

Biomedical & Life Sciences Division Business Meeting Minutes
Virtual Meeting via SLA GoToWebinar Service
Meeting Minutes
Wednesday, May 9th, 2018 @ 4 pm

Attendees: Anne Linton, Anna McGowan, Danielle Walker, David Duggar, Elaine Grigg Dean, Erin Carrillo, Geraldine Clement-Stoneham, Donna Gibson, Janet Weiss, Kimberly Yang, Kristen Chapman, Monica Kirkwood, Nancy Curtis, Neyda Gilman, Peggy Murphy, Ramune Kubilius, Ruth Gustafson, David Stern, Cindy Sheffield

Call to Order - The meeting was called to Order at 4:03 pm EST.

Welcome

Approval of Minutes - The 2017 Business Meeting Meetings were approved. There were no abstentions.

Announcements

Treasurer's Report

Nancy provided a review of the Balance Sheet and Profit-Lost Statement. She also created an e-mail address for the Treasure to make transitions easier, and set up EventBrite to accommodate credit card payments from sponsors.

Notes from the Chair

DBIO Division Highlights

Drawing for a Power Drive provided by IEEE is the Door Prize (or Screen Prize in this case)

New Committee Chairs

Membership Chair – Kristen Chapman

Awards Chair – Gail Hendler

2019 Program Planning Chair – Neyda Gilman

Cindy turned in our Annual Report in December

Nancy turned in all of our required financial in February so we are in good standing with Head Quarters. Nancy requested a treasurer email account to make transitioning the account easier.

We now have a twitter account thanks to Claudia, that account is

SLA DBIO Division@dbiosla

SLA MED DBIO Section@dbiosla

Promoted Key Note Speakers planned for the Annual Conference

Leadership Summit Highlights

Peggy and Cindy attended the Leadership Summit in New Orleans, held in late January. Also in attendance at the Summit were Ruth, Kim Yang, Monica & Hal of course.

The overall vibe of the Summit was positive and upbeat. There seems to be more unity within the organization.

They offered an excellent professional development program lead by Jay Younger from McKinley Advisors which was a full day exploring leadership strengths.

A couple of tidbits mentioned during the Summit, any services used by the division for the value over \$600, we need to provide the supplier with a W9 and 1099 Forms.

The newly merged Route 66 Chapter is hosting a "Road Trip Symposium: What Makes Special Libraries Special" -September 14-16 in Greer, Arizona at the Greer Peaks Lodge. If anyone is interested I'd be happy to send a copy of the program to you.

There are 4,232 full members, 51 countries, 80 units (reflected two recent mergers); 23 Divisions, 62 Option 2 Units, the rest are Option 1. There are 9 Caucuses.

Deadline for submitting agenda items for the Division Cabinet Meeting is tomorrow May 10th, so send questions, items immediately.

We need to decide Option 1 or Option 2 for next year by August 31st.

Any services used by the division for the value over \$600, we need to provide the supplier with a W9 and 1099 Forms

We pulled out of the Pooled Fund at the end of 2016, however there are still 38 units within that pooled fund.

Volunteer Appreciation

Cindy recognized and thanked the following volunteers for their committed service:

Peggy Murphy – Chair Elect, Fund Raising Chair, Strategic-Planning Co-Chair, helped write Division's Best Practices

Nalini Mahajan – Past Chair, Fund Raiser, Nominations Chair, Photographer, Awards Committee, All-around champion for the Division

Danielle Walker – Secretary, Medical Section Chair, Strategic Planning Co-Chair, Book Club Convener

Nancy Curtis – Treasurer, who had to jump enormous hoops to transfer accounts and has put mechanisms in place to make these processes easier in the future

Gail Hendler – Director, Contributed Papers Chair, Awards Chair

Neyda Gilman – Program Planning Chair, and former Membership Chair

Donna Gibson – Vendor Relations Event, Fund Raising

Ruth Gustafson – Natural History Caucus Convener, Donated tickets for students for Vendor Relations Event

Nancy Dickenson – Awards Chair, and long-time volunteer for the Division in a variety of capacities

Claudia Lascar – Home page Co-Chair

Monica Kirkwood – Home page Co-Chair

Kristen Chapman – Membership Chair

Buzz Haughton - Biofeedback Editor, Biofeedback (Oxygen Therapy) Committee Chair

Lori Bronars – Professional Profiles Column for Biofeedback

Program Planning

Neyda reviewed the Program Planning Spreadsheet and provided background on the advantages and disadvantages between Option 1 and Option 2 for sponsorship.

- not having to pay for food or A/V, especially for CE - SLA gets the registration fees but we still have to pay for everything
- makes it easier to co-host with other divisions (again due to no financial obligation)
- communication is better with option 2

The cons of going option 2 would be:

- not being able to do the vendor roundtable

Fund Development

Peggy reported that \$6000 has been raised to date.

Strategic Planning

Due to technical problems with opening speakers for telephone connections, Peggy and Danielle were not able to provide the reporting they wanted. They will provide more details about the upcoming Strategic Planning process in future communications.

Old Business

No Old Business was brought forward.

New Business

| No New Business was brought forward.

Adjournment

The meeting was adjourned at 4:43 pm EST.

Handouts:

- Agenda
- ☐ 2017 Meeting Minutes
- ☐ Profit/Loss Statement
- ☐ Balance Sheet
- ☐ Program Planning/Funding Chart