

HLABC EXECUTIVE MEETING MINUTES

Nov. 6, 2004

ATTENDEES: Shannon Long, Teresa Prior, Marcia Bilinsky, Robert Melrose, Ollie Kachmar

1. Editors Role: Marcia said that Judy Neil would like some guidance from the executive in regards to the role and extend of responsibility she will assume as guest editor to the Forum. After discussion, the executive decided on three points as guidelines
 - a. Guest editor is responsible for special topics, editing contents and liaising with editor.
 - b. Chief Editor is responsible for all regular features in the Forum including President's report, Treasurer's report and minutes.
 - c. Teresa Prior is the liaison between editor and guest editor.
2. Forum: All contents to editor three weeks prior to publication. The intent is to have the Forum published two weeks prior to allow members an opportunity to access current HLABC information. However, the meeting minutes will be posted to the list after each general meeting prior the Forum publication date.
3. Video Conferencing: Marcia said that there was still interest among members regarding video conferencing. Both the BCCA and the Ministry of Education both have the technical ability to host such conferencing. The Executive decided to put the topic on the December 11th general meeting agenda.
4. Presentations: Robert will get in touch with Mimi Doyle-Waters to retrieve an electronic copy of Dr. Chamber's October general meeting presentation. Robert will post it on the HLABC website. It was decided the hosting librarian of future presentation should be the contact person in providing the content information.
5. Membership: Shannon will send Marcia a list of the domain emails and Marcia will double-check the what non-member emails and as Cathy Rayment to remove them from the list. Lifetime membership forms are available on request from Marcia. The executive is hoping to have the form available on the HLABC website in the near future. Robert said that members' only access will be created for some of the content on the HLABC possibly by January 2005.
6. Web Host: There will be no charge for hosting, but Christopher Torgalson will charge a fee for maintenance or major changes to the web site. Cost is approximately \$30.00 per hour. Robert will contact Mary Doug-Wright regarding HLABC archival documents stored at UBC. Once established, he will post them on our web site.
7. December Meeting: The brunch will begin at 10:00AM at the VGH cafeteria. Shannon will send an email to the list requesting members to respond if they are planning to attend. This will help with catering plans. She will provide detailed a more detailed information at a later date.
8. Guest Speakers for next General Meeting: To be on the December 11th agenda.

