



**OHSLA Fall 2021 Business Meeting**  
**Friday, November 12, 2021, 10:00 am-noon**  
**President's Report – Ximena Chrisagis, rev. 20211105**

## **1. Preventive measures against scammers**

- For the past several years, we have noticed that scammers have used the information on the OHSLA officer's page to try to impersonate the OHSLA President to contact the other Executive Committee members, usually with a Gmail account
- As a result, we have removed all contact information from the public-facing officers page on the website. Members can still find the contact information in the member directory.
- We plan to try to set up delegated access to OHSLA's generic Gmail account and have at least 2 officers assigned to check it. If we can set up the delegated access, that Gmail address can serve as the officer contact email for on the public page.' In order for people to have delegated access they already must have a Gmail account and be willing to use it for OHSLA purposes.
- If the Gmail option does not work, the president's email can be added back onto the page (thus far, the scammers have only tried to impersonate the president to other Executive Committee members). If the president's is the only email address on the page, that should not be a problem.
- Because the officer email addresses had also previously been listed on every newsletter, the Executive Committee also decided to move the recently added newsletter archive from the public site to the members only site as a precaution. Furthermore, we removed the officer contact information from the newsletters starting with this fall's newsletter, so if the membership would like to us to put the Fall 2021 and subsequent newsletters on the public side again, we can do that.
- I welcome discussion or motions from the floor about any of the items above, but I would like to defer them for the "new business" agenda item later in this meeting because we have a lot of reports to get through.

Items 2 and 3 are likely to be contingent upon each other.

## **2. Proposed Bylaws and Policies & Procedures Manual Change for Spring**

- We noticed that the bylaws only address how to fill a permanent vacancy on the Executive Committee, but not a temporary absence of an officer. We will consider adding a clause in the Spring to rectify that, to be voted on this Spring.
- The length of time people in appointed positions are expected to serve has never been specified in our documents.
  - As president, Don began specifying a 2-year term for appointed positions/standing committee chairs. I have continued this practice. It is only fair that if you ask people to volunteer to serve that they be given a definite and reasonable end date.
    - Minimum of 2 years is the default, with the option to extend -- if desired
  - This is to align better with the terms that are expected of most of the elected officers.
  - The default "term of service" for standing committee members will also be 2 years.
  - Since appointment lengths are not part of the bylaws, they could potentially be added to the Policies and Procedures Manual to add clarity and ensure as much consistency as possible

## **3. Exploring structure and composition of Executive Committee – Is it warranted?**

- It can be a struggle to get volunteers when positions open on the Executive Committee. I know OHSLA is not unique in this.
- Is it time to take a close look at the Executive Committee structure to determine if it still makes sense?
  - Are all the positions we have on the Executive Committee still needed or could some essential functions be fulfilled in other ways?



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- Are all the standing committees still needed or can the functions be performed by one individual? – We have not been consistent about soliciting committee volunteers for all committees; not all committee chairs have a committee all the time
- How are our peer health sciences library state organizations fulfilling their essential functions/mission?
- If determined that all the positions are still needed, then these questions might subsequently be explored:
  - The bylaws are very specific about certain positions being elected voting members and certain positions being appointed non-voting positions, but many of the non-elected, non-voting positions are just as time-consuming as the elected positions.
    - What was the rationale for this distinction between elected and appointed positions?
    - Is it still valid?
    - Should OHSLA explore the possibility of changing the bylaws to convert all the appointed positions / standing committee chairs to elected positions?
      - Advantages:
        - clearer recognition of professional service for portfolio, P&T and / or guidance for claiming AHIP points
        - everyone gets to vote when there are issues on which the Executive Committee has to vote
        - clearly defined term of office for members of the Executive Committee – it would have to be determined whether they are elected in even or odd years
      - Concerns:
        - May not garner additional volunteers - also difficult to get volunteers to run for elected office
        - More work for the past president and their nominating committee (at least initially) because they would have to solicit at least one volunteer for several more positions
        - If pursued, the change would have to be phrased in such a way to that it would allow us to transition the appointed positions to elected positions after the current appointees have finished their agreed upon term of service. Also, officers are always elected in advance of the Spring Business meeting. Therefore, in order to fill a slate of additional officers, such a bylaws change would have to be passed by the membership during a fall meeting or, if voted on in the Spring, worded so it would take effect during the Spring voting the following year.
        - Volunteer committee members would still be appointed, not elected.
- What do the members in attendance think?
  - No change needed -- or
  - Exploration
    - By ad hoc committee(s)/subcommittee(s) comprised of regular member volunteers
      - Timeline?
      - Charge?
      - Consult with and report findings to Executive Committee? When?
    - By some other method?
- Any discussion or motions from the floor will be deferred until the “New Business” portion of the meeting agenda

## **4. Comprehensive Review of the Policies & Procedures Manual**

- Although the P & P Manual is revised somewhat regularly, we recently have noted some discrepancies between our current procedures and the manual.

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- Several members of the Executive Committee have expressed support for undertaking a comprehensive review of the manual to make sure we understand how things have previously been done and to resolve situations where the manual and our current practice may be out of alignment.
- Since the manual is used solely by Executive Committee members, a subcommittee of Executive Committee members would likely be performing the review, probably in the late Spring or Summer 2022.

## **5. Future Meetings - In person or virtual or hybrid meetings?**

- Institutional requirements – Is travel allowed?
- Spring meeting will likely still be virtual
- What about post-pandemic?
  - In person only?
  - Alternate between in person and virtual to include people who might not otherwise attend an in person meeting due to difficulties with travel?
  - Other?
  - So far, OHSLA has been able to use OhioNet's Zoom or rely on access from an Executive Committee member's institution, but that may not always be possible.
  - A virtual meeting platform of our own would have to be budgeted as an annual expense, which could increase meeting registration fees. Would we use it often enough to warrant the additional expense?
- We are likely not going to have time to discuss this today with all the items on the agenda, but let an Executive Committee if you have strong feelings about the format of future OHSLA meetings.
- A brief survey about this may also be emailed to you either before the end of this year or the first half of 2022.