program planning committee meets prior to association-wide program planning meeting where 2009 programs are beginning to take shape.
- 3) July/August: Preliminary program plans are created and submitted.
- 4) October: Online planner is opened and programs are listed.

Recommendations

A supportive committee is key to planning success. The 2009 committee members are enthusiastic. It has been easy to find someone to step up when needed. It would have been good to solicit program ideas sometime between January and June. Since the committee only officially

meets in June some good ideas were proposed when it was already too late for the upcoming year. The help of past program planners John Tebo, Diane Schmidt and Janet Weiss has been especially valuable.

One mistake I made was to miss printing copies of the online planner before the initial submission deadline. I was not aware that I would be locked out of the planner until January. It would have been helpful to have a printed copy when questions have arisen.

Networking with planners from other divisions is important. Collect business cards and make extensive notes during the first meeting in January as well as the meetings in June.