



Winter Executive Meeting Minutes

Friday, December 8, 2006

BC Cancer Agency, 4th floor boardroom,
600 W. 10th Ave., Vancouver

1:00 pm

Chair: Karen MacDonell **Note taker:** Diana Hall

Attendees: Diana Hall, Karen MacDonell, Robert Melrose. (Anne Allgaier was to join in by phone from Prince George but the scheduled teleconference connection failed).

Regrets: Vicki Lee, Teresa Prior.

Handouts: Agenda of 14 items - emailed Dec. 8 **Provider:** KMac
 Financial Overview - emailed Dec. 8 “
 Jan. Catering - emailed Nov. 29 & Dec. 8 “

Item 1: Call to order 1:20 pm **Presenter:** KMac

Item 2: Acceptance of agenda & Sept. minutes

Item 3: Old business (as per last minutes) **Presenter:** KMac

Discussion Current membership list is on website.

Item 4: 2006 / 07 budget and investment of current bank balance **Presenter:** KMac (for AA)

Discussion: Looked at Financial Overview sheet for 2001-2006 and penciled in estimates for 2006-07. As Anne couldn't join the discussion, **KMac will discuss with her and revise figures.**
What might have been learned from Shannon Long about how much is needed in the reserve fund?
 Revenue - Memberships : \$1800 (*Memberships are \$25 per person; 7 lifetime members*)
 Revenue - AGM : \$3000 (*Has the money from the CHLA conference been received yet?*)
 Revenue - CE program : \$1200
 Revenue - Bond Fund increase : \$60 ?
 Expenses - Honoraria [/ Gift] : \$150 ?
(As it is not clear when in the past honoraria might have been given to meeting speakers (not CE), the Board will decide depending on the person: \$75 in cash or gift.)
 Expenses - CE Instructor & Supplies : \$3000
 Expenses - Meeting refreshments : \$200
 Expenses - AGM Dinner : \$ 1500
 Expenses - Travel grants : \$500 (*Includes Bill Fraser award?*)
 Expenses - Website [annual fee for domain]: \$30
 Expenses - Society Act : \$25
 Expenses – Misc (postage, etc) : \$1000
 Expenses – Bank charges : \$0 ?
 Expenses – Printing [eg. Brochures] : \$100

Item 5:	Secretarial position open on HLABC Executive Presenter: KMac Vicki Lee has had to resign after serving at least a year. Recruitment ideas from current membership list: [RM emailed names on 2/12/06]: Brooke Ballantyne, Ana Rosa Blue, Margaret M. Brown, Lisbeth (Megan) Crouch, Andrea Freeman, Linda Howard, Marjory Jardine, Allison Lambert, Franca Lattanzio, Kristina McDavid, Carol MacFarlane, Barb Trip, Eva Veres.
Discussion:	KMac will put out a call.
Item 6:	Catering and tour at January social meeting Presenter: KMac
Discussion:	Need to check cost last year. Order same food as last year or breakfast menu of \$5 per person. The room in VGH cafeteria may be free. Set start time for brunch. Barbara Trip is arranging catering. KMac will contact Rita Dahlie about and BMB library tour afterwards.
Item 7:	Forum – (current issue, next issue, management of mailout list) Presenter: RM
Discussion:	Copy edit changes have been sent to Krista Clement; issue will be on website Dec. 12 th /13 th . Ideas for June issue. RM will send out call for topic and editor by end of Feb/early March or will be editor by default. He has a copy of instructions/guidelines for editorial process and may add to executive section of website for remote access. A few printed issues are still being mailed. RM will ask Krista about legal deposit process.
Item 8:	SLAIS archives project Presenter: RM
Discussion:	RM will rewrite proposal to incorporate web-based aspect. DH suggested involving retired HLABC members. If there are no responses from SLAIS by the end of January, RM will ask Lee Perry at Woodward and HLABC Lifetime members about pursuing.
Item 9:	BCLA - HLABC reciprocal arrangement on CE fees Presenter: KMac
Discussion:	KMac will speak to Michael Burris of BCLA about pursuing reciprocal CE fees without any change in membership fees.
Item 10:	Web inquiry regarding awards for professional excellence Presenter: KMac
Discussion:	KMac offered suggestions in reply to an inquiry from a physiotherapist wanting to recommend a member for recognition. RM suggested facilitating recognition of HLABC members via CHLA awards. Executive agrees to “percolate” this and other ideas about recognition awards.
Item 11	Next CE topics: March 2007, AGM / CE Presenter: KMac
Discussion:	At the general meeting Dec. 6, Brenda Chenosky suggested Dr. Gerilyn Prior (endocrinologist/menopause expert, and Nancy Anderson suggested public / private debate health care debate. KMac suggested speaker at PNC meeting: Susan Harris (UBC rehab prof). She also suggested critical appraisal. Dr. Gabor Mate was mentioned but it was agreed not to have another topic re Vancouver Downtown East Side immediately. DH suggested Dr. Dianne Miller, BCCA gynecologic oncologist, on HPV and cervical cancer. She passed on that Cathy Rayment suggested bringing in Jessie McGowan who was to have presented at CHLA but did not due to illness [from conference website: The just-in-time librarian consultation service, paper by Jessie McGowan, William Hogg, Craig Campbell, et al.] Dean Giustini may have ideas for speakers, eg online teaching/e-learning. KMac will approach Ana Rosa Blue about the March meeting.

Item 12: Dates of all next General and Executive meetings **Presenter:** KMac

March GM: **Wednesday, March 14**

(RM is away early March, back 12th; KM away later in March)

[Vancouver schools closed for Spring Break March 19 - March 23:]

Discussion: May/June AGM & CE: **Friday, June 8th**

(Major meetings: MLA is May 18 – 23; CHLA is May 28-June 1)

KM will target people for CE; ask Nancy Anderson to arrange dinner.

Executive meeting 2007: **Friday, February 16 - DH will arrange at BCCA for later than 1 pm, say 2:30.**

Item 13: Other business **Presenter:**

Discussion: None.

Item 14: Adjournment 3:00 pm **Presenter:** KMac