

LAA. Medical Librarians Section, Victorian Group
Executive meeting. Lincoln Institute.
 25 March 1982

Present: Joan Martin, Sue Hill, Anne McLean and Sandra Russell

I. OLD BUSINESS

1. Feedback from general meeting discussed.
2. Minutes
 - a) Executive meeting: Form for name change of bank account which Ann posted back to Judith has hopefully been received; Bulk photocopying will be printed at Lincoln on a trial basis, at a savings of 2.2¢/sheet over the 5¢/sheet at Monash.
 - b) General meetings:
 - 1) Sandra thanked for her acting as secretary in Sue's absence.
 - 2) Draft of minutes tabled and accepted with very minor adjustments. Sue to type with questionnaire results for distribution to members.
 - 3) Names and addresses of executive committee to be included at bottom of minutes.
 - 4) Secretary to bring Handbook to meetings and after general direction from President, ask members to identify themselves when speaking to facilitate recording the minutes.
3. LAA services
 Sue to contact LAA to get new 1982 membership list and address labels.
4. Publicity
 It was noted that the submitted notice of office-bearers has not been acknowledged or published in Incite, though such information appeared in another context.

II. NEW BUSINESS

1. Annual meeting
 To correspond to similar dates and due date for preliminary financial report, August was decided as date for annual meeting, with election of officers to directly precede annual meeting.
2. Committee member representation
 - a) Rather than hold a by-election, an interim committee member will be co-opted to take Sandra's place from June-August.
 - b) Additional committee member for next year were suggested, as there appear to be no reason to limit to two.
3. Stephen Lock
 Secretary to get his itinerary with a view to arranging a meeting with him, should he be in the Melbourne area later this year.
4. Newsletter by Medical Librarian Section
 We will support by contributing what the program committee collates as documents or news of interest to medical librarians. Rather than print to distribute ourselves, we will request additional copies of the newsletter for our non-LAA members (after we have contributed...) Joan tabled two documents on librarians' liability (AACOBs Newsletter 2(1) January 1982 and University of Melbourne Registrar's Circular 81/264 (12 Nov. 1981). Joan was urged to write up results of questionnaire as a contribution.
5. Branch Council
 We will regularly send our general (not executive) meeting minutes.
6. Aims statement
 In response to VIBRA representative from Deakin, we drafted an aims statement, considering both the LAA statement and our distinctive character.

III. WORKING GROUPS1. Program committee

Aina Z. and Anara B. to be requested to supplement the executive committee in comprising the program committee. Secretary to try to arrange a meeting for Thursday 1 April at Lincoln. Prospects:

- a) Collating material to contribute to newsletter (see above II.4)
- b) Members to talk of where they have recently visited, i.e. Sandra and Jane of China, Cathy Gray of Canada and Sue very briefly of U.S.
- c) The Special Libraries Section, Victorian Group wishes to have a joint meeting with the Medical Librarians Section (us) in September.

2. Standards committee

Ann McLean will provide terms of reference when available and report to meeting of its activities. Noted that the Special Libraries profile (provided by Diedre Tripe) had no specific medical library input. Volunteers will be able to join this committee at the next meeting.

3. Continuing Education

Barb Jacoby, Stacey McEwen and Mary McGill were mentioned as likely.

4. Membership Drive

Considered over.

5. Industrial Working Group

Will be announced at next general meeting (in form drafted) to call for members. Judith Hill to be approached for her input/suggestions.

6. Publications

Merle Hall was nominated as convener, working with Gail Edwards.

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Meeting concluded at 8:30.