

**Canada Health Libraries Association /
Association des bibliothèques de la santé du Canada**

**26th Annual General Meeting / Assemblée générale annuelle
Waterloo, Ontario, May 31, 2002 / le 31 mai 2002**

1. Call to order and Welcome

The 26th AGM was called to order at 8:00 am after which time Jessie McGowan welcomed the membership.

2. Adoption of the Agenda

Jessie recommended that we remove the original item #8 from the agenda (Recognition of Service) as this has already been done at the banquet the previous evening.

Susan Murray moved that the agenda be adopted as amended. David Crawford seconded. Carried.

3. Adoption of the Minutes of the 25th Annual General Meeting

Joan Leishman moved that the minutes of the 25th Annual General Meeting be adopted. Mary Robinson seconded. Carried.

4. Business Arising

There was no business brought forward.

5. Board reports

5.1 President's Report -- Jessie McGowan

Jessie McGowan thanked the Conference 2002 Planning Committee for their efforts. She particularly noted the accomplishments made by a small chapter with assistance from surrounding chapters. She asked for a round of applause for the 2002 Planning Committee.

Jessie reminded everyone of the location of coming years' conferences, specifically Edmonton in 2003, St. John's, NFLD in 2004 and Toronto in 2005.

Jessie noted two major accomplishments of CHLA in 2001/2002: that CHLA/ABSC has continued to foster partnerships and that we undertook a major membership survey, including pre-survey focus groups. Jessie asked for a round of applause for Laurie Scott and Patrick Ellis who traveled across Canada to conduct the focus groups and who created the survey based on the results of these focus groups.

Jessie also thanked the Editors of BMC, Ellen Crumley and Andrea Hodgson, for maintaining the quality of BMC and encouraged the membership to continue submitting items for publication.

Nancy McAllister, Jackie MacDonald and Christina Woodward were thanked for their hard work on the Canadian Council on Health Services Accreditation Taskforce and praised for their work in developing an indicator that can be used by all healthcare institutions when evaluating library services.

Jessie thanked Lou Duggan for his work in maintaining the CHLA/ABSC website and noted that Lou has handed this task over to Tim Tripp due to having to move on with his career. Jessie asked for a round of applause for Lou's work on the website.

Jessie cited the work of the CHLA/ABSC Board and made particular mention of Caren Mofford and her abilities as Treasurer and those of Linda Slater as Secretary. She requested applause for these two individuals.

Jessie noted that the National Network of Libraries for Health (NNLH) Steering Committee has continued its work including a monthly teleconference between members. Jessie and H  l  ne Valin met National Library of Medicine (NLM) representatives Eliot Siegal and Anne-Marie Lacroix at CISTI. This was followed by meeting at the NLM in Washington with the same individuals.

Jessie noted that the Steering Committee is looking for home for the NNLH proposal and are discussing this with the Advisory Committee on Health Information. Consultations with key stakeholders have taken place regarding funding, but indications received are that there are limited resources. There has also been discussions of the role of the federal government in the NNLH. Will they simply be involved in dissemination, or are there other roles they can play?

Jessie stated that developing a communication strategy will be a major issue with the NNLH, and she indicated that the Steering Committee will be preparing a one-page, "elevator speech", that members can use to discuss the NNLH with health professionals and colleagues.

Jessie asked that members pass any comments they have on the NNLH to her or to other members of the Steering Committee.

Jessie mentioned that CHLA/ABSC made a submission to the Romanow Commission a copy of which is available on the CHLA/ABSC website.

Jessie welcomed new members to CHLA/ABSC. (Get list from Jessie.)

She also honoured CHLA/ABSC who have retired this year, namely:

David Noble, BC Cancer Agency Library/Information Centre

Margaret Price, Head, Woodward Library, UBC
Joy Weiss, St Joseph's Hospital and Home
Elizabeth Woodworth, BC Ministry of Health Library
Sylvia Wright, St. Joseph's Care Group Library
David Crawford, McGill University Health Sciences Library, Osler Library of the History of Medicine.

Jessie noted that David was the first CHLA/ABSC President in 1976 and served on the Board a number of times throughout his career. She wished David the best in his retirement.

Betty Sutherland moved that the President's Report be accepted. Ada Ducas seconded. Carried.

5.2 Continuing Education Report -- Laurie Scott

The Report reads as follows:

Most of the past year has been devoted to the focus groups and survey, which will be reported on later in the agenda. Suffice to say, it's been one busy year!

Accreditation

All courses for this year's conference have been accredited, either by CHLA/ABSC or by MLA. It is worth noting again the bilateral agreement our two associations have regarding accreditation. CHLA/ABSC recognizes MLA accredited courses, and they recognize ours. The courses we accredited this year specifically for the conference are:

1. Getting Results on the Web
2. Weighing the Alternatives: An Overview of Complementary and Alternative Medicine (CAM) Regulatory Issues and Evidence-based CAM; Selecting and Evaluating CAM Resources
3. Seeing Through the S.M.O.G. – Navigating the Health Literacy Maze
4. Will They Ever Learn? The Challenge of Teaching Health Care Professionals

The remaining courses on offer here in Waterloo were either accredited by MLA, or were accredited earlier by CHLA/ABSC.

Grants and Awards

We received only one application for the 20th Anniversary Professional Development Grant this year, and it was awarded to Esther Szeben. Once again this year, I was surprised that we didn't receive more applications.

Cathy Rayment and I have been working together to review and possibly revise all CHLA/ABSC grants and awards, so as to make them most useful to the membership.

Fact Sheets

The fact sheet “The CCHSA/CCASS Accreditation Process as it relates to Libraries and Information Services” by Nancy McAllister was published with the Winter 2001 issue of BMC. Fact sheet topic ideas, many of which were suggested during the focus groups, will be handed on to the new CE Coordinator.

Thank you

Many thanks to all the Board members with whom I have served over my four years as CE Coordinator. It’s been a wonderful experience!

Respectfully submitted,
Laurie Scott, CE Coordinator

In addition to presenting her report, Laurie acknowledged the support of her employer, the Health Sciences Information Consortium of Toronto, and her colleague Sue McGillivray in making her possible her participation in the focus group activities.

Jim Henderson moved that the Continuing Education Coordinator's Report be accepted. Tom Flemming seconded. Carried.

5.3 BMC Editor's Report -- Andrea Hodgson

Andrea Hodgson presented the BMC Editor’s report on behalf of Ellen Crumley.

Andrea noted that the BMC Editor's manual will be updated over the summer, and that the Assistant Editor's manual will continue to be updated as well. The roles of editors will be analyzed to ensure that initiatives can be carried through.

She noted that the BMC Currents column will now be titled Currents in Library Research, and that a column on complementary and alternative medicine has now been added as well as a column on Research in Librarianship by contributor Scott Plutchak.

Andrea thanked Susan Murray for her regular Consuming Health Information column and Rita Vine for her Cyberpulse contributions.

She noted the special insert on PDA's that appeared in the Summer 2002 issue of BMC and thanked Tom Flemming for being Guest Editor on this insert.

Andrea noted that the BMC editors are seeking ways to increase French-language contributions to BMC and asked that members pass on any ideas for doing this to her.

Andrea mentioned that the BMC editors are currently developing closer ties with the Journal of the Medical Library Association as well as the UK journal Health Information and Libraries

Journal (HILJ). She also stated that BMC will be adopting the Medical Library Association's Evidence Based Librarianship Implementation Committee's suggested format for abstracts.

The BMC Assistant Editor will continue to post BMC tables of contents on the CHLA/ABSC website.

An upcoming initiative for the BMC editors will be to reassess the issue of publishing BMC in electronic format. A working group will be struck and will re-analyze the 1997 work of Dean Guistini, Anna Gagliardi and Laurie Blanchard. The working group welcomes input from the membership.

Andrea announced that Karen Neves, WK Kellogg Health Sciences Library, Dalhousie, has been appointed new Assistant Editor. Andrea noted that Karen comes to the position with prior experience in editing. Karen was welcomed to her position with applause.

Andrea also announced that the BC Decker prize was awarded to Susanne Tabur, Rea Devakos, Sylvia Newman, Jennifer Bayne, Joan Bartlett, Elizabeth A. Reid, Linda Devore, M. Lynn Russell, and Elizabeth Uleryk for their paper: Peer informatics training for medical students. BMC Spring 2001 v. 22(3): 121-127

Andrea thanked BC Decker for their continued support of this prize.

Dorothy Fitzgerald moved that the BMC Editor's Report be accepted. Tom Flemming seconded. Carried.

5.4 Treasurer's Report -- Jessie McGowan

Jessie delivered the Treasurer's Report and distributed copies of the Auditor's Report and the Financial Statement on behalf of Caren Moffard who was unable to attend the AGM for health reasons.

The Report reads as follows:

I am pleased to present to the membership the financial statements and auditor's report for the fiscal year ended December 31, 2001.

Last year, CHLA/ABSC activities were budgeted to run a deficit. This is not unusual. As a charity, the Association had a target of reducing the members' accumulated equity, and the budget was set with this in mind. However, with the unexpected conference deficit in 2001, the members' equity has been depleted faster than anticipated.

Historically, CHLA/ABSC has used the conference revenues and product sales to cover awards, chapter/professional development funds, financial services, Board expenses, and special projects undertaken on behalf of the membership.

Whereas conference and product income can fluctuate widely from year to year, membership revenues and expenditures are fairly consistent. For this reason, the membership fees are set at a level considered to be sufficient to cover the costs of the Secretariat services and of producing the BMC. Working on this assumption, and based on a membership of 350, the following fees are proposed for 2003:

Regular Membership	\$ 80
Institutional Membership	\$ 160
Emeritus Membership	\$ 40
Student Membership	\$ 40
Sustaining Membership	\$ 2,500
BMC Subscriber Only:	\$ 90

The Auditor's report was prepared by Mr. Kenneth D. Kimmerley. I recommend that he should be re-appointed to audit our accounts for the fiscal year 2002.

I would also like to thank the Association's Board Members and Secretariat for all their help and support during the last year.

Respectfully submitted,

Caren Mofford, CHLA/ABSC Treasurer

Jessie asked for comments or questions on Caren's report.

David Crawford asked whether we can explain why there was an unexpected deficit from the Quebec conference.

Jessie responded that this could be explained by the following: the conference did not receive a translation grant it had applied for; the expenses for conference were quite high; and the conference venue was moved part way through the planning process.

Regarding the proposed fee increase. Bev Brown asked when the last fee increase took place. Cliff Cornish indicated that this took place in Ottawa, 1998.

The question of when the fee increase will take place arose. Jessie indicated that this would be June 2003/2004.

Joan Leishman asked whether this indicates a change in philosophy regarding the conference profit, i.e. will there be less emphasis on the conference making a profit and filling the treasury. Jessie responded by indicating that no there is no change in philosophy that the Board will still be hoping that conferences will bring in revenue, but the Board wants to take some stress off conference planning committees by attempting to cover more association expenses through the increase of membership fees.

Cliff Cornish noted that we would have to raise fees by 50-60 dollars if no conference revenues were realized. He noted that the MLA conference also supports that association

Cliff asked whether the Board plans on cutting back on its expenses. Jessie responded by saying that the Board tries to economize, and that incoming President Cathy Rayment and herself will be looking at ways to cut Board expenses possibly by using different ways of communicating, e.g. teleconference, although Jessie noted that this might be difficult to do.

Betty Sutherland commented that as a long-time member of committees, teleconferences don't work in the long run, and that face-to-face communication is needed in order to reach decisions that everyone is happy with. She indicated that she would prefer to pay more in membership fees than see the Board become ineffective due to not meeting in person. Betty's comment received applause.

Jim Henderson asked whether membership numbers were down? Jessie stated that she thought membership numbers were higher last year, but indicated that the Board doesn't yet have numbers. Numbers: 391 which is the norm.

Jessie noted that some of our expenses were overestimated.

Tom Flemming commented that he doesn't think the membership should take a nickel and dime approach to Board expenses and spoke in favour of an increase. He added that he thought it was necessary in order for the Association to grow.

Bev Brown wished to make a comment from the other side of argument, specifically, that CHLA/ABSC should be an inclusive org, and that while there might be good reasons to increase dues, we don't want to discourage colleagues from joining organization because they can't afford to.

Karen Neves asked how many student members we have and how the proposed \$40 student fee compares to other organizations? Jessie indicated that we have about 7 student members and that \$40 compares well. She indicated this amount covers the cost of providing BMC to student members.

Karen also asked what the Association does to market to students. Jessie stated that Patrick Ellis has been contacting library schools and library technician programs. She also noted that beginning with the 2003 conference in Edmonton a special student conference fee will be offered.

Tara Zarrin suggested that we offer CE courses throughout the year on a continuous basis even if members have to pay extra fees for this to be possible. Jessie indicated that this issue will be raised with new the new CE director.

Vivian Ludwin commented on the possible plans to publish BMC as an e-journal. She wondered whether there are any members who might not be able to access the journal in electronic format. She also wondered whether this could be a cost-saving.

Jessie indicated that the membership was asked about their feelings toward BMC in e-format in the membership survey. The BMC Past Editor, the CE Coordinator and the incoming President will be looking at the survey responses in developing a direction for BMC direction and will come up with some recommendations.

Cliff Cornish moved to accept the Auditor's Report. Seconded by Lois Wyndham. Carried.

Tom Flemming moved to reappoint Kenneth Kimmerley as auditor and to increase the membership fee. Seconded by Toni Janik. Carried unanimously.

Jessie noted that Caren thanked the Board for their help and support. Jessie wished Caren the well in her recovery.

David Crawford moved to accept the Treasurer's Report. Seconded by Jean Maragno. Carried.

5.5 Public Relations Report -- Tim Tripp

The Report reads as follows:

This past year, the Public Relations focus has been on our Association web site. A new domain has been established, *chla-absc.ca*, and a commercial hosting service has been contracted. By establishing a commercial hosting service, we now have direct access to our site files, and access to a host of tools that will enhance our presence on, and use of, the World Wide Web. I would like to thank George Beckett and Memorial University of Newfoundland for hosting our Web site until recently. I would also like to thank Shelagh Wotherspoon at Memorial for her assistance in keeping the site updated. [The membership applauded Shelagh's efforts.]

This move to our own domain and hosting opens up a new range of potential for taking advantage of Web based technologies. Documentation is now easier to share. We will be setting up a Board only section of the site as a working area for the Board of Directors. This will provide a test implementation for expansion to a members-only section, which may provide opportunity to move to an electronic publishing environment for *BMC*. (I should add that electronic publishing has many variables, and may not necessarily be cheaper than our current print publication.)

We also have the infrastructure now to provide web-hosting services to our Chapters and other committees – the organizing committee for the 2003 conference is already taking advantage of this. We've also established email accounts with the *chla-absc.ca* domain for our Board.

Once the redesign of our Web site is complete, and we have arranged for a webmaster to provide maintenance, I hope to turn my attention to outreach. A dialogue has been established with the Deans of the library schools as to how better reach students. I'll also be reviewing our promotional brochures – and exploring an exciting opportunity to partner with MLA on the production and translation of promotional materials.

Respectfully submitted,

Tim Tripp

Susan Murray asked whether there is an up-to-date CHLA/ABSC promotional brochure. Tim responded that we will be updating the brochure and will do some joint publicity with MLA.

Susan Hendricks moved that the Public Relations Director's Report be accepted. Seconded by Mary Robinson. Carried.

5.6 Nominations & Elections Committee Report -- Patrick Ellis

Patrick indicated that the Committee was determined to have an election for each position up for election, and that this almost happened but as it turned out we only had an election for one position.

An initial call for nominations went out. Linda Slater offered to stand again as Secretary. No further nominees for Secretary were received neither were any nominees for President Elect received. Two nominees for CE Coordinator were received, Sue McGillivray and Judy Inglis.

The Committee was originally comprised of Laurie Blanchard, Laurie Scott and Patrick. There had been someone who had shown an interest in running for Vice President/President Elect but as it turned out was unable to. About the same time, Laurie Scott was nominated for Vice President/President Elect and was willing to let her name stand, and so stepped down from the Committee to be replaced by Cathy Rayment.

Ballots were mailed out and 159 returned. The results of the election were as follows:

Vice President/President Elect, acclaimed: Laurie Scott
CE Coordinator, elected: Judy Inglis
Secretary, acclaimed: Linda Slater

Patrick thanked everyone on behalf of the Committee and expressed his hope that there will be more elections in the coming years.

Susan Murray moved to accept the report of the Nominations and Elections Committee. Seconded by Jim Henderson. Carried.

After the motion was carried, there was applause for Patrick Ellis as he finishes her term as Past President on the Board.

6. Other Reports

6.1 Membership Focus Group Sessions and Survey -- Patrick Ellis and Laurie Scott

Patrick and Laurie presented preliminary survey and focus group report.

See <http://www.chla-absc.ca/agm2002/roadshow.pps> for slides.

6.2 CCHSA Representatives Report -- Christina Woodward

See <http://www.chla-absc.ca/documents/CCHSA%20Report%202002.pdf> for text of the Report.

Christina noted that the CCHSA reps have developed a single indicator that they hope will be applicable across health care institutions. She encouraged members to read the draft document distributed at the AGM that explains and outlines indicator.

The CCHSA reps wish to conduct a pilot within next 6 months to test the viability of the indicator and thereafter seek endorsement from the CHLA/ABSC membership.

Christina noted that the indicator was developed by Nancy McCallister based on an indicator she developed for her Information Management Team.

Christina acknowledged the work of the working group members who assisted in the development of the indicator namely: Anne Allgaier, Jan Figurski, Toni Janik, Susan Powelson and Linda Wilcox. Christina also expressed appreciation of the assistance provided by the membership through the completion of the surveys they distributed.

Christina reviewed the indicator and provided an explanation of what it is intended to measure.

Christina asked the membership to provide any feedback they might. She also asked for consensus for the CCHSA reps to continue their work on the indicator.

Toni Janik thanked Christina and her group for the work they carried out. She stated that the indicator they are working on is something she needs and encouraged the group to go forward with this. There was applause for Toni's point.

Beth Morrison stated that she is relieved that we are moving back towards estimating our worth more concretely. She also encouraged the group to move forward.

Jami Van Haften stated that it isn't just enough to have an electronic collection, but that it was necessary to have the appropriate staff available to support the electronic collection and provide service.

Christina asked for show of hands to support going forward with the work developed so far. The response was unanimous in favour of this.

Christina provided a list of 2002/3 CCHSA reps. They are: Christina Woodward (Rep), Jackie Macdonald (Past Rep), Susan Powelson (Asst Rep) and Nancy McAllister (Past Rep)

Beth Morrison moved to accept the CCHSA Representatives Report. Jami Van Haafte seconded. Carried.

6.3 Grants and Awards -- Laurie Scott

Laurie noted that some of the grants have been revamped. Specifically, the Development Fund and the 10th Anniversary Grant have been merged to create a Chapter Initiatives Grant to support Chapter in whatever initiatives they wish to be involved in, e.g. carrying out research, planning and conducting CE, etc.

Laurie stated that the Board is attempted to create a sponsored grant for conference attendance. Hopefully, we will have something in place for next year, but it will require that we obtain a sponsor.

Laurie noted that the Don Hawryliuk Fund has been spent out. She reminded everyone that the fund commemorated Don by supporting the attendance of rural/remote CHLA/ABSC members at CHLA/ABSC sponsored events. Five members from the new CHLA/ABSC Northern Lights Chapter applied and received funds to attend this year's conference.

Cathy Rayment invited Jami Van Haften to the mike to acknowledge the new Chapter. Jami introduced her chapter colleagues. The membership applauded the new Chapter, the Northern Lights Health Libraries Association.

Charlotte Beck moved to accept the Grants and Awards Report. Seconded by Jim Henderson. Carried.

6.4 NNLH Report -- Jessie McGowan

Jessie acknowledged the work of the NNLH Steering Committee members:

Louise Bourbonnais
Bev Brown
Patrick Ellis (who will continue as Co-Chair)
Dorothy Fitzgerald
Jim Henderson
Marty Lovelock
Merle McConnell
Teresa Prior
Cathy Rayment

She noted that this group worked very collaboratively and will continue to deal with the issues in moving things forward and will produce a one-page NNLH overview document. They will also work on identifying individuals in the health community who could function as champions for the NNLH. Jessie asked that the membership pass on any ideas they have to Jessie or to other Committee members. She also indicated that they will continue to consider the issue of electronic licensing.

Toni Janik moved to accept the NNLH Report. Seconded by Mary Robinson. Carried.

7. Other Business

Patrick noted that photos from the chapter Focus Groups were available at the Board Table.

Jessie asked the membership to thank the Exhibitors who participated in the success of this year's conference. The membership applauded the Exhibitors.

8. 2003 Conference

Linda Slater, CHLA/ABSC 2003 Conference Planning Committee Chair and Ed, the CHLA/ABSC 2003 Goodwill Ambassador, presented a powerpoint presentation inviting members to next year's CHLA/ABSC Conference.

9. Transfer of Chair

Jessie introduced Cathy Rayment and transferred the CHLA/ABSC Presidency to her.

Cathy thanked the present Board for their assistance, and said she is looking forward to working with Board.

Cathy introduced Judy Inglis as the new CE Coordinator.

10. Adjournment

Liz Bayley motioned to adjourn. Seconded by Charlotte Beck.

The meeting was adjourned at 10:07.