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GEORGIA HEALTH SCIENCES LIBRARY ASSOCIATION UPDATE

The Newsletter of the Georgia Health Sciences Library Association

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Summer/Fall 2010

GHSLA Annual Business Meeting Minutes Augusta Marriott Augusta, GA Friday, March 19, 2010

I. Call to Order: The annual business meeting of the Georgia Health Sciences Library Association was called to order at 8:35 AM by President **Mary Ellen Nolan**. Attendees and vendors were welcomed, and **Peter Shipman** (Chair-Elect, Program Chair), **Mike Shadix** (CE Chair), and the faculty and staff of Medical College of Georgia were thanked for their hard work and efforts in putting together the meeting.

II. Approval of Minutes: Ms. Nolan then asked for review and approval of the minutes of the 2009 business meeting, which were distributed by Secretary **Roxanne Nelson**. After review, President Nolan called for approval of the minutes. **Cynthia Henderson** moved for approval, and **Sisi Arango** seconded the motion, which then was passed unanimously. It was announced that President Nolan had sought and received approval from Governor Perdue's office to name October 30, 2009 Medical Librarians Day in Georgia. A proclamation to that effect was issued and is attached to these minutes.

III. Officer Reports

- a. President-Elect/Program Chair **Peter Shipman** thanked the GHSLA Board, Mike Shadix, and his supervisors and co-workers at Medical College of Georgia for their help and support in planning this year's meeting, especially Kathy Davies and David King of MCG. He also expressed appreciation to the eight vendors exhibiting at the meeting, the Marriott, and the Morris Museum. He announced that pending final figures, this GHSLA meeting should break even with expenses. Peter announced that MCG would be hosting the 2011 Southern Chapter/MLA meeting, which will likely be held at the Augusta Marriott.
- b. Secretary **Roxanne Nelson** had no formal report.
- c. Treasurer **Emily Lawson's** report was delivered by President Nolan and is appended to these minutes. Funds in the amount of \$22,232.92 were on hand as of March 18, 2010, before meeting expenses. The Association is working on reapplying for tax-exempt status, which was originally obtained in the mid-1970s. There was some question as to whether this needed to be done annually. Currently there is a copy of this application in the GHSLA archives housed at Emory University; it was suggested the new application be added to the GHSLA Web site, password protected, for the use of the Board. The Treasurer will need to keep this information current. Mia White said she would make copies of the materials from the archives available to Emily Lawson for future reference. The Treasurer's notes for this discussion are appended to these minutes.
- d. UPDATE Editor **Kim Meeks** had no formal report.
- e. Webmaster **Mike Shadix** reported that there should be no problem getting new documents posted online. GHSLA's new Web-hosting company is Aplus.net

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- f. Parliamentarian **Amy Allison** noted that all meetings of the Association had been held in accordance with *Robert's Rules of Order Newly Revised*.

IV. Committee Reports

- a. Program Chair **Shipman** had nothing more to add to his previous announcements.
 - b. Nominating Committee Chair **Kate Daniels'** report was offered by Mary Ellen Nolan. The following slate is offered for 2010 – 2011 officers:
 - President: **Peter Shipman** (Medical College of Georgia)
 - President-Elect: **Todd Prusin** (Georgia State University)
 - Secretary: **Melissa Speed** (Philadelphia College of Osteopathic Medicine)
 - Treasurer: **Emily Lawson** (Children's Healthcare of Atlanta – Egleston)
 - Parliamentarian: **Carolann Curry** (Mercer University School of Medicine, Macon)
 - UPDATE Editor: **Kim Meeks** (Mercer University School of Medicine, Macon)
 - Webmaster: **Mike Shadix** (Roosevelt Warm Springs Institute for Rehabilitation)
- After calling for additional nominations from the floor and receiving none, President **Nolan** asked for a motion to approve the officer slate as submitted. **Cynthia Henderson** so moved, with a second by **Roxanne Nelson**. The slate was then approved unanimously by the membership.
- There was a question as to where next year's meeting was to be held. Currently either Atlanta or Savannah is being considered. It was also suggested the incoming Program Chair check with a Marriott corporate planner to see if that might be helpful in obtaining better hotel rates.
- c. Outreach Committee: Chair **Peter Shipman** announced the demise of NLM support for the Georgia Health Go Local project and other Go Local programs around the country. Additional discussion on this subject will be held in a session later this afternoon.
 - d. CE/Miriam Libbey: **Melissa Speed** announced that Lauren Benevich, Senior Research Information Analyst with Abbott Laboratories, will be the Miriam Libbey speaker this year. Two CE programs are being offered on Saturday: *Introduction to Evidence Based Practice in a Magnetic World*, and *Technology Planning for Health Sciences Libraries*.
 - e. Membership Committee: Chair **Anna Krampf** announced that GHSLA membership stood at 61 paid members – 56 renewing and 5 new – and 8 honorary members. Several members have contacted her saying that their dues are forthcoming, so final numbers should be close to late year's total of 65 paid members. GHSLA member Alisha Miles indicated interest in nominating Mary Fielder as an honorary member. Although the official nominating letter has not yet been received, Anna will post it when it arrives. Mary's nomination was unanimously approved by the members present. Anna acknowledged new members and first-time meeting attendees. She also announced the passing of two former members, Nancy Van De Water of Mercer and Fay Evatt of Atlanta Medical Center. Several attendees shared memories of Fay with the group.
 - f. Strategic Planning Committee: No report.
 - g. Promotional Committee: **Steve Koplan** had nothing new to report, but did say he wanted to update the old membership brochure.

V. Old business: none

VI. New business: President **Nolan** led a discussion of a special meeting rate for student attendees. It was decided to offer a \$50 set fee to students, with free auditing of a CE course. **Cynthia Henderson** made a motion to send this suggestion to the full membership for a vote; **Steve Koplan** seconded, and the members in attendance approved the motion. President Nolan will send a ballot to the full membership following the meeting.

VII. Announcements:

Tara Douglas-Williams (in absentia) noted that the strategic plan has been submitted to the website. As Chair of the Legacy Scholarship Committee, she announced that the Legacy Scholarship application process has been finalized. The application is up on the website. Requirements: the applicant must be a permanent resident of Georgia and enrolled in the Valdosta State University Master of Library and Information Science program or in the Georgia Perimeter College LIST program. They should express interest in a career in health sciences librarianship and be a first-time attendee of the GHSLA meeting. The scholarship will pay for registration and one night's lodging at the annual meeting. Applications are due November 1. **Cynthia Henderson** announced that Morehouse School of Medicine Library will host the MLA Webcast on electronic health records March 24, starting at 2:00 PM. Attendees will receive 2 or 2.5 MLA CE credits. The teleconference is available at no cost to attendees.

Adjournment: There being no further business before the membership, the meeting was adjourned at 9:20 AM.

Respectfully submitted,

Roxanne Nelson

Roxanne Nelson, GHSLA Secretary

GHSLA Tax Exempt Status Information

March 17, 2010

GHSLA has not applied for nonprofit/tax-exempt status with the current EIN number we have (the # on the W-9). (I have spoken with the IRS and they have no record of us ever being tax-exempt.) This means it needs to be done now to avoid future audits or fines.

The application is 30 pages long and includes the below information, so I will probably need to tap into the collective memory to fill in any blanks. *My recommendation is that we hire a CPA to do the application for us, so that it's done correctly the first time.*

- o Form 1023 Checklist
- o Form 2848, Power of Attorney and Declaration of Representative (if filing)
- o Form 8821, Tax Information Authorization (if filing)
- o Expedite request (if requesting)
- o Application (Form 1023 and Schedules A through H, as required)
- o Articles of organization
- o Amendments to articles of organization in chronological order
- o Bylaws or other rules of operation and amendments
- o Documentation of nondiscriminatory policy for schools, as required by Schedule B
- o Form 5768, Election/Revocation of Election by an Eligible Section 501(c)(3) Organization To Make
- o Expenditures To Influence Legislation (if filing)
- o All other attachments, including explanations, financial data, and printed materials or publications. Label each page with name and EIN.
- o <http://www.irs.gov/publications/p557/index.html>

The IRS said that after they receive the application, it could be 6-7 months before our status is officially tax-exempt.

After this is in place, we will need to annually file a 990-N to keep our 501(c)(3) status:

- o Small tax-exempt organizations whose annual gross receipts are normally \$25,000 or less may be required to electronically submit Form 990-N, also known as the e-Postcard, unless they choose to file a complete Form 990 or Form 990-EZ.
- o If you do not file your e-Postcard on time, the IRS will send you a reminder notice but you will not be assessed a penalty for late filing the e-Postcard. However, an organization that fails to file required e-Postcards (or information returns – Forms 990 or 990-EZ) for three consecutive years will automatically lose its tax-exempt status. The revocation of the organization's tax-exempt status will not take place until the filing due date of the third year. <http://www.irs.gov/charities/article/0,,id=169250,00.html>

For Georgia State Tax Exempt status, all we need is to be recognized by the IRS as being a 501(c)(3) organization and that will suffice. No further action needed.

Respectfully submitted,
Emily Lawson
GHSLA Treasurer

Save the Date!

**The 2011 Annual Meeting will be held
March 2011 in Savannah, Georgia**





GHSLA 2009-2010 Treasurer's Report (06/01/09-07/13/10)			
	Credits	Debits	
Memberships, annual meeting dues, GHSLA Vendors, GHSLA Legacy scholarship fund	\$9,175.00		
Refund from Morris Museum of Art (overpayment)	\$50.00		
	\$9,225.00		
Checks			
Morris Museum of Art (Deposit for opening night reception)		\$550.00	
D & B DUNS # purchase (Mike Shadix)		\$52.43	
Cedant Webhosting fees (Mike Shadix)		\$134.31	
Andrew Reid (GHSLA entertainment)		\$150.00	
Mocha Mahn (CE lunches)		\$139.10	
Tastefully Yours LLC (GHSLA Banquet)		\$1,129.22	
Augusta Marriott (Conference center & meals)		\$4,598.20	
CE Instructors (Ragon: \$553.53, McClendon: \$550.80)		\$1,104.33	
Payment to McClellan, Allen, & Assoc. (CPA) for prep/filing Form 1023 to apply for 501(c)(3) status		\$1,000.00	
Payment to IRS for processing Form 1023 application		\$850.00	(Check not yet cleared)
Totals		\$9,707.59	
Funds available as of July 13, 2010	\$15,916.44		
	\$15,066.44		(Total after IRS payment)
Submitted by: Emily Lawson, GHSLA Treasurer			

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RITA SMITH RECEIVES DeBAKEY AWARD

(submitted by Jan LaBeause)

Rita Smith has received the 2010 Michael E. DeBakey Library Services Outreach Award. Rita serves as the Outreach & Education Coordinator for the Medical Library & Peyton T. Anderson Learning Resources Center at Mercer University School of Medicine in Macon, GA, and as Mercer's liaison to the Statewide AHEC Program Office. Her nomination highlighted 10 years of experience with a number of projects and programs focused on serving rural Georgia: GaIN (Georgia Interactive Network for Medical Information), RHIC (Rural Health Information Clearinghouse), GRHA (Georgia Rural Health Association) and *Georgia Health – Go Local*. On the national level, she serves as the Webmaster and Listserv Moderator for MLA's (Medical Library Association) Outreach SIG (Special Interest Group).

In the letter announcing her selection, Dr. Donald King, Chairman of the Board of Directors of the Friends of the National Library of Medicine (FNLN), said: "Your dedication to improving access to health information to the healthcare professionals and the underserved populations in Georgia has benefited the entire community. FNLN is pleased to recognize your tireless "hands on" work on behalf of the people of Georgia. Your dedication to these communities deserves the greatest recognition – you are an invaluable resource to the area hospitals and individuals alike."

Rita will be one of several members of the health care community being recognized at the FNLN Awards Dinner on May 11, 2010 in Washington, DC. Other awardees include Dr. Eugene Braunwald for his significant contributions to the medical and scientific literature (i.e., *Braunwald's Heart Disease*, *Harrison's Principles of Internal Medicine*), and Dr. Robert Gallo who co-discovered the Human Immunodeficiency Virus.



Be sure to check out the GHSLA website for association news, member updates, and job postings. The password for the Members Only section of the website is below:

User name: ghsa

Password: savannah11

<http://www.ghsla.org>



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