

# CHIPIG

## Minutes #17

**Date:** Wednesday, September 9, 2009  
**Chair:** Mary Anne Howse

**Location:** Marion Powell Women's Health Information Centre  
**Recorder:** Erica Lee

**Present:** Fatimah Ahmed (The Scarborough Hospital), Nikki Bansil (Humber River Regional Hospital), Soraya Elhard (Hamilton Health Sciences), Mary Anne Howse (Women's College Hospital), Erica Lee (AIDS Committee of Toronto), Taryn Lenders (Alberta Children's Hospital Knowledge Centre), Lily Mac (AIDS Committee of Toronto), Cheryl Miller (hi Collaborative), Marg Muir (Sunnybrook Health Sciences Centre and Trillium Health Centre), Elizabeth Puckering (Mississauga Central Library), Judith Purdell-Lewis (Consumer Information Service, Hamilton), Marilyn Schafer (Women's College Hospital)

**Regrets:** Ken McFarlan (Rouge Valley Health System), Mary Robinson

**Please note:** Minutes will be approved at next meeting

Item	Agenda	Discussion/Decisions/Action Summary	Person Responsible
1	Call to order	<ul style="list-style-type: none"> <li>Welcome and introductions</li> </ul>	
2	Next meeting place and date	<ul style="list-style-type: none"> <li>Fatimah Ahmed volunteered to host the next meeting on December 9, 2009 at The Scarborough Hospital</li> </ul>	
3	Minutes from last meeting	<ul style="list-style-type: none"> <li>The minutes of the last meeting were reviewed</li> <li>Motion to approve by Cheryl Miller, seconded by Marilyn Schafer; approved</li> </ul>	
4	Co-chair updates (Mary-Anne Howse)	<ul style="list-style-type: none"> <li>Letter received from CHLA president Marlene Dorgan in response to inquiries about CHIPIG's participation at the next CHLA conference  →positive response to proposals for consumer health track and consumer health librarian award; request forwarded to conference chair, Laurie Scott  →Marg Muir drafting criteria for consumer health librarian award</li> </ul>	
5	Newsletter (Judith Purdell-Lewis)	<ul style="list-style-type: none"> <li>Last newsletter in May 2009; still looking for ideas for next newsletter in November</li> <li>Cheryl Miller volunteered to join newsletter committee</li> </ul>	
6	Webmaster (Taryn Lenders)	<ul style="list-style-type: none"> <li>Updates made to CHI Libraries page as membership changes shared through Gmail list</li> <li>Request sent through Gmail list for updates to library info listed on CHI Libraries page; low response  →Mary Anne Howse suggested re-sending request  →Judith Purdell-Lewis suggested confirming contact person for each organization listed; Taryn, Judith, and Erica Lee to coordinate this</li> <li>Provided statistics on web pages from June 1 to August 31, 2009:  →700 page views; we are one of the top 3 pages viewed on CHLA website  →top 3 CHIPIG pages viewed: home pages, CHI Libraries page, Members page  →majority of people arrive at CHIPIG pages by typing in URL (246), through Google (179), and</li> </ul>	Taryn Lenders, Judith Purdell-Lewis, Erica Lee

		<p>through SLA website (units.sla.org) (7); link from SLA website unclear</p> <ul style="list-style-type: none"> <li>• Other updates suggested at June meeting forthcoming</li> <li>• Other website stats reviewed at meeting through print outs provided by Taryn including Bounce Rate (percentage of single page visits resulting from this set of pages or page) and % Exit (percentage of site exits that occurred from this set of pages or page) →Taryn volunteered to send list of other stats that can be pulled from Google Analytics</li> </ul>	Taryn Lenders
7	Treasurer (read by Mary Anne Howse on behalf of Mary Robinson)	<ul style="list-style-type: none"> <li>• 3 new members; now have 26 members</li> <li>• Bank account moving from Scotiabank to BMO</li> <li>• Previous balance: \$146.16 → +\$190 membership dues -\$26 bank charges (March 4 – Aug 23) Current balance: \$255.79</li> </ul>	
8	Membership (Marg Muir)	<ul style="list-style-type: none"> <li>• Noted that most members are in Ontario</li> </ul>	
9	Member-at-large (Mary Anne Howse)	<ul style="list-style-type: none"> <li>• No report received from Christine Marton</li> <li>• As proposed at last meeting, Mary Anne noted that Member-at-large position has now been eliminated and thanked Christine for all her hard work and contributions to CHIPIG</li> </ul>	
10	Strategic planning (Marilyn Schafer)	<ul style="list-style-type: none"> <li>• Met twice since committee convened</li> <li>• Recommendations include: <ul style="list-style-type: none"> <li>→Membership - to encourage membership renewal need to make regular reminders and have same renewal time every year</li> <li>→2010 CHLA conference - looked into CHLA chapters initiative fund, but criteria may not make this funding source suitable for our conference activity plans</li> <li>→Meetings - maintain 4 meetings a year, at least 2 meetings with teleconferencing; need more value added features at meetings; have meeting themes with handouts and speaker, content could also be used in newsletter; more roundtable sharing with potential focus on one organization; limit business to 1 hour; webcasts</li> <li>→Website - develop top ten lists of resources</li> <li>→E-mail list - use Gmail account as listserv more frequently</li> </ul> </li> <li>• Developed survey on Survey Monkey to get input from members; survey to run to October 9, results to be reported at December meeting</li> <li>• Member feedback: <ul style="list-style-type: none"> <li>→Suggestion that we should aim to have teleconferencing at every meeting</li> <li>→Cheryl Miller suggested looking into freeconference.com where people would pay for their own long distance calls; Cheryl volunteered to follow-up on conference calling options</li> </ul> </li> </ul>	Cheryl Miller
11	Re-election of officers	<ul style="list-style-type: none"> <li>• Mary Anne Howse, (Co-chair), Taryn Lenders</li> </ul>	

	(Marilyn Schafer)	<p>(Webmaster), and Erica Lee (Secretary) have all completed their first term and volunteered to continue for a second term</p> <ul style="list-style-type: none"> <li>No nominations from the floor; motion by Marilyn Schafer to approve candidates as a group, seconded by Marg Muir; approved</li> </ul>	
12	Approval of Terms of Reference for 2009-2010 and new Financial Policies (Mary Anne Howse)	<ul style="list-style-type: none"> <li>Terms of reference changes include: <ul style="list-style-type: none"> <li>→increase in membership fees</li> <li>→increase in minute preparation time under Secretary responsibilities</li> <li>→movement of e-mail list responsibility from Membership Coordinator to Secretary</li> </ul> </li> <li>Terms of reference changes suggested at meeting include: <ul style="list-style-type: none"> <li>→under Secretary responsibilities, change sending minutes to Chair to sending minutes to Executive</li> <li>→under Membership, remove quotation marks in first statement and re-word to "...that share an interest..."</li> <li>→Fix formatting of bullets for consistency</li> </ul> </li> <li>Motion to accept Terms of Reference as amended by Marilyn Schafer, seconded by Judith Purdell-Lewis; approved</li> <li>Financial policy approved in principle at previous meeting; membership vote held <ul style="list-style-type: none"> <li>→Motion to approve by Judith Purdell-Lewis, seconded by Marg Muir; approved</li> </ul> </li> </ul>	
13	CHLA conference planning committee (Marilyn Schafer)	<ul style="list-style-type: none"> <li>Marilyn Schafer has been corresponding with conference chair Laurie Scott</li> <li>Conference planning committee has offered CHIPIG a morning slot on Monday, June 7 for our consumer health track; CHLA will arrange for space and catering, but CHIPIG will be responsible for registration, collection of fees, promotion, and catering fees</li> <li>Marilyn suggested doing membership drive at conference session</li> <li>Meeting feedback and discussion: <ul style="list-style-type: none"> <li>→Concerns that time during pre-conference continuing education period not likely to encourage high attendance</li> <li>→Concerns that session is being seen as a "satellite" event by CHLA and might not be clearly associated with conference</li> <li>→Comment that lack of attention to consumer health at conference is contrary to the public's current interest in consumer health</li> <li>→Try to use time usually allotted to CHLA chapters to have our session instead</li> <li>→Consider holding a panel discussion with different members, or submit paper</li> </ul> </li> <li>Marilyn will take feedback to CHLA conference planners</li> </ul>	Marilyn Schafer
<b>Next meeting: Wednesday, December 9, 2009, The Scarborough Hospital</b>			

## Roundtable Sharing

<b>Report given by: Christine Marton</b>	
Publications:	<p><b>Cancer Council Australia: A Review</b>  <b>Author:</b> Christine Marton  <b>Affiliation:</b> University of Toronto, Ontario , Canada  <b>Published in:</b> Journal of Consumer Health On the Internet, Volume 13, Issue 3 July 2009, pages 277 - 280  <b>Abstract:</b>  Cancer Council Australia provides useful consumer health information about cancer tailored to an Australian readership, as well as detailed information about the organization, including its structure, membership, research projects, events, policy documents and reports, and accomplishments. The site is well designed, with content that is easy to read, suitable graphics that complement the text, and functional links and other elements for site navigation.  <a href="http://www.informaworld.com/smpp/content~db=all~content=a913651015">http://www.informaworld.com/smpp/content~db=all~content=a913651015</a></p>
<b>Location: Marion Powell Women's Health Information Centre</b>	
<b>Report given by: Marilyn Schafer, Mary Anne Howse</b>	
Public Events:	We have completed our schedule for our Fall and Winter Lunch and Learn Sessions. The first one will be on Traditional Chinese Medicine. We expect a large turn out for that session. Other sessions scheduled are Healthy Backs, Menopause and Moods, Time Management in the Kitchen, and Financial Fitness.
Publications:	Our Resource Finders are going to be redesigned to comply with a new Hospital policy around the branding and look of all Hospital documents. The redesign means that they will be in PDF and will be able to be put on the Hospital's website at a later date.
Other news:	<p>The expected renovations did not happen over the summer. Due to the City strike, the Hospital was not able to get a permit for the renovations. Since the strike ended we have had people in taking measurements, but we still have not had any word when the renovations will happen.</p> <p>We were busy over the summer cataloguing newly acquired books. Once a month, I send out a list of our new acquisitions to an email distribution list of our clients. People who receive the list are allowed to request books be put on hold for later pick-up. The last two lists generated a lot of hold requests. We seem to be ordering books that people want to read!</p>
<b>Location: Mississauga Central Library, Sciences &amp; Business Department</b>	
<b>Report given by: Elizabeth Puckering</b>	
Public Events:	<p>Sep 29 Bladder Matters: Silent No More  Oct 6 The Balancing Act: Mental Health and Wellness Support in the Community  Oct 13 Do You See What I See: Eye Health and Care  Oct 20 Mammography: The First Step in Breast Wellness  Oct 22 Immunization: Keeping Your Families Healthy  Nov 3 Is There Light at the End of the "Carpel Tunnel"?  Nov 10 The ABCs of Diabetes: Offering Lifestyle Support Services in the Community  Nov 18 Clear the Airways: World COPD Day  Dec 8 International Day for Disabled Persons Information Fair</p> <p>All presented in partnership with Credit Valley Hospital. All sessions have displays at 6:30 pm and presentations at 7:00 pm in the Noel Ryan Auditorium at the Central Library, 301 Burnhamthorpe Road West, Mississauga.</p> <p>Oct 27 Building a Healthy Immune System Naturally. Speaker is Naturopathic Doctor, Yvonne Stiles. 7:30-8:30 pm in CL3 at the Mississauga Central Library</p>
<b>Location: AIDS Committee of Toronto Library</b>	
<b>Report given by: Erica Lee</b>	
Other news:	The ACT Library will be entering into a year long pilot partnership with the Health Science

	<p>Information Consortium of Toronto. The pilot project will help the Consortium evaluate the impact of having community-based libraries in their membership, and will allow the ACT Library to assess the benefits of belonging to this large network of academic and hospital-based libraries.</p>
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