

NCNMLG Executive Board Transition Meeting Minutes, June 10, 2015

Attendees: Michelle Rachal, Michelle Henley, Claire Sharifi, Stephen Kiyoi, Mina Davenport, David Midyette, Julia Hause, Jennifer Dinalo, and Amy Studer

Time: 2-3 pm

Location: Conference call.

Meeting called to order at 2:03 pm by Stephen Kiyoi.

Board Transition -- Stephen Kiyoi

Welcome to the 2015-16 NCNMLG Executive Board:

President: Stephen Kiyoi

President-Elect: Michelle Henley

Secretary: Michelle Rachal

Treasurer: Judith Mills

NCNMLG Nominating/Election Committee/Bylaws: Claire Sharifi & Mike Liddicoat

Chapter Council Rep: Mina Davenport

MLA Nominating Committee: David Midyette

Action item: Stephen will work to complete the 2015-16 NCNMLG Committee Roster, in particular the Communications Committee.

Old Business

Joint Meeting Budget Discussion -- Stephen Kiyoi

Stephen presented the 2016 Joint Meeting Expense Estimates document for comment and approval.

The goal of the document is to estimate meeting expenses and to grant authority for Meeting Committee chairs to spend within certain limits. Discussion included how anticipated expenses compare to past meetings, what revenues are anticipated, and therefore net expenses. The goal is for the meeting to break even.

Stephen motioned to approve the budget, process and authority as described in the 2016 Joint Meeting Expense Estimates document. David Midyette seconded the motion. Vote resulted in unanimous approval by the 2015-16 Executive Board Members present.

Should the joint meeting expense estimate be posted on the blog? Suggestion to report joint meeting expenses on the blog, including the financial report, once the meeting is concluded.

The Board decided to not post the 2016 Joint Meeting Expense Estimates document on the Blog. Once the meeting is over, the final report will be posted, including financial documentation.

New Business

Budget for NCNMLG Business Meeting at UC Davis on June 22nd -- Stephen Kiyoi

Stephen moved to approve that NCNMLG reimburse for up to \$100 for refreshments for the Business Meeting at UC Davis. Michelle Henley seconded the motion. Approved by vote of Executive Board members.

Stephen will send out the agenda next week, but here are highlights of speakers:

- Gail Yokote--President of the NLM Board of Regents
- Alan Carr--NNLM Pacific Southwest Region Update
- Mary Wood--Employment Opportunities at UC Davis
- Rebecca Davis--History of NCNMLG
- Amy Studer--NLM Georgia Regents Biomedical Informatics Course

We anticipate a very interesting program, so please encourage all to attend!

Meeting adjourned by Stephen Kiyoi at 2:34 PM.

Minutes respectfully submitted by Amy Studer, 2014-15 NCNMLG Secretary. Draft: June 10, 2015 Final: June 18, 2015

Note: Year-end Treasurer's Report distributed to Executive Board via email after meeting.