

ALIA HEALTH LIBRARIES SECTION
NATIONAL EXECUTIVE COMMITTEE

Minutes of the Meeting Held 16 March 1999 at Alfred Hospital

1. PRESENT

Veronica Delafosse, Stephen Due, Lorena Smirneos, Helen Stanton

2. APOLOGIES

Gabby Fennessy, David Lloyd

3. CONFIRMATION OF MINUTES

The minutes of the November meeting were noted. The November minutes were prepared by the previous National Executive Committee based in W.A.

4. BUSINESS ARISING FROM THE MINUTES

As this was the first meeting of the new National Executive Committee based in Victoria, there was no business arising from the previous meeting (held in W.A.)

5. BUSINESS

5.1 Committee Membership, Responsibilities and Sub-Committees

Stephen distributed the list of members on the National Executive Committee and their positions. Also listed were the various subcommittees and their members.

5.2 Hand-over from W.A.

Stephen reported that W.A. (the previous Nat. Exec.) had handed over all the paperwork pertaining to the National Executive Committee. The paperwork mainly consisted of historical data. Stephen also reported that the funds were yet to be sent and that two items were to remain in W.A. These were the funds for the Anne Harrison Award, which are administered separately, and the HLS Electronic Discussion Group.

5.3 Lifetime of Nat. Exec. Committee

The lifetime of the National Executive Committee in Victoria is to be 3 years. That is, 1999 to 2001 inclusive. Normally the term is for 2 years, but it has been extended to cover the term from Tasmania. The next National Executive Committee will be based in South Australia, followed by New South Wales. The terms will revert back to two year runs.

5.4 Division Report to General Council

This report, prepared by Stephen, has been placed on the ALIA website. It lists the key issues for the section in 1999 as well as objectives and activities planned for 1999. A brief overview was made at this meeting. A closer review will be made at the next meeting.

5.5 Anne Harrison Award 1999

A committee has been set up to oversee the Anne Harrison Award. The award has been advertised widely in all relevant newsletters. Invitations to apply close in late May. The winner will be announced at the Hobart conference.

5.6 Hobart Conference 22-26 August 1999

The HLS AGM will be held during the conference on Tuesday 24/8/99 at 12.00pm-2.00pm. Publicity for the Melbourne 2001 conference will be announced at both the AGM and the Hobart conference. A meeting with Specials and Law has to be organised fairly soon to begin making decisions on the theme, dates, etc. for the 2001 conference.

5.7 Conference Melbourne 2001

As discussed above

5.8 Publicity Brochure (Vic.)

The publicity brochure, produced by the Victorian group was felt to be of national importance. As such it would be widely advertised in relevant newsletters and on the ALIA website.

5.9 National Guidelines for Hospital Libraries

It has been requested that these guidelines be revised. An interstate committee has been set up to investigate the revision of the guidelines. The Canadian standards have been elected as an example, but is not favoured by everyone. The previous two editions of the guidelines were developed by state groups, so an interstate group may not be the best approach. However, ultimately the responsibility of the guidelines resides with the National Executive Committee.

5.10 Code of Ethics

The code of ethics has been developed by the Victorian HLS. A copy of the code was distributed for information only at this stage.

5.11 Distribution of Minutes

The distribution of the minutes of the National Executive Committee needs defining. Stephen will send the relevant information to Lorena

6. Newsletter Editor's Report

The newsletter editor has the responsibility of arranging and distributing the newsletter. As the current editor is in the U.K. until Easter, Stephen will produce the first newsletter. However, decisions will have to be made regarding format for future editions. Other points to consider involve sponsors and/or advertising to cover the costs of distribution and printing. The newsletter needs to be as self-supporting as possible.

7. Treasurer's Report

A cheque for \$4,000 has been received from W.A. This will be banked once signatures have been organised. The balance at the end of 1998 was \$6,804.20. The previous treasurer sent the \$4,000 to open the account in Victoria. Once banked, the W.A. account will be closed and the remainder of the money will be transferred across to Victoria. It was discussed that a rudimentary business plan should be drawn up. The main revenue sources for the National Executive consisted of a) sale of publications, b) advertising/sponsoring, c) proceeds from conferences.

8. Correspondence Report

The correspondence secretary, David Lloyd, was unable to attend. As this is the first meeting there was nothing to report.

9. Other Business

There was no other business

10. Meetings for 1999

10.1 The next meeting will be at the College of General Practitioners in South Melbourne on Tuesday 13th April 1999 at 4.00pm.

10.2 Other meetings for the year are 18th May, 15th June, 20th July, 17th August, 21st September, 19th October and 16th November.