2010 HLABC Exec Meeting Minutes

Date: Friday, Apr 30
Time: 2:00-3:30pm   **Location: Sitka Co-op & remotely via WebEx**

REPORTS (30 mins)		Presenter:
Agenda item 1 5 mins	Call to order and Agenda approval • 2:05 Call to order	Devon
Agenda item 2 5 mins	Approval of minutes • Approved	Sheba
Agenda item 3 5 mins	President's Report • Events: hoping to get an evening session with Dean this Spring on Social Media but not able to set a date. Now set for September 2010. • Big push next couple of months to broadcast AGM and CE using WebEX. Devon will look after WebEX as past president. • Special project for next year: communications team	Devon
Agenda item 4 10 mins	Treasurer / Membership Report • 86 members (includes lifetime 7, students 3, reg 76) • 2 new members • Total $10,770.02 (includes investment accountt) • There are about 10 people who have not renewed but there was good response to the renewals push in January. • In the next year, changes in communications may include a blog for more public announcements, and then listserv can actually be locked down to members only.	Anne
Agenda item 5 5 mins	Website/Communications Report Contact information for HLABC executive nominations call has been corrected. Access permissions on the existing website CMS continue to be an issue. Doug is exploring solutions with Robyn. Once solution is found, minutes will be updated and PDF'd. Forum pages will also be updated.	Web Cmte Rep
ONGOING BUSINESS (45 mins)		
Agenda item 6 10 mins	Records Management Plan Update The Records Management paper files were hand-delivered to the College of Physicians & Surgeons Library, to the care of Karen	Ana Rosa

| | MacDonell on Friday, April 30th, just prior to the HLABC Executive meeting.

In the boxes that Ana Rosa received from Diana, there were many back issues of *The Forum* which were parceled out, three ways, to Robyn, Megan and Doug.   Each will scan the issues they received.   Eventually, all issues of *The Forum* should be available electronically on the HLABC website.   These issues will be sent to the College Library for archival purposes. [Note to self: Take extra box to College on day of AGM to house said issues.]

Attached is the 'master' document regarding the HLABC records management plan.   The Word document is for 'tweaking' as the Association moves forward, and the PDF can be posted on the HLABC website should the Executive choose to do so.

There is a paper copy of the "Plan" in the materials delivered to the College.

If anyone has any further questions, please ask me.

I hereby sign-off on this project and pass it on to the Treasurer.   I am happy to remain as 'consultant' of the Archives and records of the HLABC, but look forward to the Treasurer taking control of the HLABC records as they are generated in the future.

As well, I am assuming that no other paper records will be generated for the Archives housed at the college Library.   The box and bag that were delivered on April 30th, plus the print copies of *The Forum* that are presently being scanned is all that will ever make up the physical archives.

Thank you for your support and patience as I worked through this project. | |
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| Agenda item 7
5 mins | CHLA/ABSC Update
• Kingston CHLA Conference has great pre-conference CE, papers and posters
• Shannon Long is presenting
• A good mix of library and non-library folks presenting | Devon |
| Agenda item 8
5 mins | SLAIS Award Update
• Not a go for Spring afterall
• Waiting for next year to move forward with this award
• Just a matter of staff administrative time availability | Devon |
| Agenda item 9
10 mins | BCLA Affiliation & Conference Update
• Great conference, lots of CE and interesting keynote
• HLABC sessions were a hit, very full, great reception
• Brooke will compile all the feedback received for both sessions and report back to the exec (and possibly at AGM?)
• More info needed for members on the basics of benefits of affiliation with BCLA | Brooke |
| Agenda item 10
10 mins | Upcoming Events
• Dean's social media event has been postponed from this | Brooke |

	Spring to Fall 2010. • Brooke continues to work on the line-up for the June CE day; the morning is looking good, but there is still some uncertainty about the afternoon. Darrell Evans of FIPA and Peter Denny of BCMA are still confirmed, but both would prefer to be in a panel format. Brooke will be given some leads on other panel members and possibly a moderator shortly, which she'll follow up on. A representative from the BC Gov was suggested as a panel member. • Exec members would like to meet an hour or so before the CE day begins, so Brooke will contact Robert at the College to see if this is possible.	
Agenda item 11 5 mins	Nominations • Brooke will start sending out emails to solicit participation in the Exec directly for the VP and Treasurer positions • Nominations for new roles will be worked on once VP and treasurer are secured	Brooke
NEW BUSINESS (10 mins.)		
Agenda item: 12 10 mins	Board Roles Proposal • Typo on length of term adjusted • Communications: liaise with content management system representative - added • References to "The Forum" taken out, except in Communications Director, as it's used an example of types of communications we may continue with in the future • Great new roles, fit well with the executive • More clarity in role descriptions • 1 year minimum term on roles a good idea to encourage involvement • Will be taken to AGM for member approval • Minor edits suggested by Anne to the Treasurer's description and to the Communications Director's description • Doug suggested amending the Communication Director's duties to add liaising with the website CMS host's technical support	Devon
	Library Techs • More participation in HLABC, especially since they're numbers are growing so much in BC health libraries • Consider having a Library Technician's Interest Group in HLABC? No provision for interest groups, but we could start an ad-hoc library tech advisory group, maybe even build in a provision for having at least 1 lib tech on the exec • Brooke will contact Christina Naigel at UFV to get more info on this • Will add to AGM agenda • Issue regarding their classification in the workplace • No benchmarks for library technician position	