



THE LIBRARY ASSOCIATION OF AUSTRALIA

MEDICAL LIBRARIANS SECTION - VICTORIAN GROUP

EXECUTIVE COMMITTEE

Minutes of the Executive Committee meeting held on Monday 11th April 1983 at 5.30 pm at the Cancer Institute.

1. Present.
Susan Liepa, Aina Zalitis, Anne McLean, Stacey McKeown, Brenda Lee, Kathy Grey.
2. Apologies.
Joan Martin.
3. Minutes of previous meeting (8th February, 1983) were accepted.
4. Business arising from minutes.
 - 4.1 Susan Liepa welcomed the new Executive Committee members.
 - 4.2 Joan Martin has agreed to be our Victorian Branch Council Representative. Susan will advise Jan Linder and offer apology for next meeting.
 - 4.3 Joan Martin will chair our next general section meeting in June.
 - 4.4 Combined SLS/MLS April 26, 1983 will be held at 3DB Auditorium and the Herald & Weekly Times Library. Speaker - Brian Perkins on "Being Informed". Change of topic was necessitated because we believed Heather Brice would not be able to address the meeting. SLS arranged new speaker and venue.
 - 4.5 Anne Harrison's retirement dinner.
(See Agenda Item 9).
 - 4.6 Continuing Education Committee will be asked to plan a visit to ACI for our August 4th meeting.
5. Correspondence.
Moved that correspondence be accepted.
 - 5.1 CORRESPONDENCE IN 26th January - 11th April, 1983.

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Re.</u>
8.2.83	Sec. SLS Vic.	Secretary	SLS Victorian Executive 1983.
17.2.83	Sec. NZLA Health Librs.	Secretary	Newsletter No.31, December 1982.
18.2.83	B.J.F. James, Dept. Cont.Ed.	Ex. Secretary	Stephen Lock.
24.2.83	Sec. Vic.Branch Council.	Secretary	VIBRA.
28.2.83	Sec. Vic.Branch Council.	Secretary	Minutes 9.2.83

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Re.</u>
2.3.83	Pat Nakouz	Secretary	Newsletter items.
3.3.83	Sec. MLS WA Group.	Secretary	Minutes of meetings.
"	" " " "	"	Minutes 22.9.82
"	" " " "	"	Minutes 20.10.82
"	" " " "	"	Minutes 16.12.82
"	" " " "	"	Minutes 9.2.83
7.3.83	Med.Libs.Group WA.	"	Minutes 22.9.82
"	" " " "	"	Minutes 25.11.82
"	Pat Nakouz	"	ILL \$1 photocopying.
24.3.83	Heather Brice.	President	Combined meeting.
31.3.83	Sec.Vic.Branch Council.	Secretary	Branch Council members.
"	" " " "	"	Minutes 9.3.83
5.4.83	LAA Exec.Dir.	Sec. all divs.	By-law relating to ACM.
"	" " "	Sec. all divs.	Resolutions rel. to Library Workforce Conf.
"	" " "	Sec. all divs.	Objectives for 1983/84.
6.4.83	Sec. MLS SA Group.	Secretary	Minutes ACM 23.11.82
"	" " " "	"	Minutes 16.2.82
"	LAA Asst.Exec.Dir.	Sec. all divs.	Trask paper closing dates.
"	LAA Exec.Dir.	Sec. all divs.	Information Technology Week.

5.2 CORRESPONDENCE OUT 26th January - 11th April, 1983.

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Re.</u>
24.1.83	Secretary	K.G. Saur	Directory entry.
11.2.83	President	Sec. H.C.V.	Adrian Nye to speak on F.O.I.
11.2.83	President	H. Brice	Joint meeting speaker.
10.3.83	Secretary	Craige Hicks	VIBRA directory.
21.3.82	Secretary	Incite	1983 Programme.
6.3.83	President	Adrian Nye	Thank you.
17.3.83	President	Gourmet Res.	\$100 deposit.
1.4.83	President	H. Brice	Joint meeting.

6. Business arising from correspondence.

✕ 6.1 Aina to follow up re Stephen Lock's proposed visit to Australia 1984.

6.2 Suggested that our August 4th (ACI visit) general section meeting could coincide with Information Technology week, in conjunction with Computer month.

6.3 Aina to send MLS National Secretariat a notice of our current Executive Committee.

6.4 Agreed to send only the Agenda of general section meetings and the Newsletter to the various State Sections and Victorian Branch Council. Distribution list enclosed.

6.5 Agreed that the Victorian Section would be happy to change names from Medical Librarians Section to Medical Libraries Section if requested to do so by the National Executive.

7. Report from Branch Council.

8. Kathy to design and collate Newsletter No.2 from Correspondence received, Minutes of last meeting, Branch Council minutes etc. for distribution in mid-May.

Brenda Lee will distribute the Newsletter. Aina has passed on mailing list and LAA mailing labels.

9. Anne Harrison's retirement dinner April 20th, 1983.

Arrangements have been made by the sub-committee.

Joan Martin to buy sherry and champagne for the toasts. Susan to organize 2 carafes of orange juice per table.

Heather McDonald will be asked to speak.

Paul Hodgson regrets he will be unable to attend the dinner but will donate towards the present.

Approximately \$40 should be available from the dinner toward Anne's present and it was agreed that the remainder to the value of \$100 should be made available from our funds.

Stacey to settle account at end of evening.

10. Meeting Topics for rest of 1983.

June 1st, 1983. (Wed.)

Topic : Drug Information.
Speaker : Alan Saunders.
Venue : H.C.V.

Aina to organize with Alan Saunders and pass on arrangements to Susan. Stacey to check catering cost from RCH. Susan to confirm arrangements with Pat Nakouz.

August 4th, 1983. (Thurs.)

Topic : Tour of ACI.
Speaker : "
Venue : ACI.

Continuing Education Committee be asked to organize.

November 18th, 1983. (Fri.)

* AGM (Business Meeting).
Breakfast meeting.
Joan Martin to organize.
Venue.

December 8th, 1983. (Thurs.)

Surprise Christmas Party.
Venue.

11. Treasurers Report.

The missing cheque (half of our allocation for last year) still has not been received.

Stacey will write again to Ivars Avens and send a copy of the letter to the LAA Honorary Treasurer.

Assets	\$350.04	Cheque account.
	\$ 24.75	Petty cash.

Stacey noted that she would keep records according to new account books prescribed by L.A.A.

Agreed that old accounts, receipts etc. could be disposed of as there is no need to keep receipts etc. after books have been audited. Books have to be kept for 6 years.

Susan to be reimbursed for \$100 deposit paid to Le Gourmet and Aina to be reimbursed for postage.

12. Other business.

~~June 1, 1983 Meeting.~~

May 31

Agenda

- General Meeting .
1. Present.
 2. Apologies.
 3. General business.
 4. Reports from Working groups.
 5. Other business.
 6. Date of next meeting.

Speaker : Allan Saunders (to be confirmed)

Time : 5.30 for 6.00 pm.

Venue : John Lindell Library, 3rd Floor, Health Commission of Victoria, 555 Collins Street, Melbourne, 3000.

Catering : To be confirmed (30-35 people?)

13. Date of next meeting.

Monday 11th July, 1983 at 5.30 at the Cancer Institute.

The meeting closed at 7.45 pm.

- c.c. Susan Liepa.
 Joan Martin.
 Anne McLean.
 Stacey McKeown.
 Brenda Lee. *
 Kathy Grey. .

Pat Naxon

Encl. Distribution list of other sections etc. for Newsletter and Agenda.