

**ALIA**

**HEALTH LIBRARIES SECTION - VICTORIAN GROUP**

Minutes of the meeting of 11 November 1994.

**PRESENT:** Lisa Belkin, Sandra Russell, Peter Nunn, Dorothea Rowse, Karen Tempest

1. **APOLOGIES:** Andrew Rooke, Adam Clark, Suzanne O'Callaghan
2. Minutes for the meeting of 11 October 1994 were approved.
3. **BUSINESS ARISING:-**
  - 3.1 Veronica Delafosse was not able to accept the invitation to attend the meeting.
4. **PROGRAMME:-**
  - 4.1 Organisational politics — had to be cancelled due to lack of interest.
  - 4.2 Does the net work — capacity numbers have been reached.
  - 4.3 AGM & Christmas cocktails — deposit has been paid; waiting for numbers; Lisa to contact College of the Arts re a pianist; newsletter may be ready for AGM; 6-6.30 for AGM; 6.30-8.30 for Cocktails.
5. **NEWSLETTER**
  - 5.1 Deadline is 18 November in order to get it out for the AGM.
6. **TREASURER'S REPORT**
  - 6.1 **AVAILABLE FUNDS:**  
Approx \$3,100.
  - 6.2 **HEAD OFFICE AUDIT**  
Head Office is continuing with the process of a detailed audit of Section finances. I have just sent them an audit of the first 6 months of this year. In future, 6 monthly audits will be required and cash books structured according to Head Office suggested procedure.
  - 6.3 **CLOSURE OF HIGH PERFORMANCE INVESTMENT ACCOUNT**  
As part of the Head Office audit, a separate savings account with approx \$500 in it, in the Section's name was discovered. After consultation with Lisa, it was decided to close this separate account and incorporate the funds into our regular operating account. It should largely pay for the subsidy on the Xmas dinner.

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- 6.4 A lot of money has been put into the ACLIS ILLs Seminar, Lisa to contact State Library re reimbursement.

7. **VICTORIAN BRANCH COUNCIL REPORT**

- 7.1 ALIA Branch business plan has been compiled and is available.  
7.2 ALIA/ACLIS Work Exchange Kit available.  
7.3 Form compiled for informing Branch of office bearers.  
7.4 Xmas Party will be held.

8. **CORRESPONDENCE:-**

- 8.1 National Minimum Standards for Hospital Libraries — Letter including material on local concerns has been sent to Andy Smithies who has the *General* Council portfolio for Health Libraries.

8.2 Annual reports required by 31st January 1995.

8.3 Need an *Incite* correspondent — copy of *Health Inform* each time to *Incite* to fulfil the need to send 3 reports per year.

8.4 Priorities for 1995 — see attached.

8.5 The meeting discussed the bibliography — Sandra to write to Veronica.

9. **OTHER BUSINESS:-**

President: Judy Stoelwinder  
Treasurer: Andrew Rooke  
Kathy McNab

Adam and Andrew are prepared to look after *Health Inform* in 1995.

Peter Nunn  
Karen Tempest  
Suzanne O'Callaghan  
Sandra Russell  
David Lloyd

10. Date of next meeting is AGM — 9 December 1994.