

Recommendation to change AAHSL's fiscal year from January 1-December 31 to October 1-September 30

Background: AAHSL has utilized the calendar year as the fiscal year. The Board have adopted a resolution recommending to the membership that the fiscal year be changed from January 1 – December 31 to October 1 through September 30. The membership will be asked to vote on this recommendation at the 2018 Annual Meeting in Austin, TX.

Pros

- A summer review of AAHSL financial and programmatic activities would provide the Board and Committee chairs with a more complete picture of how they have used their allocated resources as they plan their upcoming year programs and spending.
- Future Leadership Committee (FLC) program changes tend to be implemented in late summer/early fall. The new fiscal year of October 1 – September 30 would better align with FLC program planning and implementation and eliminate having Fellows cohort program costs paid from two spending plans (fiscal years).
- The change provides for more effective and efficient review of ongoing programs and desired new AAHSL programs and activities.
- An annual budget approval in November at the Annual meeting effective October 1.
- The workload of year-end closing and input in developing the new spending plan is spread out over a longer period of time, allowing the Treasurer to work closely with the Executive Director.
- Member dues invoices typically go out in the 4th quarter of each year for the following fiscal year. Typically dues payments are received in both the 4th quarter (this fiscal year) and the 1st quarter of the next fiscal year, making annual budgeting difficult. With a fiscal year of October 1 – September 30, all dues payments will be received in the same fiscal year.

Cons

- In the first year of implementation, the change in fiscal year would require two budgets to be developed. The first would be a **9 month budget** (January 1 to September 30, 2019) adopted at the 2018 Annual meeting, with a second **12 month budget** presented at the 2019 Annual meeting.
- Calendar year reporting requirements such as 1099's etc. must still be met.
- AAHSL will need to file a 990 tax return for January – September 2019.
- FY2019 dues will be pro-rated for a 9-month year, and then billed again in full beginning October 2019 for FY2020.

Proposed Timeline

Board reviews first draft of FY2019 budget which runs from Jan 1 to September 30, 2019	1-Nov
Members vote to approve bylaws changes	2-Nov
Board finalizes FY2019 budget at winter retreat	Winter 2019
Draft FY2020 (12-month) budget for Oct 1 start	Summer 2019
Board finalizes FY2020 budget at November annual meeting	November 2019

Recommendation to create membership categories for New Medical Schools and Developing Medical Schools

Background: As new medical schools are created, many reach out to AAHSL for assistance in developing their health science libraries. While the association does not provide consultative services, members do volunteer to mentor and share successful practices with these new directors who will be future AAHSL members.

At the November 5, 2012 AAHSL Annual Membership Business Meeting, a proposed dues level for new medical school libraries was discussed and then approved by vote of the members in attendance. New Medical Schools are defined as “Institutions that have attained LCME Applicant or Candidate status.” The proposed dues level for New Medical School libraries did not constitute a dues increase (which requires approval of the membership); rather, it created a mechanism whereby future AAHSL members can participate in the activities of the association prior to becoming eligible for Full or Associate membership. The only discussion about the proposal at the annual meeting was a clarification about what level of access new libraries would have to the Annual Statistics (online access and ability to purchase a hard copy at a discounted rate).

Since that time, developing medical schools who are not as far along as the New Medical Schools have asked AAHSL for assistance. These Developing Medical Schools, institutions that have not sought LCME status, look to AAHSL for any information that volunteer members are willing to provide. AAHSL created a listserv for these developing schools, but no other access to AAHSL membership benefits and without vote.

The AAHSL Board recommends to the membership that it is time to codify these two new membership categories into the bylaws.