COLORADO COUNCIL OF MEDICAL LIBRARIANS

EXECUTIVE COMMITTEE MEETING MINUTES

The June 19, 1989, meeting of the Executive Committee of the Colorado Council of Medical Librarians was held in the conference room of Denver Medical Library at Presbyterian Hospital with Charles Bandy presiding. The meeting began at 11:15 a.m.

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

NOMINATING COMMITTEE
Charles asked the Board members present to suggest persons who might be interested in serving on CCML's nominating committee. Pat Nelson and Pat Perry are currently on the committee, and Charles needs to appoint two more people. Charles welcomes suggestions and will make the appointments before mid-July.

STRATEGIC PLANNING COMMITTEE (SPC)
Charles distributed a copy of the SPC's May 30, 1989, final mission statement and asked for comments. The SPC plans to complete an environmental scan (an assessment of what is going on in our field, but outside of our association, and how it affects us) by August 15, 1989. The SPC has set up a timeline and plans to have 5 year goals set by March 1, 1990. The committee will update the CCML membership frequently and ask for member input.

BUDGET
Jenny and Charles have met to discuss the CCML annual budget. They suggest that, in the future, we plan a budget to be proposed at the December meeting for the following year.

   Jenny distributed a proposed budget for 1989. Journal Locator funds are kept separately from CCML's general funds but need to be a part of the budgeting process and also need to have a proposed budget ready by December of each year.

Sandi Parker made a motion to accept the proposed 1989 budget; Lisa Traditi seconded the motion and the group approved the 1989 budget as submitted. (Budget attached)

EDUCATION COMMITTEE
Sandi Parker reported that the Education Committee had met briefly after the last CCML general meeting. The committee now has 8 members:

   Sandi Parker         Roz Dudden
   Kate Smith           Marla Graber
Teri Manzanares  Anne Klenk
Margi Illes   Teri Switzer

The committee will be following through with the August 16th meeting at St. Joseph's Hospital. Roz and Teri M. will be organizing the 2:30 - 4:30 presentation and discussion of this year's MLA meeting.

The committee will be meeting on June 29th at Chemex Pharmaceuticals. The group will also serve as the Strategic Planning Committee's task force for education. The Education Committee will conduct a CCML members' needs assessment. The group will also meet after the CCML meeting in Boulder in July.

ANNOUNCEMENTS
Lisa reported that some of the CCML members from the Colorado Springs area have asked that our July meeting in Boulder start at 9:30 a.m. instead of 9:00 a.m. The Board agreed to a 9:30 a.m. starting time. The meeting will be held at Boulder Community Hospital.

Our September meeting will be on the 27th at Denison Memorial Library, and will include a presentation on CARL, SALS, etc. Lisa has tentatively scheduled our November and January meetings for St. Luke's and Swedish, respectively.

Charles mentioned that he investigated the cost of Post-It note pads imprinted with the CCML logo, and found that 1000 pads would cost approximately $560. He suggested that such pads might be used for public relations or sold to members in the future.

The next Executive Committee meeting will be held on Tuesday, August 15th, at 11 a.m. in the Denver Medical Library conference room. The Strategic Planning Committee will meet from 9 a.m. to 11 a.m. that morning.

The meeting was adjourned by Lisa Traditi (as Charles left earlier) at 11:55 a.m.

Respectfully submitted,

BJ Croall
Secretary
## 1989 Budget

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<thead>
<tr>
<th>Item</th>
<th>Proposed</th>
<th>Actual</th>
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<tbody>
<tr>
<td>Mailings</td>
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</tr>
<tr>
<td>Meeting Refreshments</td>
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<td>Isabelle T. Anderson Collection</td>
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<td>Contingency Fund</td>
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## 1989 Projected Income

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<tr>
<th>Item</th>
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</thead>
<tbody>
<tr>
<td>Dues (81 @ $15.00)</td>
<td>1215.00</td>
<td>1075.00</td>
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<tr>
<td>Interest (12 @ $15.00)</td>
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<td>MCMLA</td>
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<td>2436.05</td>
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<td><strong>Total</strong></td>
<td><strong>3831.00</strong></td>
<td><strong>3582.00</strong></td>
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June 29, 1989

TO: CCML membership

FROM: CCML Education Committee

SUBJ: MEDLINE training

Dorothy Early, Midcontinental Regional Medical Library Program (MCRMLP), has announced that she will offer the National Library of Medicine (NLM), 5-day, initial MEDLINE training in Denver, January 8-12, 1990. The training will be held at Denison Memorial Library, University of Colorado Health Sciences Center and will be limited to 20 participants. There is no charge for this initial training course.

To apply for this initial training, mail a "Request for NLM Online Training" to MEDLARS Management. This form can be found in Appendix A of the September 1988 issue of the NLM Technical Bulletin or call 800/633-7654 and ask that a copy be sent to you.

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If we can let her know before September 15, Dorothy has offered to add one or more of the advanced modules either before or after the week of January 8-12. The advanced modules include:

Module I - Elhill Refresher (8 hours)
Module II - Cancer Databases (5 hours)
Module III - Popline, Bioethicsline, Histline (3 hours)
Module IV - Catline, Serline, AVline (8 hours)
Module V - Chemline, Toxline, Toxlit (8 hours)
Module VI - Tips and Techniques for Toxnet (8 hours)
Back to the Fundamentals of MEDLARS Searching (4 hours)

Because MCRMLP offers these advanced modules on a cost recovery basis, the CCML Education Committee must determine interest before responding to Dorothy’s offer. Call Marla Graber at Denison (303-270-7356) if you would like to see any of these modules offered in Denver.