

## **2016 OHSLA Winter Board Meeting AGENDA**

Friday, February 26, 2016

12:00pm -

Oregon College of Oriental Medicine

75 NW Couch Street, Portland, OR 97209

5th floor conference room: Candise 503-253-3443 ext.134

Recorder: Sue Phelps

Lunch paid for by OHSLA

OHSLA Board: President - Helen Guerrero-Randall [hgrandall@stcharleshealthcare.org](mailto:hgrandall@stcharleshealthcare.org); President Elect -

Amelia Sue Phelps [asphelps@wsu.edu](mailto:asphelps@wsu.edu); Past President - Jackie Wirz [wirzj@ohsu.edu](mailto:wirzj@ohsu.edu); Secretary - Laura

Hickerson [laurahickers@gmail.com](mailto:laurahickers@gmail.com); Treasurer - Andrew Hamilton [hamiltoa@ohsu.edu](mailto:hamiltoa@ohsu.edu); Web - Candise

Branum [cbranum@ocom.edu](mailto:cbranum@ocom.edu)

- 1) Welcome and introductions
- 2) Treasurer's Report - Andrew Hamilton
- 3) 2017 Joint meeting with Washington
  - a. Joint Planning Meeting Date
  - b. Survey OHSLA members for input?
- 4) OHSLA Member Meetings
  - a. Do we want to alternate between Portland & other locations?
  - b. Do we want to change member meeting time to occur same day as CE program?
- 5) 2016 Member Meeting
  - a. Select meeting date (July or September)
  - b. Select meeting location & venue
  - c. Discuss/select meeting CE
- 6) CE ideas for the 2016 Member Meeting

## **2016 OHSLA Winter Board Meeting MINUTES**

Friday February 26, 2016

Oregon College of Oriental Medicine

In attendance: Helen Guerrero-Randall, Andrew Hamilton, Candise Branum, Sue Phelps

The meeting was called to order shortly after 12 noon and followed the agenda set forth.

1. Helen welcomed everyone and there were introductions of all members present.
2. Andrew gave the treasurers report (see attachment) and commented that the organization is in good financial standing for planning a summer meeting. He also noted that he ordered new checks which changes the amount reported in the checking account by \$38.

Andrew reported that membership would be going out in the mail over the weekend and that if past memberships were an indication we should expect another \$1100 to be added to our account.

There was some discussion regarding a new membership drive. **Helen and Sue will work on reaching out to new members.**

This brought up the question of the location of OHSLA archives and possible history of the organization. Andrew has a bankers box of papers and thinks they may be all related to treasury. **He will look through the material to see what is there.** It is believed that the tacit memory of OHSLA is likely to be through Delores Judkins. There were no further actions items concerning OHSLA history.

3. Helen reminded us that there was some interest during our last meeting about having a joint meeting with Washington Medical Librarians Association. Helen had talked to Gail Kouame, the chair of WMLA, who said that it is too late to plan a joint meeting for 2016 but that there is plenty of time to plan for 2017. Much discussion followed about the logistics of joint meetings would get in the way of OHSLA member attendance as well as the very different formats between OR and WA conferences. Helen will speak further to Gail about the WA plans. A survey may go out to OR members to gauge interest in a joint meeting.

4. Although Silver Falls is the traditional OHSLA meeting place there is no Internet connection which limits the CE possibilities. Alternating between northern and southern OR locations was also discussed, however most of the membership is in the northern part of the state. There was discussion about surveying the membership to see how many members would need accommodations if the meeting was in Portland. It may be that most people would be near enough to commute from home.

The following venues were considered for 2016.

- The Oregon Garden has meeting rooms with Internet and places where people can stay.
- The Crystal Hotel/Ballroom has both meeting rooms and rooms as well as there being other places for people to stay nearby. Edgefield and the Kennedy School also offer what we need.

After much discussion about the possibilities for a meeting schedule it was decided that we would try a one day meeting. The tentative schedule will be as follows:

- 8 am breakfast board meeting
- 9-12 CE
- 12-2 ish Lunch and networking
- 2-3 general meeting
- 3—early happy hour and networking at a nearby venue

5. The 2016 member meeting is planned for some time in July.

**Andrew will make calls regarding venue, date, and catering.**

6. Further discussion regarding CE ideas will be over email and a joint conference call with the board members.

**Candise will send out a Doodle Poll to board members to set a date for the conference call and Sue will set up a conference call.**

The meeting was adjourned at 1:55.

**Oregon Health Sciences Libraries Association  
Treasurer's Report for Feb 2016  
Submitted 2/26/2016**

**Checking:**

Account Balance as of 9/11/2015: \$2889.75  
 \*2015/16 Deposits to checking: \$0.00  
 \*2015/16 Debits to checking: \$307.80  
**Account Balance Checking as of 2/25/2016: \$2581.95**

**Savings:**

Account Balance as of 9/11/2015: \$1100.02  
 2015 Deposits to savings (CD Interest) \$0.38  
**Account Balance Savings as of 9/11/2015: \$1100.40**

**CD1 – (0011) - \$3000.00**

**CD2 – (6386) - \$2500.00**

**\*Deposits (to checking 9/11/2015 – 2/25/16)**

<b>TOTAL</b>	<b>\$2889.75</b>

**\*\*Withdrawals/Debits (from checking, 09/11/2015 – 2/25/16)**

Website hosting fee – 10 yrs	\$304.80
Operating expenses	\$3.00
<b>TOTAL</b>	<b>\$307.80</b>

**Membership as of 2/25/2016:**

19 institutional members  
 9 individual members

Membership numbers are consistent with previous years. 2016 renewal notices are going out in late February.