



2009 Meeting Minutes

Date: Friday, Oct 2, 2009

Time: 3:00-4:30 pm

Location: UBC Library Processing Centre rm 202

Present Anne Allgaier, Ana Rosa Blue, Devon Greyson, Robyn-Joy Ingvallsen, Elisheba Muturi, Doug Salzwedel

Note taker: Elisheba Muturi

REPORTS (27 mins)		Presenter:						
Agenda item 1 2 mins	Call to order and Agenda approval	Devon						
Agenda item 2 5 mins	Approval of minutes This will be done at the next meeting as they were not resent in time	Sheba						
Agenda item 3 5 mins	President's Report Over the summer, Ana Rosa and Devon transferred the signing authority documents and ensured the right address in the cheque book	Devon						
Agenda item 4 5 mins	<p>Treasurer / Membership Report</p> <table border="0"> <tr> <td>Investment Account</td> <td>\$ 1,896.16</td> </tr> <tr> <td>Chequing Account</td> <td>\$ 8584.03</td> </tr> <tr> <td>Total</td> <td>\$10,480.19</td> </tr> </table> <ul style="list-style-type: none"> - Only 49 members have renewed – there are about 40 members that need reminders to renew as the total membership averages about 90 members. - The membership directory will be ready in two weeks. It will be posted to the website and an e-mail sent out asking members to log on to the website. This will encourage members to interact with the website. - The \$25 prize really worked well to drive members up. Anne plans on sending renewal reminders to members. All present agreed with Doug's suggestion that the executive divide up the names that need reminders and approach them personally. - Current chequing account balance is at \$8584.03 but includes two amounts that are yet to be cashed: <ul style="list-style-type: none"> - BCLA cheque for the HLABC reception - Bill Fraser award amounts of @250 each <p>Our accounts continue to be in good shape</p> <p>Action:</p> <ul style="list-style-type: none"> - Anne to compile the reminder letter to be sent and the list of non-paid up members - Robyn will go over the list to ensure that only paid up members will appear in the updated directory 	Investment Account	\$ 1,896.16	Chequing Account	\$ 8584.03	Total	\$10,480.19	Anne
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<p>Agenda item 5 10 mins</p>	<p>Communications Committee Report</p> <ul style="list-style-type: none"> - The communications committee met at 2:00 on October 2 prior to the general executive meeting. - Devon had drafted a helpful background on the communications plan. The committee looked at the by-laws which provide useful context. They then identified our target audience as: 1) members 2) non-library professionals – clinicians and 3) policy makers. Thinking beyond libraries is very important as health information providers and consumers are found in many different settings. We are also responsible for conveying concerns to CHLA and liaising with BCLA regarding health information related concerns. - The next meeting will take place in two weeks to look at the types of communication activities required to meet our goals – not just tools but also the actions required to fulfill these goals. The committee will conduct a communications audit of what we are currently doing and then draft a plan which will go to the board for approval . 	<p>Devon and Doug</p>
<p>ONGOING BUSINESS (45 mins)</p>		
<p>Agenda item 6 10 mins</p>	<p>Records Management Plan Update Over the summer, Ana Rosa tweaked the records management policy procedures. She posed the following three questions to the committee:</p> <p>1. Should all permanent records be scanned and paper copy discarded?</p> <ul style="list-style-type: none"> - Devon asked: “are there records whose value is tied to their physical format?” Yes, so there’s no need to scan 3 HLABC book marks, Ledger deposit books, tax receipts, video tapes, greeting cards, - Documents related to the continuing operations would not be scanned until they were no longer needed (on an ongoing basis) and were ready for disposition. - With the exception of the documents noted above, non-current valuable documents will be scanned before the paper originals are sent to the archives. A complete run of the Forum should be archived There are two boxes of non-current (?) records in Ana Rosa’s possession <p>Action: <i>Joy will locate missing issues</i></p> <p>2. Where should HLABC Archives be permanently stored?</p> <ul style="list-style-type: none"> - Options suggested include UBC, Off-site storage, College of Physicians and Surgeons Library, BC Medical Association (BCMA) archives. <p>Action: <i>Sheba to look into whether they can house archives of other health oriented institutions</i></p> <ul style="list-style-type: none"> - It would be ideal to house the archives in an institution where there will always be a librarian who is preferably, a member of HLABC - As it is best to keep the archives within BC, sending them to CHLA is not a good option <p>3. How long should Archives Committee members serve on the Committee?</p> <ul style="list-style-type: none"> - As the Archives committee is an adhoc committee, once it completes the task of establishing records management policies, it can be disbanded and constituted as needed with the secretary 	<p>Ana Rosa</p>

	<p>being the liaison. The secretary should have this role explicitly stated in their statement of responsibility.</p> <ul style="list-style-type: none"> - The executive agreed with Ana Rosa's suggestion that the ad hoc Archives committee limit its members to no more than 4. <p>The records management procedures will also outline file naming conventions to ensure consistency.</p>	
<p>Agenda item 7 5 mins</p>	<p>CHLA/ABSC Update</p> <ul style="list-style-type: none"> - The 2010 conference will take place in Kingston. The call just went out for proposals and the membership are encouraged to submit program ideas. Doug tweeted about this - There has been a change to the criteria for the grant that we wanted to apply for to support our web-casting initiatives. According to the revised criteria, the grant is no longer as relevant to our proposal. However, Marlene Dorgan, the CHLA chair is keen on supporting our efforts so we will still go ahead with the application. - As we pilot Webex and other possibilities, Devon will continue to consult with Marlene to determine how to move forward with this by February. This may potentially benefit other CHLA chapters with a widely scattered membership. - There is a proposal for Open Access (OA) interest group. If approved, that will be a new CHLA interest group. Devon will be convenor - Rebecca Raworth has assumed publicity director's position as Trina proceeds on maternity leave 	<p>Devon</p>
<p>Agenda item 8 5 mins</p>	<p>SLAIS Award Update</p> <ul style="list-style-type: none"> - Devon has requested a meeting with Terry (SLAIS interim director) to follow up on this - The content will be staying the same 	<p>Devon</p>
<p>Agenda item 9 10 mins</p>	<p>BCLA Affiliation</p> <ul style="list-style-type: none"> - Conference planning: Anne has been meeting with BCLA representatives. The theme of the 2010 BCLA conference is <i>Learning through play</i> - There was a suggestion that BCLA and HLABC collaborate on an event this fall. Guy Robertson may present on libraries' response to pandemics. This session was originally planned for the spring but given the chance of the pandemic not happening then, it is best to have this talk in the fall. It would be ideal to video conference the session but the logistics may be problematic - The Fraser health pubmed session is transferable to the BCLA conference - Ana Rosa (along with a public librarian) is planning to offer a session on consumer health databases. With the funding cut-backs, libraries may lose subscriptions to the premier consumer health database, Consumer Health Complete. There is need to remain flexible in this regard in thinking of the content of the session. Jane Curry will showcase MedlinePlus. Ana Rosa has yet to decide which database to focus on. May be the Canadian Health Portal, as other databases are not guaranteed to be around by conference time, due to budget cuts. Ana Rosa is also in touch with Brooke and Linda Howard, et al, regarding the 	<p>Anne/Ana Rosa</p>

	<p>respective topics... so that there will be no overlap at the conference. Ana Rosa and Brooke have agreed that whoever presents first, at the conference, will mention the other HLABC presentations.</p> <ul style="list-style-type: none"> - Ana Rosa stated that she had taken a class with Ken Bellemare who does magic, (among other games in teaching), and she had invited him to the 2010 BCLA conference. There is potential for him to do something with a fun and learning theme. [Ken's session would not come under the sponsorship of HLABC.] - Sheba stated that she had a few contacts she could approach to create a panel to present on outreach programs for health information and promotion: Pharmaceutical Services, Canadian Diabetes Association and Richmond Public Library/Vancouver Coastal Health Partnerships. The main hindrance however was travel and accommodation expenses to the conference location because BCLA will only reimburse expenses for non-librarian speakers. Even if it is not possible to present this session at BCLA, it may be appropriate for a HLABC event - The Library technicians responded with excellent program ideas some of which may appeal to a wide BCLA audience. We need to look at these ideas and find ways to incorporate them in our programming where possible. When we asked for their input, we committed to respond to the technicians' needs. A session on book repair would be good for technicians – and could be cosponsored with BCLTA <p>The deadline for the proposals is the end of October.</p>	
<p>Agenda item 10 10 mins</p>	<p>Events</p> <ul style="list-style-type: none"> - Fall GM + speaker Heather Morrison is available on Wednesday evenings in the next month to present on Open Access. The ideal venue is a café with a central meeting room where people can have appetizers. Devon would like venue ideas. Tentative dates are November 4th or 18th Webcasting, which would be good, is dependent on the capacity of the venue - Winter GM + Brunch E-health strategy: Devon is following up with a contact to organize this Good brunch location – Van Dusen Garden - Spring GM + Speaker Communication technologies in libraries (Dean Giustini) - Spring CE Day Knowledge Translation 	<p>Devon</p>
<p>Agenda item 11 5 mins</p>	<p>Consumer Health Information Anne will be our lead for this – she will write up on what this will entail. This is an area of growing interest.</p>	<p>TBA</p>
<p>NEW BUSINESS (15 mins.)</p>		
<p>Agenda item: 12 5 mins</p>	<p>Health Literacy Month Response October is Health Literacy Month. Action: Sheba will draft a notice that can go out on the HLABC list</p>	<p>Sheba</p>

	<i>serv and possibly more widely.</i>	
Agenda item: 12 5 mins	<p>H1N1 Swine Flu Response</p> <ul style="list-style-type: none"> - It seems that HLABC should respond to this. For those not immersed in clinical health resources, it would be helpful to compile an e-mail with key resources. - BCLA may also want to respond and while we support them, they should not automatically expect us to always foot half the bill. <p>Action: Anne will draft an e-mail and circulate it for comment</p>	Anne
Agenda item: 13 5 mins	<p>Board Makeup & Roles</p> <p>Job description document: As the roles of the executives change, we should update the descriptions accordingly. We should look at the description of the executives on the website and consider how to update them in the coming year</p> <ol style="list-style-type: none"> 1) Secretary's role – will take on records management tasks 2) Website/Forum coordinator – will morph into the communications coordinator 3) CE Coordinator – is needed to organize CE events 	Devon
Agenda item: 14 5 mins	Doug kindly offered to write up about Sir John MacDonald's visit to BC	
Agenda item: 15 5 mins	Everyone was very pleased about the smooth Webex meeting. As we continue to trial this and other products, web conferencing is becoming a very viable option.	