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| 2017 HLABC Annual General Meeting Minutes |
| Date: Thursday, June 22, 2017Time: 11:00-11:30am |  Location: UBC Woodward Library,  Sherrington Room |
| **REPORTS** | **Presenter:** |
| Agenda item 1 | **Call to order and agenda approval*** 10 minute delay to start due to sound issues
* All approved
 | Kristina |
| Agenda item 2 | **Approval of minutes from June 2014 AGM*** All approved
 | All |
| Agenda item 3 | **President’s Report*** Grateful for all the work that Exec members have done over the year
* Welcoming of all new Executive Members
* Correspondence with CHLA and its new President
* Well attended 2016 events
 | Kristina |
| Agenda item 4 | **Treasurer / Membership Report*** *Income:* membership & interest = $1095
	+ $30 annual membership has not been raised in more than a decade
* Currently $13,083 in an investment account, which is a lot for an organization of HLABC size
	+ Currently 51 paid members renewed – expecting a few more renewals
* *Expenses:* $2568 for a 1 time research event led by Elisheba Mutari, Shannon Long, Chantalle Jack – funds needed for a focus group facilitator. Study was of much interest for BC Health Authority libraries.
* Future use of funds may go to obtaining annual membership for video/web conferencing technologies/hosting
* Question from Dean: $13K seems like a lot of money – perhaps use the money to fund members or SLAIS students to conferences?
	+ Answers: In the past, grants were offered to people wishing to attend HLABC events to members who had to travel out of town to attend (Diana).
	+ In 2015, opened up funding for members wishing to attend CHLA – 3 people obtained grant $$. (Antje) – See further discussion under *New Business: Agenda Item 9 Proposal for Continuing Ed Awards*
	+ There was an objection to funding SLAIS or other Library students as they have other organizations and associations for which they could obtain money
 | Antje |
| Agenda item 5 | **CE & Programming Director Report*** Fall 2016 feedback survey generated 37 responses: CE topics of interest were for
	+ Expert searching
	+ Systematic reviews
	+ Grey literature
	+ Opportunities to learn from members
* Three events held:
	+ Nov. 2016 - Social Event (10-15 attendees)
	+ Jan. 2017 - Winter CE (36 attendees)
	+ June 2017 – Summer CE and AGM (37 attendees)
 | Helen |
| Agenda item 6 | **Website/Communications Report*** Maintained the website and managed glitches/troubleshooting
* Performed weekly backups and organized HLABC files
* NEW to the website: 12 new posts, new members only page (password access only)
* HLABC inherited old equipment: 1 laptop and old speakers – what do we do with them?
* Shannon: Comment that event registration is much easier, with seamless integration with PayPal
* Allison: Comment – Thank you for posting *Save-the-date* dates for events earlier.
 | Jennifer |
| **NEW BUSINESS** |  |
| Agenda item 7 | **Web Conferencing / Distance Participation*** Action item from 2016
* For past year’s events, talks have been recorded with high quality audio (confirmed by Michelle who was attending online from Kelowna – “it is great to participate from afar”)
* Currently use JoinMe: $13USD/month (Kristina’s COPEL account)
	+ Helen comments: nice to have Webinar tech with the ability to switch presenters, and added functionality
* Question: Is there other technologies that are better? Cheaper? That we can leverage and subscribe to?
	+ Diana: what are other CHLA chapters doing/using?
	+ Helen - CHLA is investigating webinar software. The current option that they are considering would be expensive for members. It would be good to check in with them on their progress.
 | Kristina |
| Agenda item 8 | **Proposal for Continuing Ed awards*** Is there interest, or a direction to pursue?
* This past year, one member requested funds for CHLA, but as there was not formal process in place for all members, the request was rejected.
* Other chapters have small award amounts, usually less than $400/person
* Question: How do we support and fund folks who are outside of the GVRD to attend HLABC events and participate as Executive Members
	+ Provide incentives for people who are presenting at conferences?
	+ What happened to the David Crawford Memorial Scholarship
	+ Brooke: how do we make a grant/funding program sustainable as annual income is relatively low? How could we replenish the $13K that is currently in the bank?
	+ Shannon: CHLA also provides travel and funding grants. Need support for small research projects and a formalized criteria for money
* Allison would like to be able to meet more frequently and share what’s going on at our organizations – build more capacity locally by leveraging web conferencing.
 | Kristina |
| Agenda item 9 | **Incoming Executive Members*** Thanks to *outgoing* Executive
	+ Kristina McDavid: President (served 3-year terms)
	+ Leigh Anne Palmer: Past-President (served 3-year terms)
	+ Fiona Chiu: Vice President
	+ Antje Helmuth: Treasurer/Membership (served 4 yrs)
	+ Helen Brown: Continuing Education & Programming Director
	+ Jennifer Bancroft: Communications Director (served 2 years)
* *Incoming/Continuing Executive –* all roles elected by acclamation
	+ President: Fiona Chiu
	+ Vice President: Vanessa Kitchin
	+ Treasurer/Membership: Kristina Oldenberg
	+ Continuing Education & Programming Director : Colleen Pawliuk
	+ Communications Director: Patricia Foster
	+ Secretary: Chantalle Jack – *continuing*
 | Fiona |