The meeting was called to order by Lucy Thomas, chair, at 4:30PM. Thirty-four members were in attendance.

**Introductions and Welcome**

Lucy welcomed members and introduced current officers: Lucy Thomas, Chair (Outgoing); Naomi Broering, Program Chair and incoming CAPHIS Chair; Susan Murray, Immediate Past Chair, and Erica Burnham, Secretary (Outgoing)

Naomi asked for reviewers for the CAPHIS programs, Crest of the Wave and Through Tempests and Storms. Barbara Pfannestiel volunteered.

Congratulations were given to Roz Dudden who received the President’s Award and a Fellowship and Naomi Broering who received the Marcia C. Noyes Award.

**2002 Minutes**

Erica presented the minutes of the 2002 business meeting in Dallas. They were approved with no changes.

**Section Council Report**

Javier Crespo (Section Council Rep-Elect) reported for Sharon Lezotte.

A structured abstract will be required for poster presentations, submission deadlines will be November 1, 2003.

There are 96 slots for speakers at MLA ’04.

MLA is looking for ideas for new toolkits, a consumer health one would be a good idea.
Treasurer's Report

CAPHIS made the decision to switch to MLA’s bank as soon as a final decision is made by MLA. The current balance in the account does not reflect this year’s conference expenses, nor does it include dues payments. CAPHIS is in good financial health.

Top 100 Committee

Roz thanked the three outgoing committee members and announced the names of the three incoming members:

Outgoing: Melody Allison, Amy Frey and Jennifer Friedman

Incoming:

Roz presented the statistics from the CAPHIS website. CAPHIS is far and away the most popular section website, due in part to our Top 100 list. Over 250,000 page views gave us more than 2 million hits for 2002.

Kay Hogan Smith has graciously offered to take over as webmaster. CAPHIS would like to thank Roz for doing such a wonderful and groundbreaking job over her long tenure as webmaster.

Secretary's Report

The CAPHIS executive committee manual is nearly complete. It will be a web-based document, which Kay will help mount on the CAPHIS website.

Nominating Committee

Susan Murray announced the newly elected CAPHIS officers:

Eris Weaver, Chair-Elect, Program Chair

Jennifer Friedman, Secretary

Marge Kars, Treasurer

Javier Crespo, Section Council Rep-Elect
Thanks were given to Jana Allcock who also ran for Secretary.

Other Officers are:

Sharon Lezotte, Section Council Representative

Committee Chairs are as follows:

Lucy Thomas is Nominating Committee Chair, Deborah Batey is Membership Chair, Michele Spatz in Website Committee Chair as well as coordinator for the CAPHIS History Project, David Duggar is Bylaws Committee Chair, Eris Weaver is Program Committee Chair, Kay Hogan Smith is Government Relations Liaison as well as the CAPHIS webmaster, Bill Smith is the newly created Communications Task Force Chair as well as the MLA News CAPHIS column editor, Howard Fuller and Nancy Dickenson are the Consumer Connections co-editors, Roz Dudden is the Top 100 Committee Chair and Stephanie Weldon is the CAPHIS-L Database Advisory Representative.

Susan Murray will be the Nominee for the MLA Nominating Committee.

**Program Committee Report**

Thanks to Naomi for a great program this year. Through Tempests and Storms, and Crest of the Wave were successful and well-attended.

Eris presented a few suggestions for programming at MLA ’04.

Health Literacy and a “From the Trenches” or “Consumer Health on a Shoestring” were the most popular. Also presented were end-of-life issues and the power of collaboration.

There was a discussion over the relative merits of contributed papers and invited speakers or an invited panel. The members decided to do both as needed for a successful program.

**MEDLINEplus Update**

Naomi Miller, the M+ Content Manager, gave an indepth update. New features include a dictionary, more consumer health libraries listed, new features on the
Spanish version, the “Go Local” implementation from North Carolina, more senior health and easy-to-read information and an ever-increasing user base.

Goal Setting

Naomi outlined some of her goals as chair. Recruitment and a membership drive, a small reception in DC to encourage membership and further collaboration with other sections and organizations outside of MLA.

Other Items

Stephanie Weldon was named CAPHIS-L Database Advisory Representative for her idea to index and organize the information posted to CAPHIS-L.

Mark Funk is proposing a re-abstracting service into lay language for certain cancer articles in MEDLINE. CAPHIS is interested in the outcome of this project, but many members expressed reservations about a number of issues.

Susan Murray encouraged CAPHIS members to consider publishing a book with MLA publications.

The meeting was adjourned at 6PM.

Respectfully submitted 2003,

Erica Burnham

CAPHIS Secretary