NAHSL Executive Board Meeting - September 21, 2018

Present online: Ellen Brassil, Martha Meacham, Jessie Casella, Melissa Funaro, Alyssa Grimshaw, Dina McKelvey, Eugenia Liu, Gary Atwood, Lisa Philpotts, Maureen Dunn, Rachel Lerner, Tess Grynoch, Lori Bradshaw, Jeannine Gluck

<table>
<thead>
<tr>
<th>Topic/Committee</th>
<th>Person Responsible</th>
<th>Status/Discussion</th>
<th>Action</th>
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<tbody>
<tr>
<td><strong>Officer’s Reports</strong></td>
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<tr>
<td><strong>Chair</strong></td>
<td>Ellen Brassil</td>
<td>Call to order 10:05</td>
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<tr>
<td><strong>Secretary</strong></td>
<td>Lori Bradshaw</td>
<td>Late to the call, Beth took these notes: Move to postpone minutes approval so people have time to read them, Thankful for people who do the minutes, recognizes a lot of work. Proposes minutes be available one week ahead of meeting. Jeannine: very useful for minutes posted shortly after the meeting. Motion to postpone approval of minutes to December meeting. Discussed voting electronically instead and this was agreed on.</td>
<td>Lori and Ellen to post June minutes to be voted on electronically. Update the Executive Handbook in the Secretary section stating that draft minutes of EB mtgs. should go to the EB within a week of the meeting.</td>
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| **Treasurer**         | Rachel Lerner      | See report.  
  ● Starting to pay out expenses for 2018 Conference  
  ● Just as last year, Rachel will create a preliminary budget by the time of the Conference for the Board to review.  
    ○ Eugenia has scheduled an informal board meeting that can be held at breakfast on Tuesday  
  ● Retention policy, purge some paper files. Don’t want to pay to pull them if they will be getting moved anyway. | Board will meet informally and briefly at breakfast on Tuesday of conference to review the new budget. |
<p>| <strong>Past-Chair/Nominating</strong> | Deb Berlanstein | Not present. Ellen Brassil shared the report: Slate for 2018-2109 nominations:                                                                                                                                                                                                                                                                   |                                                                        |</p>
<table>
<thead>
<tr>
<th>Chair Elect</th>
<th>Beth Dyer</th>
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<tr>
<td>Secretary</td>
<td>Rebecca Morin</td>
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<tr>
<td>Chapter Council Rep</td>
<td>Alexandria Brackett</td>
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<td>Chapter Council Alternate</td>
<td>Holly Nardini</td>
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<tr>
<td>Nominee to the MLA Nominating Committee</td>
<td>Debbie Berlanstein</td>
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**Chair-Elect**

- Jeannine Gluck

- Memorandum of understanding between NAHSL and conference chair. Positive response from the Board. Pls give any comments to Jeannine
- Strategic plan- ready to go? see report/timeline
- NAHSL conf. planning webpage this fulfills function of ‘binder’ living working document. One day conference planning tab needs to be filled
  - Question of why on main page, for visibility and hopefully more use.
  - Already have:
    - Conf. planning on Exec Board page
    - Conf. planning on LibGuide
- Ellen proposed creating an Ad Hoc committee to review and combine all the conf. planning pieces. Jeannine, Martha, Tess, Eugenia, Rachel, and possibly Chelsea have volunteered to be on the Ad Hoc committee

**Chapter Council**

- Janene Batten and Dina McKelvy

- Officers of Chapters and Chairs of Chapter Standing Committees are required to be Voting Members of MLA.
  - The issue at hand is to remove the words “Chairs of Chapter Standing Committees” from this statement.
  - Chapter Council Chair has asked for a Vote of YES or NO to the removal of these words from the MLA Bylaws.
    - Cost prohibitive, gives feeling of “pay to play”
    - May discourage people from becoming committee chairs
    - Officers get good communication from MLA and that is passed on to the whole exec board (the NAHSL Bylaws do state that officers -Chair, Past Chair, Chair-Elect, Secretary, and Chapter Council Reps- need to be members of MLA)
    - Limits pool of possible people for the NAHSL Board

**2018**

- Eugenia

See Report
| Conference Chair | reporting | • Will call for volunteers for table staffing, speaker escorts, etc.  
• 25 proposal submissions, 8, 11, 1 innovation pitch  
• 2 breakout sessions  
• Lisa Palmer set up BePress for conf. proceedings.  
• Official hotel name is now Doubletree  
• There will be a 60/40 raffle, more baskets needed for the scholarship raffle table  
• The Exec Board is invited to the New Member event before the reception on Sunday  
• Over the target on exhibitors  
• Let Eugenia know if need hotel security for anything during the conference  
• The final code of conduct is ready to use |
|---|---|---|
| 2019 Conference Chair | Chelsea Contrada not present | Full steam ahead  
• The conference will be at Sheraton in Springfield, MA |
| Archives | Rebecca Reznik-Zellen | NAHSL archives will be moved from Hartford Depository to UMASS Medical School Library, just have to pay shipping--waiting for cost and time frame. |
| Bylaws | Lisa Philpotts | New chair. Ellen will join the committee and Rachel will talk to a new employee at Quinnipiac that may want to volunteer |
| Education/CE | Meredith Solomon not present | no report |
| Technology Support | Tess Grynoch | • guidelines done and positive response |
| Government Relations | Melissa Funaro | New Chair |
| Marketing | Jessie Cassella | • new member recruitment-video to go on YouTube next week  
• card ready to print when funds available: decided to go ahead and go over budget to pay for printing two before conference  
• highlight reel getting prepped for conference  
• Jessie will step down after 2018 conf., one year left in that term |
| Membership | Valori Banfi | • 30 new members  
• 120 members are also MLA members  
• Create a part-time membership category |
<table>
<thead>
<tr>
<th>Professional Development</th>
<th>Gary Atwood</th>
<th>state reps will work with membership in future</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>see report</td>
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<td></td>
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<td>9 applications for NAHSL conference scholarship; all should go through</td>
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<td>Liaisons &amp; Representatives</td>
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<tr>
<td>Credentialing</td>
<td>Meredith Solomon</td>
<td>See report</td>
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<tr>
<td></td>
<td>not present</td>
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<tr>
<td>NNLM/NER</td>
<td>Martha Meacham</td>
<td>Monies are available for All of Us NIH Initiative</td>
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<td>Docline changes are coming soon, Docline is separate from the regional office and can be contacted directly if questions about the changes</td>
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<tr>
<td>MLA Nominating</td>
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<td>Nothing to report. Holly from Yale is the candidate</td>
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<td>State Representatives</td>
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<tr>
<td>ARIHSL</td>
<td>Bill Anger</td>
<td>no report</td>
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<td></td>
<td>had to leave early</td>
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<tr>
<td>CAHSL</td>
<td>Alyssa Grimshaw</td>
<td>See report.</td>
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<tr>
<td></td>
<td>not present</td>
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<tr>
<td>NH/VT</td>
<td>Maureen Dunn</td>
<td>See report.</td>
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<tr>
<td>HSLIC</td>
<td>Beth Dyer</td>
<td>See report. HSLIC has not disbanned yet, see New Business SIG news</td>
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<tr>
<td>MAHSLIN</td>
<td>Meredith Solomon</td>
<td>no report</td>
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<tr>
<td></td>
<td>not present</td>
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### Old Business and New Business

Lori had to leave the call; Beth took notes for the rest of the meeting as follows:

**Discussion re: SIG, possible dissolution of HSLIC**

Dina presented the SIG update

Jeannine: if state group is disbanding – look into the state laws re: dissolution

HSLIC will take those steps after we have membership vote in November.

Janene B- NAHSL business meeting – is Dina presenting this? Dina replied that the EB will need to agree on this document

Q: re: treasury for funds for SIGS – do we want that as a line item in our budget?

Dina – programs would be revenue neutral in Maine so no added expense for NAHSL budget

Rachel: but still need to have line items. She will add an income and expense line to budget for 2019.

What’s next? – We will put it on the agenda for the special meeting in October at the conference– since HSLIC is meeting in November, need to know if NAHSL accepts the SIG document and option of ME SIG for future.

Other agenda items to be tabled until next meeting.

Chair-elect role used to dovetail with conference chair and those have been divided. New role for chair-elect with strategic planning. To be continued.

Member status of chapter office – already discussed

Dina: chapter of the year award- invited submission of ideas. NAHSL has not won this since 1999. Dina will send something out.

Proposed meeting dates:

Ellen thinks Sept meeting warrants an in person – doesn’t think they have to be alternating. So do in-person in Sept and virtual in June.

### Adjourn

12:36

Motion to adjourn 12:36 pm Jeannine, second Rachel. Ellen thanked everyone for their work and the privilege of chairing the group.

### Next Meeting:

**NAHSL Conference Business Meeting**

Tuesday Oct. 30th 8:30 - 9 am

Friday, December 7th 2018 UMass Medical Library 10 am - 3 pm (tent.)
NAHSL has 11 boxes, 6.1 linear feet, of material that needs to be moved out of the Harvard Depository before the end of this calendar year. UMass Medical School has agreed to house the NAHSL Archives in their Office of Medical History and Archives at no cost to NAHSL. Our MoU is attached as an appendix to this report.

We are currently working with the good people of the Harvard Depository to have the collection shipped to Worcester. Harvard will arrange the shipping via their UPS account and bill NAHSL as they would normally. I am waiting on the cost estimate for that shipping.

We have been asked by the current NAHSL President to locate Conference Planning reports for the years 2000, 2001, and 2002. Once the materials are moved to Worcester, we will be able review the collection, and then put out a call if we need to.

Activities still on the to do list include clarifying policies and procedures; pursuing a planning grant for digital archive platform; and exploring a photo digitization project.

Respectfully submitted,

Rebecca Reznik-Zellen (Chair)

Penny Glassman, Member at Large
Martha Meacham, Member at Large
Gregory Farr, Member at Large
Anne Fladger, Member at Large
MEMORANDUM OF UNDERSTANDING | NAHSL ARCHIVES

This memorandum of understanding is made on August 8, 2018, by and between the North Atlantic Health Sciences Libraries Association (NAHSL) and the University of Massachusetts Medical School Lamar Soutter Library (UMMS) for the purpose of housing the NAHSL Archives.

BACKGROUND

The NAHSL Archives Committee oversees the maintenance of the NAHSL Archives. The NAHSL Archives consist of 11 boxes of material, constituting 6.1 linear feet. This material has been housed at the Harvard Depository for the last several years. In December 2018, Harvard will cease offering storage as a fee-for-service to regional entities. Therefore, a new location for the NAHSL Archives is needed.

UMMS has a staffed and secure Office of Medical History and Archives, which has space to accommodate the NAHSL Archives.

PURPOSE

This Memorandum of Understanding sets forth the terms under which UMMS and NAHSL will partner for the secure and ongoing housing of the NAHSL Archives.

RESPONSIBILITIES OF UMMS

- UMMS agrees to house the NAHSL Archives for no fee effective from the date of this agreement and for an ongoing period of time.
- UMMS will keep the NAHSL Archives in a controlled and secure environment within the Lamar Soutter Library.
- UMMS will permit NAHSL Archives Committee members to access the contents of the Archive for no fee upon request.
- UMMS may include information about the NAHSL Archive in their online catalog and web presence.
- The NAHSL Archives may grow over time. If for this or any other reason UMMS is no longer able to accommodate the NAHSL Archives, written notice of 6 months will be provided to NAHSL.

RESPONSIBILITIES OF NAHSL

- NAHSL will transport the Archives to UMMS at their own expense.
- NAHSL will provide UMMS with a minimum of 2 weeks’ notice if NAHSL Archives Committee members require access to the collection.
- NAHSL will maintain the Finding Aid for their Archive and update it as new materials are incorporated into the collection.
- NAHSL will initiate a review of this Memorandum annually from the date of the agreement.
- If this agreement is terminated, NAHSL will transport the Archives to another site at their own expense.

CONTACT INFORMATION

UMMS: Library Director, Mary Piorun, Mary.Piorun@umassmed.edu, 508-856-2206

NAHSL: Archives Committee Chair, Rebecca Reznik-Zellen, reznikz@library.umass.edu, 413-545-673
Rebecca Reznik-Zellen
Date: 9-7-18

Mary Piorun
Date: 8-14-18
The new slate for CAHSL 2018-2019:
President: Marissa Gauthier
President-elect: Alyssa Grimshaw
Past President: Lisa Adriani
Treasurer: Donna Belcinski
Secretary: Kathleen Crea
Bylaws: Maryrose Keenan
Membership: Anne-Marie Kaminsky, Marissa Gauthier
Archives: Nicole Carmolingo Besseghir
Programming: Lindsay Barnett, Alexandria Brackett
Website: Lori Bradshaw

CAHSL hosted their annual luncheon meeting on June 15, 2018. Members participated in a round robin sharing best tips and tricks they learned at conferences or webinars in the last year. It was a great way to share with colleagues that missed conferences and led to a great discussion. CAHSL members We are planning to host another one next year!
2018-2019 Calendar of Events

Plan to Succeed: The Basics of Library Project Management
MLA Webinar + CE Credits
Friday, October 5th, 2018
11:30am
Quinnipiac University North Haven Campus

Join us for a group viewing of Plan to Succeed and earn CE credits! This webinar introduces you to the fundamentals of library project management so that you will be able to start any project with know-how and wisdom. The 90-minute webinar will be followed by an optional lively group discussion. Non-members welcome! As the cost of the webinar is covered by CAHSL membership dues, non-members will be asked to pay a $20 fee to help cover the cost of licensing the webinar for group viewing (MLA typically charges $25 per non-member). Bring your lunch – CAHSL will provide drinks and dessert!

De-Stress to Be Your Best! Winter Party
Friday, December 14th, 2018
11am
TBD

Join us for an afternoon of fun, food, and celebration at CAHSL’s annual winter party! The focus of the party will be reducing stress during this hectic time of year and will feature several activities to promote relaxation and mindfulness. Bring a book to participate in the Yankee Swap! Non-members welcome – bring your colleagues!

Guest Lecture: Topics in Healthcare and Information Delivery
Friday, February 22nd, 2019
11am
TBD

A local speaker will discuss a topic related to healthcare provision and public health in Connecticut. Speaker TBA. The lecture will be followed by a catered pizza lunch.

Annual CAHSL Luncheon
Friday, June 21st, 2019
11-11:30am: Executive Board Meeting
11:30-12:30pm: General Meeting
12:30-1:30pm: Lunch
TBD

Join us for a fun and informative luncheon and get to know your colleagues! Share your conference experiences and tell us what you have learned throughout the year.

Visit us at https://mehsi.libguides.com/cahsl to learn more!
NAHSL Chair-elect report
September 12, 2018

Three items have been created:
- A memorandum of understanding (MOU) between NAHSL, as represented by the Executive Board, and the Conference Planning Committee
- A page on the NAHSL website for information and knowledge management related to conference planning
- A progress chart for the strategic plan

Respectfully submitted,

Jeannine Cyr Gluck
NAHSL Chair-elect
1. Chapter Award Grants:
   a. Request for all reps to check the currency of Chapter Awards that are found on this MLA page [https://www.mlanet.org/p/cm/ld/fid=511](https://www.mlanet.org/p/cm/ld/fid=511) – this is how it currently looks

   ![North Atlantic Health Sciences Libraries, Inc. (NAHSL)](image)

   b. While nothing has changed per se, JUB & DMK has suggestions that were enacted on the NAHSL website by Gary Atwood. Amongst other things, the term “award” was replaced with “scholarship”. Final edits are live: [http://nahsl.libguides.com/NAHSL/ProfessionalDevelopment](http://nahsl.libguides.com/NAHSL/ProfessionalDevelopment)

   For the Report below is what was amended:

   Changes for North Atlantic Health Sciences Libraries, Inc (NAHSL)

   - Delete NAHSL Professional Development Awards section
   - ADD
     - NAHSL Annual Meeting Scholarship
     - URL - [https://nahsl.libguides.com/NAHSL/NAHSLAnnualMeetingScholarship](https://nahsl.libguides.com/NAHSL/NAHSLAnnualMeetingScholarship)
     - Amount: $225.00
     - Eligibility:
       - Applicants must be current members of NAHSL and have paid their dues by the application award deadline but no later than March 15 of the current year (whichever comes first). New members of NAHSL who join at mid-year (due to change of job, moving into the area, etc.) will be eligible for award opportunities.
       - Applicants are eligible for multiple awards in a single calendar year as long as the total award amount does not exceed $1,000.
       - Applicants must submit their application by the deadline. The Committee will not make exceptions for late applications.
     - Description:
       - The NAHSL Annual Meeting scholarship is intended to provide support for members to attend the NAHSL Annual Meeting. Awards may cover some fees associated with the NASHL annual meeting including registration, continuing education, and travel.
   - ADD
     - MLA Annual Meeting Scholarship
URL - https://nahsl.libguides.com/NAHSL/MLAScholarship
Amount: $700.00
Eligibility:
  ▪ Applicants must be a current members of NAHSL and have paid their dues by the application award deadline but no later than March 15 of the current year (whichever comes first). New members of NAHSL who join at mid-year (due to change of job, moving into the area, etc.) will be eligible for award opportunities.
  ▪ Applicants are eligible for multiple awards in a single calendar year as long as the total award amount does not exceed $1,000.
  ▪ Applicants must submit their application by the deadline. The Committee will not make exceptions for late applications.
Description:
  ▪ The MLA Annual Meeting scholarship is intended to provide support for members to attend the MLA Annual Meeting. Awards may cover any fees associated with the MLA annual meeting including registration, hotel fees, continuing education and travel.

ADD
- Professional Meeting Scholarship
  URL - https://nahsl.libguides.com/NAHSL/professional_meeting_scholarship
  Amount: $250.00
  Eligibility:
    ▪ Applicants must be a current members of NAHSL and have paid their dues by the application award deadline but no later than March 15 of the current year (whichever comes first). New members of NAHSL who join at mid-year (due to change of job, moving into the area, etc.) will be eligible for award opportunities.
    ▪ Applicants are eligible for multiple awards in a single calendar year as long as the total award amount does not exceed $1,000.
    ▪ Applicants must submit their application by the deadline. The Committee will not make exceptions for late applications.
  Description:
    ▪ The purpose of this award is to provide NAHSL members with the opportunity to expand their professional expertise by attending conferences outside of the medical library realm. Examples of such meetings include but are not limited to those with a focus on technology or teaching. Awards may cover any fees associated with the meeting or course, including registration, hotel fees, continuing education and travel.

UPDATE
- NAHSL Technology Grant to read “Jay Daly Technology Grant“
  Eligibility to include:
    ▪ Applicant must be a current member of NAHSL (membership will be verified by Membership Chair).
    ▪ Technology grants are available for
      - new or expanded technology-related projects and necessary training;
      - hardware/software as part of a new or expanded service;
      - site visits to assess services at another location, including related travel expenses;
      - promotion of a new or expanded technology service.

Respectfully Submitted September 21, 2018
Janene Batten (Chapter Council chair)
Dina McKelvy (trusty, hardworking, alternate)
Memorandum of understanding
North Atlantic Health Sciences Libraries (NAHSL)
and Conference Planning Committee (CPC)

NAHSL as an organization, represented by its Executive Board (EB), is responsible for:
- Appointing CPC Chair in a timely manner, generally two years prior to conference.
- Reviewing contract with venue before CPC Chair signs.
- Assuming financial responsibilities outlined in contract with hotel and/or other entities. 
  CPC Chair signs on behalf of NAHSL and assumes no personal liability.
- Carrying liability insurance to cover accidental injuries at conference.
- Retaining services of professional conference planner, who will assist planners of multi-
  day conferences.
- Providing tax-exemption documentation to CPC Chair as needed.
- Maintaining subscription to online financial platforms such as Wild Apricot and PayPal, 
  and to checking account and/or credit card, to facilitate income and payments.
- Covering expenses for conference in advance of expected conference income, or to 
  cover shortfall.
- Sending checks to creditors promptly.
- Providing assistance and advice to CPC as needed, including but not limited to:
  - Development of budget
  - Forecasting of attendance
- Assisting with the recruitment of members of CPC, if asked to do so.
- Appointing an Education Chair, whose committee will coordinate CE courses to be held 
  at conference, in cooperation with CPC.
- Planning and conducting Business Meeting portion of conference (NAHSL Chair).
- Approving site selection for conference (NAHSL Chair-elect).
- Acting as as ex-officio member of CPC (NAHSL Chair/Chair-elect).

CPC Chair and committee are responsible for:
- Working with NAHSL Chair to select a Deputy Chair of CPC, who will attend CPC 
  meetings and step in when and if CPC Chair cannot complete term or encounters other 
  difficulties. CPC Chair will notify NAHSL Chair promptly of changes in personal 
  circumstances which would affect ability to continue in position.
- Maintaining open and frequent communication with EB; attending all EB meetings or 
  sending a substitute if unable to attend.
- Planning a cost-effective conference, with potential to generate a profit for NAHSL in the 
  absence of unforeseen circumstances.
- Developing a realistic budget in cooperation with Executive Board. Expenses more than 
  15% over budget must be approved by NAHSL EB.
• Choosing a venue for conference that balances price (both to NAHSL and attendees) and a location that will be convenient and attractive to attendees.
• Balancing in-person and conference call meetings of committee. Mileage reimbursement is available for in-person meetings.
• Utilizing only institutional accounts approved by the NAHSL Executive Board to conduct CPC business and communication, and seeking the advice of the Technology Support Committee Chair for all online accounts.
• Utilizing and contributing to conference planning page on NAHSL website.
• Working with professional conference planner provided by NAHSL, if planning multi-day conference.
• Submitting all requests for payment to NAHSL Treasurer promptly.
• Including on the CPC some members with previous conference planning experience.
• Including NAHSL Chair-elect (in first year of planning) and NAHSL Chair (in second year of planning) as ex-officio member, and including that person on all communications.
• Obtaining all contracts/service agreements related to the conference in writing.
• Working with NAHSL Treasurer following conference to reconcile all expenses and income.
• Other duties as outlined in NAHSL Handbook.

NAHSL Chair: ____________________________
(name) ____________________________
(date)

CPC Chair: ____________________________
(name) ____________________________
(date)

DRAFT
Call for Volunteers: Volunteers are needed for the following areas:

1. Day-of table staffing for registration, hospitality, and scholarship
2. Speaker escorts for Manoush Zomorodi and Paul LeBlanc
3. Speaker transportation

Link to volunteer sheet: https://docs.google.com/spreadsheets/d/17X7AmrMMWTMElMm7TwiquDK7MS0FQwK6kSo7_ZGjXkA/edit?usp=sharing

Schedule and Programming: We extended the proposal submission deadline and jumped from 2 proposals to a total of 25 proposal submissions. After a blind review by the programming committee, we were able to accept all submissions totaling 8 posters, 11 lightning talks, 5 contributed papers, and 1 innovation pitch. I am thrilled to say that we have some excellent and interesting presentations this year. Proposal acceptance letters went out Monday, September 18th. We sent follow-up emails with important details about the presentations, and reminders to register for the conference, as soon as we received confirmations from the presenters.

This year, the two breakout sessions will include one room with lightning talks and another room for informal conversations. The informal conversation in the first breakout session covers the topic of group licensing for hospital libraries. The second breakout session is an informational session about the Northern New England Clinical and Translational Research Network.

Our speakers, Paul LeBlanc and Manoush Zomorodi, and our MLA Representative, Julia Esparza, have all confirmed their attendance. MLA will cover Julia Esparza's airplane travel expenses and NAHSL will cover her registration cost, hotel accommodations, and transportation to and from the airport. Programming is working on booking accommodations and necessary transportation for Manoush and Julia.

The program has been updated to reflect the presentations and will be changed on the website once things have been finalized. Additionally, we have made some last minute room changes to allow for more vendors to exhibit at the conference.

Conference Proceedings: Lisa Palmer of UMASS organized a BePress virtual meeting to cover NAHSL proceedings training on Monday, September 24th. Lisa created an editor form as well as an author form based on the proceedings template we provided. In the next few weeks, the forms will
be finalized and instructions to authors who are interested in submitting conference proceedings will be sent out.

**Website & Marketing:** The Chair of Marketing is sending frequent emails to listservs and sharing tweets promoting the conference. At the suggestions of some wonderfully creative committee members, the emails include top reasons why you should attend NAHSL 2018, reminders to register for the conference, and reminders to book a hotel. The website is updated frequently to reflect changes. We are currently finalizing and adding details to the conference program, which will be reflected on the website.

**Hotel:** The hotel has officially been rebranded as the DoubleTree by Hilton Manchester Downtown and renovations have been completed. Thanks to the hard work of our hotel liaison, Ashley Duguay, we made some last minute changes to the rooms, but menus and room locations are now finalized for the conference.

Signs this year will be mostly electronic. The hotel has computer monitors outside each of the rooms to display the name and description of the event during the conference.

Room booking numbers so far are low. We currently have 94 available rooms out of a total of 155 for Saturday through Monday night.

Alice Stokes, chair of registration, has sent reminders to book a hotel room to those who have already registered for the conference. She has also updated the conference registration confirmation email to include a reminder to book hotel rooms. We expect that numbers should increase as we get closer to the conference and as people receive their proposal acceptance letters.

![Table Image]

We have booked a room to host the handoff luncheon for the 2018 and 2019 committee members. Evites will be sent out soon to get a headcount.
**Continuing Education:** Continuing Education will be located in Dartmouth and Frost on Sunday, October 28th. The following courses will be offered:
1. How Searches Fail by Jeannine Gluck (10:00-12:00PM)
2. Institutional Repositories for Hospitals and Health Systems by Ellen Brassil & Dina McKelvy (10:00-12:00PM)
3. Keeping up, Keeping Track and Keeping Things Found: Personal Information Management for Librarians by Laura Haines (1:00-5:00PM)

**Sponsorship:** The sponsorship committee reports that they have a total of $9,550 dedicated just from libraries. The committee sent out a call to vendors and are hoping that vendors will contribute in the next few weeks.

**Scholarship:** The scholarship committee has been sending out monthly reminders for scholarship donations to the NAHSL listservs, library directors, CAHSL, ARHISL, MAHSLIN, ME, NH, and VT groups. For the regional groups, the committee is requesting that they contribute to building regionally themed baskets—a Green mountain basket for VT and a White Mountain Basket for NH. The scholarship committee plans to reach out to local Manchester businesses to donate gift cards to the scholarship table.

This year, the scholarship committee is setting up a 60/40 raffle (reflecting the 60th anniversary) to encourage attendees to participate.

**Registration:** As of Tuesday, September 18th, we had 43 people register for the conference. Registration will likely pick up between now and the conference. Marketing has been pushing registration and programming has been reminding presenters to register in order to present. The deadline for early bird registration is October 6th.

**Budget:** With the help of NAHSL’s Treasurer, we were able to polish up the budget spreadsheet. We are currently still trying to keep up with updates and the budget does not yet reflect the correct amount of collected revenue. Expenditures will become more clear as speakers finalize transportation details. With the estimated 31 vendors, we will be close to the 2016 numbers for vendor revenue. The sponsorship and registration sections are still works in progress.

**Hospitality:** The New Member Reception on Sunday, October 28th will be at the Millyard Museum where we will also host the Welcome Reception. Members of the Executive Board are highly encouraged to attend the New Member Reception as we hope to facilitate a meet and greet and Q&A session. The hospitality committee will invite new members from the 2017 NAHSL conference to attend this event since there was no time to hold a reception during the 1-day conference.

Hospitality has secured a Goffstown schoolbus (roughly 22 seats) to transport attendees to the Millyard Museum. Since the museum is a few blocks away from the conference center, most individuals should be able to walk over. However, the bus will provide a good option for those who want to ride over, and in case there is bad weather.
As conference favors, the hospitality committee has ordered Badger Balm products. Badger Balm is a local NH company that specializes in certified organic skin care products.

This year’s banquet has a groovy 60’s theme, which plays off of NAHSL’s 60th anniversary. There will be an ice cream bar, a DJ, a photobooth, and groovy décor. Please dress up in your favorite 60’s styled clothes or any party clothes to prepare for the occasion!

**Vendors:** The number of exhibitors has picked up significantly thanks to the work of our exhibits chair. We currently have 31 vendors registered. We moved the vendors to a larger space (The Armory) to ensure that we could hold over 25. There are currently 10-11 exhibitor lightning rounds scheduled at 7:00-8:30 AM on Monday, October 29th.

**Diversity and Inclusion Statement:** After several rounds of feedback from the 2018 NAHSL CPC and the Executive Board, the final version of the Code of Conduct is complete and available on the conference website: [https://www.nahsl2018.com/code-of-conduct.html](https://www.nahsl2018.com/code-of-conduct.html). We are working to determine if we will enlist hotel security in the event that we need additional help enforcing the code of conduct.

Respectively submitted by,
Eugenia Liu
NAHSL 2018 Conference Chair
Programming Co-Chair

-----------------------------
Assistant Professor; Health and Human Services Librarian
University of New Hampshire, Durham, NH
Meredith worked with Bette Bissonnette on her points index to make sure all her non-medical library work was counted.

Meredith spoke with Alexandria Bracket of Yale about professional development recommendations to use on her AHIP application.

Meredith worked with Chelsea Delnero on submitting IPR forms for courses she took not credentialed by MLA but related to her job and librarianship in other ways.

MLA is always looking for AHIP mentors, please make sure you update your MLA member profile. Contact Meredith if you have questions on how to do this.

Respectfully submitted,

Meredith Solomon, MLS, AHIP
NAHSL Credentialing Liaison
Maine Special Interest Group of NAHSL:

- Dina McKelvy as Chair of HSLIC is heading up the pilot project of the Special Interest Group (SIG) of NAHSL.
- Dina surveyed the HSLIC membership recently about involvement with NAHSL and other things, and will report findings at the Board meeting.
- Dina will present info on the pilot project at the NAHSL Business meeting on October 30, 2018.
- HSLIC will meet November 16, 2018 to review the pilot and determine next steps.

Maine happenings:

- Several current and retired members attended the Maine Hospital Association Summer Forum Conference - Twenty-Eighth Annual Allied Professional Societies Recognition Luncheon on June 21 at the Samoset in Rockport, ME (Dina McKelvy, Beth Dyer, Janet Cowen, Patty Kahn) where Beth was awarded the Eleanor C. Cairns Distinguished Librarian Award.
- The Maine State Library (MSL) changed their contractor for statewide databases from EBSCO to Gale. The name of the digital library changed from MARVEL! to Digital Maine Library and the website redesigned: https://library.digitalmaine.org/.
- One result of the change is that EBSCO MEDLINE was dropped. Some Maine academic librarians familiar with EBSCO Medline and not PubMed requested training from the state. MSL staffer Deb Clark coordinated webinars with NNLM NER librarian Margot Malachowski for them.
- Margot is working on focused outreach to Penobscot County, Maine this year.
- The library director at Jackson Laboratory is retiring October 5th (Doug MacBeth) and if interested in sending a card and need an address, please contact Beth or Dina.
- Portland Public Library is seeking a full-time Health & Literacy Librarian. FMI see https://www.portlandlibrary.com/employment/. Portland is Maine’s largest city and a great place to live and work. It has received many accolades lately; most recently named Bon Appetit’s Restaurant City of the Year.
- HSLIC will donate a Maine basket to the scholarship raffle.

Respectfully submitted by Beth Dyer, University of New England
9/20/18
NAHSL Marketing Committee Report
September 21, 2018

New Member Recruitment
NAHSL Marketing Video
Recorded slides with music and includes invite to 2018 Conference.
Will coordinate with the Technology Committee to upload the video to YouTube.

Postcard
Postcard created and ready for printing when funds are available.

Highlight Reel
Highlight Reel in the works. Currently there are 12 slides including a welcome to Maine HSLIC.
A request for more highlights was sent out on 9/19/18.

Marketing Committee Chair
I want to thank the NAHSL Executive Board for the opportunity to have served at the Marketing Chair for the last year.
I have enjoyed working with the Marketing Committee to increase NAHSL’s visibility to current and potential members.
However, I will need to step down as Marketing Committee Chair after the 2018 Conference in October.
Thank you again for this experience.

Respectfully Submitted,
Jessie Casella, MLIS, AHIP
# NAHSL Membership Committee Reports
## January 1, 2018 through September 21, 2018

<table>
<thead>
<tr>
<th>Members</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Members ($50.00)</td>
<td>139</td>
</tr>
<tr>
<td>Retired Members ($25.00)</td>
<td>8</td>
</tr>
<tr>
<td>Student Members (Free)</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Members</strong></td>
<td><strong>149</strong></td>
</tr>
</tbody>
</table>

| **New Members from Total** (New member is defined as: brand new, returning after a long absence; or a student who changed levels to Regular Member; HSLIC members) | **30** |

## Payment Options

<table>
<thead>
<tr>
<th>Option</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>PayPal</td>
<td>94</td>
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<tr>
<td>Personal Check</td>
<td>18</td>
</tr>
<tr>
<td>Institutional Check</td>
<td>35</td>
</tr>
<tr>
<td><strong>Total Number of Paid members</strong></td>
<td><strong>147</strong></td>
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</table>

## States according to paid members

<table>
<thead>
<tr>
<th>State/Province</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CT</td>
<td>36</td>
</tr>
<tr>
<td>MA</td>
<td>59</td>
</tr>
<tr>
<td>ME</td>
<td>21</td>
</tr>
<tr>
<td>NH</td>
<td>8</td>
</tr>
<tr>
<td>NY</td>
<td>3</td>
</tr>
<tr>
<td>RI</td>
<td>9</td>
</tr>
<tr>
<td>VT</td>
<td>12</td>
</tr>
<tr>
<td>CANADA</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total States/Country</strong></td>
<td><strong>8</strong></td>
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</table>

## MLA STATUS

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>MLA Individual</td>
<td>104</td>
</tr>
<tr>
<td>MLA Institutional</td>
<td>14</td>
</tr>
<tr>
<td>MLA Dual</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Members with MLA STATUS</strong></td>
<td><strong>120</strong></td>
</tr>
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</table>

## AHIP Members

<table>
<thead>
<tr>
<th>Status</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Provisional Member</td>
<td>4</td>
</tr>
<tr>
<td>Member</td>
<td>2</td>
</tr>
<tr>
<td>Senior Member</td>
<td>11</td>
</tr>
<tr>
<td>Distinguished Member</td>
<td>19</td>
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<tr>
<td>Emeritus Member</td>
<td>1</td>
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<tr>
<td><strong>Total AHIP Members</strong></td>
<td><strong>38</strong></td>
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<tr>
<td>Type of Library</td>
<td>Members</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Academic (Undergrad/Grad)</td>
<td>30</td>
</tr>
<tr>
<td>Academic Medical Center (School and Hospital)</td>
<td>45</td>
</tr>
<tr>
<td>Community College (2 year/Certificate)</td>
<td>8</td>
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<tr>
<td>Consumer Health</td>
<td>1</td>
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<tr>
<td>Corporate</td>
<td>4</td>
</tr>
<tr>
<td>1=Pharmacy</td>
<td></td>
</tr>
<tr>
<td>1= Jackson Labs</td>
<td></td>
</tr>
<tr>
<td>1= Publisher (McGraw Hill Education)</td>
<td></td>
</tr>
<tr>
<td>Government (State, Federal/VA)</td>
<td>3</td>
</tr>
<tr>
<td>Hospital</td>
<td>45</td>
</tr>
<tr>
<td>Public</td>
<td>1*</td>
</tr>
<tr>
<td>Other</td>
<td>3</td>
</tr>
<tr>
<td>1= Non-profit Research Institution;</td>
<td></td>
</tr>
<tr>
<td>1= Non-profit, funded by state but not a state agency.</td>
<td></td>
</tr>
<tr>
<td>1=NEJM</td>
<td></td>
</tr>
<tr>
<td>Combination</td>
<td>1</td>
</tr>
<tr>
<td>Academic Medical Center &amp; Consumer Health</td>
<td></td>
</tr>
<tr>
<td>TOTAL MEMBERS</td>
<td>141</td>
</tr>
</tbody>
</table>

*A retired member is working part time at a public library.*

*Stats as of September 20, 2018*
Respectfully submitted by Valori Ann Banfi, Membership
1. Five southern NH members of NAHSL gathered for a collegial lunch and information share on September 14th. Many thanks to Karen Goodman for organizing the event, which was held at the Common Man restaurant in Concord, NH, and which gave us some time to informally reconnect and support each other. News coming from that meeting included:

   - Elanor Pickens at HCA Portsmouth & HCA Parkland is now working primarily from home. After submitting her resignation, her administration asked what they could do to keep her, and the result was greater flexibility for her in her role.
   - Gayle Tudisco at Exeter Hospital has lost the remainder of her physical library space (the collection was already almost entirely virtual) and is now located in an offsite office that is down the road from the hospital.
   - Maureen Dunn at Concord Hospital has lost more library space to medical group management. She is moving into a cubby office that is at least still inside the library itself.
   - We have heard from clinicians at Wentworth-Douglass in Dover, NH that the library has no journal access anymore; the only resource being provided is UpToDate. There does not appear to be any movement to reinstate the librarian position.

Respectfully submitted,

Maureen Dunn
NH/VT Liaison to NAHSL
Past Chair Report

NAHSL Board Meeting 9/21/2018

The slate of officers for election 2018-19 has been drafted as follows:

Chair Elect: Beth Dyer
Secretary: Rebecca Morin
Chapter Council Rep: Alexandria Brackett
Chapter Council Alternate: Holly Nardini
Nominee to the MLA Nominating Committee: Debbie Berlanstein

Respectfully submitted,

Debbie Berlanstein
Professional Development Committee: Quarterly Report

September 21, 2018

Summary of Activity

I volunteered to chair the Professional Development Committee in July 2018. Since that time, I have been working to familiarize myself with the committee’s policies and procedures. Many thanks to committee members Jessie Casella and Eric Albright for their amazing support and assistance during this time of transition. I’d also like to thank Melanie Norton, Rachel Lerner, and Ellen Brassil for their support and assistance as well.

Most of our activity this quarter has focused on publicizing the availability of the NAHSL Annual Meeting Scholarship and processing applications. We are also making preparations to send out calls for the Jay Daly Award and the Professional Meeting Scholarship Award.

Summary of Awards

**MLA Annual Meeting Scholarship:** No new activity.
Budget: $6,200.00
Awarded: $2,899.00
Remaining: $3,301.00

**Professional Meeting Scholarship (aka Quarterly Award):** No scholarships awarded in the last quarter due to turnover in the chair. The committee is currently planning to send out a call for applications for the next quarter.
Budget: $1,000.00
Awarded: $0.00
Remaining: $1,000.00
**Jay Daly Technology Award:** No awards granted in the last quarter due to turnover in the chair. The committee is currently planning to send out a call for applications.

Budget: $2,000.00  
*Awarded: $518.54  
Remaining: $2,000.00

*This award is awarded one year and typically paid out the next year. This $518.54 was paid out of last year’s Jay Daly allocation.*

**NAHSL Annual Meeting Scholarship:** The committee, in consultation with Rachel Lerner and Ellen Brassil, agreed to fund 16 awards in the amount of $225.00 per award for this year’s annual conference. This amount will cover the cost of registration. A call for applications was distributed via the NAHSL list on July 27th and a reminder was sent out on September 4th. We received nine applications and the committee members are currently reviewing them.

Budgeted: $3,750.00  
Awarded: $1,950.00 (estimated)  
Remaining: $1,800.00 (estimated)

Respectfully submitted,  
Gary S. Atwood, Professional Development Committee Chair
ABOUT NAHSL

**Special Interest Groups (SIGs)**

1. **SIG defined:** Special Interest Groups (SIGs) provide a forum for NAHSL members with unique interests to identify and network with others with similar interests without having to fulfill the governance requirements of an independent organization.

2. **Establishment:** A SIG may be established by submitting a brief “Statement of Purpose” for approval by the NAHSL board. A Statement of Purpose should include the name of the convener, the topic or issue that unites the SIG, the proposed name of the SIG, any anticipated activities of the SIG, and the names of members who have expressed interest. The board may call upon the convener to clarify or modify the statement if necessary.

3. **Membership:** The SIG will be comprised of current NAHSL members interested in the group’s stated purpose. SIGs agree to be inclusive of all interested NAHSL members. SIGs will not charge any fees for membership.

4. **Governance:** The SIG does not have formal governance structure and cannot act independently of the NAHSL board. SIGs will not establish budgets, collect fees or incur expenses independent of the NAHSL board. If the group would like to be actively represented on the NAHSL board, they may request this from the NAHSL chair. The NAHSL chair will work with the SIG to appoint a liaison as a non-voting member of the board. If the SIG is state-specific, the state representative, a voting member of the Executive Board, acts as the SIG liaison.

4. **Benefits:** SIG members may benefit from membership in various ways: separate listserv, more extensive expertise on a specific topic or area of interest, social/professional networking.

5. **Dissolution:** The SIG may disband by notifying the NAHSL board. A SIG which has been inactive (without members) for 3 years will be considered disbanded.
### NAHSL Strategic Plan Progress Tracker

Objectives worded briefly. For detail, see Strategic Plan. Add new content to list as subsequent SP’s developed.

#### Objectives with firm dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Objective</th>
<th>Responsible party</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>in progress--draft to be presented to EB Sept. 2018</strong></td>
<td>Develop a memorandum of understanding between Executive Board and each successive CPC Chair.</td>
<td>Drafted by E. Brassil, J. Gluck, others</td>
</tr>
<tr>
<td>Oct 2018</td>
<td>Develop a memorandum of understanding between Executive Board and each successive CPC Chair.</td>
<td>Drafted by E. Brassil, J. Gluck, others</td>
</tr>
<tr>
<td>Oct. 2018</td>
<td>Designate the current state representatives as members of the Membership Committee.</td>
<td>Voting at Business Meeting</td>
</tr>
<tr>
<td>Oct. 2018</td>
<td>Create dues category for unemployed members.</td>
<td>Voting at Business Meeting</td>
</tr>
<tr>
<td>Oct-Dec. 2018</td>
<td>Evaluate workability of transformation of Maine state group to SIG</td>
<td>Voting at Business Meeting</td>
</tr>
<tr>
<td>Aug. 27, 2018</td>
<td>Create enduring conference page</td>
<td>EB, membership</td>
</tr>
<tr>
<td>Dec 2018</td>
<td>Alter the handbook to reflect the responsibilities of the Chair-elect</td>
<td>Bylaws</td>
</tr>
<tr>
<td>Dec 2018</td>
<td>Alter the handbook to reflect the responsibilities of the State Representatives</td>
<td>Bylaws</td>
</tr>
<tr>
<td>Nov. 2019</td>
<td>Monitor cost-effectiveness of, and member satisfaction with, alternating one and 2.5 day conferences</td>
<td>EB, membership</td>
</tr>
<tr>
<td>Dec. 2019</td>
<td>Collaborate with related organizations to provide interprofessional education.</td>
<td>Education Committee</td>
</tr>
</tbody>
</table>

#### No firm dates

<table>
<thead>
<tr>
<th>in progress</th>
<th>Initiate and maintain a progress scorecard</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Increase engagement in scholarship opportunities for conference attendance and other professional development.</td>
</tr>
<tr>
<td></td>
<td>Explore the development of a mechanism to subsidize the cost of initial AHIP certification for members.</td>
</tr>
</tbody>
</table>
Explore development of a mentorship program within NAHSL.

Develop a mechanism for filling vacancies on Executive Board.

Increase transparency of, and solicit member input on Executive Board activities.
Post annual budget breakdown to Libguides site.
Distribute a quarterly report to membership
Solicit member input regarding strategic plan.
Disseminate and share formal updates of NAHSL activity
Communicate knowledge gained by conference planning committees
Annual strategic plan

Ongoing

Offer educational programs that recognize...
Lend NAHSL’s voice to pressing issues important to members.
Promote and protect accessibility to clinical information and scholarly communication.
Support and promote best practices by identifying and sharing accomplishments of members.
Since the last Executive Board Meeting, the NAHSL Technology Support Committee has been supporting the technology behind NAHSL, as well as:

- The draft of best practices for managing the NAHSL LibGuide accounts circulated at the last meeting was approved by the state web administrators and has now been added to the new Web Administrators Handbook on the NAHSL libguides.
- The Chair and committee members of the Technology Support Committee completed web accessibility updates on par with the suggestions made at the previous meeting:
  - Ensure all links are using descriptive text (not “click here”) (done)
  - Box headings and links not enough contrast with background - make blue darker for box headings, tabs, and links (done - see example in Sandbox guide)
  - All images need alt text (done)
  - Remove table formatting of executive board page (done)
  - Option of tabs or no tabs (Tess recommends no tabs but both are currently shown on the executive board page)
  - Added hidden box on how to edit the page to maintain formatting
  - Align text to the left for lists (easier for scanning) (done)
  - Remove excess html (remove using formatting tool) (done)
  - Reminder: paste using Word clipboard
  - Remove large blocks of colored text (use bold instead - sparingly) (done)
  - Bold and italicize sparingly - not whole sentences (done)
The NAHSL TSC investigated and tested moving the blog to libguides and recommends moving forward with the move.

- The testing consisted of copying some of the blog posts to the new site and testing the email and twitter integration - all work well
- The move would consist of:
  - Archiving all the wordpress blog posts
  - Copying all the posts from the last 365 days onto the new site
  - Cannot add redirect to wordpress site but will add post about the move to Wordpress site
  - Will also change Wordpress blog visibility to hidden, will be publicly accessible but not indexed by search engines
  - Will add all blog followers to new libguide blog and removing editing privileges for everyone on the Wordpress site
- How does everyone feel about adding the member list to the blog distribution list?

Other website updates:
- Degrees added to Executive board page. Still missing William Anger's

Respectfully submitted,

Tess Grynoch, Chair, Technology Support Committee

Lisa Adriani, Member at Large                          Matthew Noe, Member at Large
Len Levin, Member at Large                             Erin Wentz, Member at Large
Account Balances:

Account Balances – 9/20/18

<table>
<thead>
<tr>
<th>Account</th>
<th>Posted</th>
<th>Actual</th>
</tr>
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<tbody>
<tr>
<td>PayPal</td>
<td>$15,344.96</td>
<td>$15,344.96</td>
</tr>
<tr>
<td>Checking</td>
<td>$69,433.15</td>
<td>$61,919.15</td>
</tr>
<tr>
<td>Savings</td>
<td>$27,019.57</td>
<td>$27,019.57</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$111,797.68</strong></td>
<td><strong>$104,283.68</strong></td>
</tr>
</tbody>
</table>

- **NEWS:**
  - Working with CPC’19 to monitor budget and income.
  - Continuing to attempt to get the PayPal credit card payment functionality in place. It will be tight, but I am optimistic.
  - We have a lot of cash at the moment, but I am about to start paying out for the conference, so this will not last long.
  - It is time to start thinking about budget allocations for next year. Did we like the process that took place for FY’18? Should I use past years to determine a starting point, or would ppl like to submit numbers to be considered?

- **Current Budget to Actuals**

<table>
<thead>
<tr>
<th>EXPENSE</th>
<th>ACTUALS '18</th>
<th>BUDGET '18</th>
</tr>
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<tbody>
<tr>
<td>Annual Conference 2018</td>
<td>8,519.95</td>
<td>58,020.00</td>
</tr>
<tr>
<td>Annual Conference 2019</td>
<td>1,817.33</td>
<td>3,000.00</td>
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<tr>
<td>Archives Expense</td>
<td>126.00</td>
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<td>Chapter Council Expense</td>
<td>0.00</td>
<td>300.00</td>
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<tr>
<td>Continuing Education Expense</td>
<td>0.00</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Contributions &amp; Donations</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Executive Board Expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.) Food</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>b.) Travel</td>
<td>506.96</td>
<td>2,000.00</td>
</tr>
<tr>
<td>c.) Other (Incorporation, Insurance, etc.)</td>
<td>565.93</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Government Relations</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Marketing Expense</td>
<td>523.19</td>
<td>500.00</td>
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Treasurer’s Report

21 September 2018
Rachel Lerner

<table>
<thead>
<tr>
<th>Membership Expense</th>
<th>0.00</th>
<th>50.00</th>
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<tbody>
<tr>
<td>NAHSL Narratives</td>
<td>0.00</td>
<td>900.00</td>
</tr>
<tr>
<td>Office Expense</td>
<td>0.00</td>
<td>100.00</td>
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**Professional Development Expense**

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<tr>
<th>Item</th>
<th>Actuals '18</th>
<th>Estimate '18</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.) Awards: MLA Conference</td>
<td>2,899.00</td>
<td>6,200.00</td>
</tr>
<tr>
<td>b.) Awards: NAHSL Annual Meeting</td>
<td>0.00</td>
<td>3,750.00</td>
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<tr>
<td>c.) Scholarship Table Expense</td>
<td>0.00</td>
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</tr>
<tr>
<td>d.) Quarterly Grant</td>
<td>0.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>e.) Other expenses</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>f.) Research Institute</td>
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**Technology Expense**

<table>
<thead>
<tr>
<th>Item</th>
<th>Actuals '18</th>
<th>Estimate '18</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.) Springshare/Liguides</td>
<td>0.00</td>
<td>2,065.00</td>
</tr>
<tr>
<td>b.) Wild Apricot</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>c.) SurveyMonkey</td>
<td>0.00</td>
<td>250.00</td>
</tr>
<tr>
<td>d.) Other expenses</td>
<td>0.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>

**Innovation Grant (Jay Daly)**

| Innovation Grant (Jay Daly)                    | 518.54      | 2,000.00     |

**PayPal Fees**

| PayPal Fees                                    | 1,450.00    |              |

**Treasury Expense**

| Treasury Expense                               | 0.00        | 100.00       |

**Expense SUBTOTALS**

| Expense SUBTOTALS                              | 15,476.90   | 88,885.00    |

- Current Projected Income (transactions from Wild Apricot – includes unpaid invoices)

<table>
<thead>
<tr>
<th>INCOME</th>
<th>Actuals '18</th>
<th>Estimate '18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Conference</td>
<td>41,230.00</td>
<td>64,170.83</td>
</tr>
<tr>
<td>Bank Interest</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Continuing Education Income</td>
<td>775.00</td>
<td>600.00</td>
</tr>
<tr>
<td>Marketing Income</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Membership Income</td>
<td>7,200.00</td>
<td>6,600.00</td>
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<tr>
<td>NAHSL Narratives</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>PD Income (Scholarship Table)</td>
<td>0.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Income SUBTOTALS</td>
<td>49,205.00</td>
<td>72,370.83</td>
</tr>
</tbody>
</table>

**Budget-to-Actuals TOTALS**

| Budget-to-Actuals TOTALS                        | 33,728.10   | -16,514.17   |

<table>
<thead>
<tr>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
<th>Total (invoices)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Amount 1</td>
<td>Amount 2</td>
<td>Amount 3</td>
<td>Amount 4</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Membership</td>
<td>6,900</td>
<td>150</td>
<td>150</td>
<td>0</td>
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<tr>
<td>CE</td>
<td>0</td>
<td>0</td>
<td>775</td>
<td>0</td>
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<tr>
<td>Conference Registration</td>
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<td>10,170</td>
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<td>Sponsorship</td>
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<td>9,550</td>
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<tr>
<td>Exhibitors</td>
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<td>8,270</td>
<td>13,240</td>
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</tr>
<tr>
<td>Scholarship Table</td>
<td>6,900</td>
<td>8,420</td>
<td>33,885</td>
<td>0</td>
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</tbody>
</table>