The February 14, 1989, meeting of the Executive Committee of the Colorado Council of Medical Librarians was held in the Waring Room of Denison Memorial Library with Charles Bandy presiding. The meeting began at 11:05 a.m.

Members in attendance:
Charles Bandy
Vicki Milam
Pat Byler
Lisa Traditi
Jenny Garcia
BJ Croall

EDUCATION COORDINATOR
After distributing a revised Executive Committee List and Meeting Schedule to those present, Charles announced that Peggy Edwards has resigned as Education Coordinator. After briefly expressing doubt as to CCML's need for an education coordinator, Charles suggested that we try to develop a job description for this position. In past years, the coordinator has kept members apprised of educational opportunities, identified types of courses members feel are needed, and co-operated with other organizations in sponsoring classes. Vicki suggested that with the new MLA credentialing requirements, an education coordinator could play an important role in helping the members interpret and fulfill the new requirements.

It was suggested that we poll the membership to determine the role that they would like to see the Education Coordinator fulfill. Should the Coordinator be responsible to keeping MLA apprised of CCML activities, officers names, committee members names, etc.? Vicki asked that we consider the need for an Archivist, in the future, who could pull references to individuals activities with CCML from our files.

Convinced of the need for an Education Coordinator, Charles asked for names of people who might be interested in the position, and planned to put a message on Tentime asking for volunteers.

COMMUNICATION
The Executive Committee List will be revised to include Tentime codes. The CCML Calendar of meetings and deadlines will be sent out with Council Quotes and included in the next Directory.

STRATEGIC PLANNING COMMITTEE (SPC)
Charles has scheduled an early March meeting for the SPC, March 9, 9 a.m. at Swedish Medical Center. The Committee includes Charles Bandy, Vicki Milam, and Kate Elder. Charles invited all Executive Committee members to attend the meeting and promised to see that all Executive Committee members receive copies of the August 1988 meeting minutes (the birth of the Strategic Planning Committee). Charles expressed his hope that the SPC keep the Executive
Committee informed of and involved with their plans.

JOB DESCRIPTIONS
Charles asked that each Executive Committee member ask their predecessor for a brief job description, if one does not already exist.

THANKS
Vicki announced that CCML received thank you notes from Marla Graber, Eleanor Krakauer, and Margi Illes. The notes will be placed in the CCML archives.

EXECUTIVE COMMITTEE MEETINGS
Charles asked for input from the Executive Committee regarding the role we see ourselves as playing for CCML and what we expect of Executive Committee meetings. Members suggested that we serve to set policy, answer questions from the members, act upon special expenditures, help in planning general meetings. Charles plans to look at the CCML bylaws, minutes, etc., to further define the Committee's role. He asked that all items to be included on the meeting agenda be in his office by the first of the month. DAHSLC is currently examining their role and purpose. Charles suggested that we invite a DAHSLC representative to an Executive Committee meeting to let us know what DAHSLC is doing.

GENERAL MEETINGS
Lisa proposed the following schedule for general meetings:
8:30 - 9:00 a.m. coffee and chat
9:00 - 10:00 program
10:00 - 10:15 break
10:15 - 11:15 business meeting
The group agreed that this schedule looked good and would be used for future general meetings. Honoraria for speakers was discussed, as we have a small amount budgeted for this purpose. Lisa said that Sara Katsh of AORN has been discussing the possibility of a joint Colorado/Wyoming medical librarians meeting with Bonnie Mack, a Wyoming librarian. We will consider having our summer meeting with them at a mutually agreeable location (Horsetooth reservoir, Fort Collins?) Lisa mentioned other program possibilities: Medical Ethics, Future of the Workplace, Pulmonary Medicine. She welcomes suggestions for other topics and meeting locations. The Colorado Hospital Association has been given our list of officers and our schedule of meetings which will be listed on their calendar.

The meeting was adjourned at 12:05 p.m.

Respectfully submitted,

BJ Croall
Secretary