

**A L I A**  
**HEALTH LIBRARIES SECTION (VICTORIAN GROUP)**

Minutes of the meeting of the Executive Committee held on 8 March 1994.

**PRESENT:** Lisa Belkin (Chair), Sandra Russell, Peter Nunn, Suzanne O'Callaghan, Andrew Rooke, Adam Clarke

1. **APOLOGIES:** Dorothea Rowse, Jan Reiher
  
2. The minutes of the meeting of 8 February 1994 were confirmed subject to two alterations:- Andrew Rooke is now Treasurer  
NLM should read MLA
  
3. **BUSINESS ARISING FROM THE MINUTES**  
Attendance at the Victorian Branch meetings of June 8th and August 10th are still to be confirmed.
  
4. **PROGRAMME FOR 1994**
  - 4.1 The DA Electronic Media meeting is confirmed for 22 March and has been advertised in InCite Events.
  - 4.2 New Librarian and InCite advertising deadlines given to Peter.
  - 4.3 At the next meeting members will be allocated several libraries to telephone in the hope of getting suggestions on areas to be covered in the upcoming meetings.
  - 4.4 Dorothea will be asked to follow up an Industrial Psychologist contact.
  - 4.5 A start on organising the next General Meeting in May (Organisational Politics) needs to take place before the next Executive Committee meeting.
  
5. **NEWSLETTER**
  - 5.1 The first issue will be mailed next week. The second issue will be mailed at the beginning of June.
  - 5.2 An "off white" 100gsm paper was selected for the newsletter.
  - 5.3 Adam will assist Suzanne with the preparation and editing of articles for future issues.

- 5.4 A selection of fonts was given to Suzanne for revamping the Newsletter's layout.
- 5.5 It was suggested that an "occasional publication series" be commenced. Tertiary institutions could be approached for student papers. Lisa will approach the Victorian Branch.
- 5.6 It was suggested that the Newsletter be available on subscription to non-HLS individuals and organisations. This proposal was put on hold.

6. **TREASURER'S REPORT**

- 6.1 There is \$2,015.83 in the cheque account and \$497.93 in the passbook savings account.
- 6.2 Signatories have been changed to Andrew and Lisa. <sup>+ Sandra</sup> Access is also available through the Clayton Branch.
- 6.3 Statistics have been handed over to Adam who will now maintain them.
- 6.4 ALIA gives the HLS \$1-\$2 per member. This contribution rate was questioned and will be investigated by Andrew who will report at the next meeting before the matter is taken further.
- 6.5 The possibility of ALIA funding one off projects, such as purchasing a PC, was raised.

7. **VIC BRANCH COUNCIL REPORT** — Attended by Lisa and Peter

- 7.1 Competency <sup>guidelines</sup> standards will be distributed by the Council for comment.
- 7.2 Jane King will give briefings to Section treasurers on request.
- 7.3 All sections will submit meeting schedules to the Council to help reduce conflicting dates.

8. **AUSTRALIAN COUNCIL OF ALLIED HEALTH PROFESSIONS REPORT**

Jan will represent HLS.  
*Sandra.*

9. **CORRESPONDENCE**

- 9.1 HEAPS Newsletter deadline dates have been sent. *to HEAPS*
- 9.2 Cancellation of membership ~~letter to ACAHP~~ <sup>of</sup> *has been suggested to* ~~has been sent.~~ The newsletter ~~will~~ <sup>could</sup> still be received. *The National Executive.*

- 9.3 A letter to Veronica Delafosse offering assistance was sent.
- 9.4 A fax on views of the HLS to the National Minimum Standards was sent to Lindsay Harris and Sue Rockliff.
- 9.5 Suggestions were sent to Paul Davies regarding the draft of National Minimum Standards.
- 9.6 An article in MLA News (Nov '93) on 'Health care reform and the health sciences library' will be circulated.
- 9.7 Veronica Delafosse's progress report was received. No deadline for completion of her project has been set yet.
- 9.8 The latest draft of the ALIA standards was received.

**10. ANY OTHER BUSINESS**

- 10.1 Jo Marshall is investigating MLA membership.
- 10.2 Procedures for electing committee members who wish to join part way through the year will be clarified.

**11. Date of next meeting : 12 April 1994.**

*1  
Suggest sending a copy of Vic Branch Council  
report to other states instead of minutes*