**HLABC Meeting Agenda**

**Friday, March 1st, 2019**

**12:00pm-1:00pm**

**Via Video Conference**

**Present**: Patricia Foster (PF, minutes), Vanessa Kitchin (VK), Kristina Oldenburg (KO, minutes), Colleen Pawliuk (CP), Eleri Staiger (ES)

**Regrets**: Chantalle Jack (CJ), Katherine Miller (KM)

Follow up on HLABC AGM 2018 (July 12, 2018) Action items:

**Action item**:

* + - * Recruit volunteers to lead Journal Club
			* Keep or change join.me - decision by mid-September

New Business

1. New student representative: Eleri Staiger
2. Winter CE debrief
3. Journal Club – where do we stand on this?
4. Incoming and outgoing Executive
5. Annual report to CHLA
	1. Brainstorming ways to spend out some of our budget
6. Promoting HLABC to SLAIS students
	* Student voice/perspective on hlabc
	* Better to have CE when Dean is running his class
	* **Action**: Eleri will post on FB group to see if there’s a time that’s better for students
	* Marketing role of transferable skills, and not just to students! For example:
		+ - precise searching skills from systematic review workshops
			- Knowledge translation relevant for academic and special libraries (public as well?), even in not health libraries
				1. Eg leadership research alerts to college admin; practice alerts to many non-health professions
7. Winter CE debrief
	* Students probably had too much work – Friday of reading work
	* Traditionally had CE events in the winter & the summer
		1. A lot of librarians away for conference season in summer
	* Can we do it longer-term planning schedule?
		1. A hard timeline for decision-making
		2. **Action**: Vanessa will create a google doc to set up
	* Went well; attendance was a bit disappointing
	* Was content too similar?
	* **Action**: very simple survey: if you didn’t attend, why not? (ie time, content, etc)
		1. Ask Katherine to draft
	* “This changed my practice”
		1. Enjoyable, but ended up being more of a roundtable
	* Content suggestion:
		1. Knowledge translation
			+ Who is around to talk about it?
			+ Who do they hire to do this?
			+ Would it fit into a CE day, or be a day on its own?
				1. Depends on who we find to present
				2. If full day, consider marketing it to non-members
			+ **Action**: Vanessa will talk to Kristina McDavid
8. Journal club
	* Cheri Rauser (themobilelibrarian@gmail.com); Charlotte Beck (charlotte.beck@ubc.ca) ( had both expressed interest in possibly running it
9. Incoming & outgoing executive
	* Many provincial chapters don’t have a full executive
	* Is it plausible to keep people on as ‘former’?
	* Can we share responsibilities a bit more?
		1. Modify VP’s role responsibilities to include CE
		2. It might be easier to recruit people if less work for CE coordinator, a position that requires a lot of work
			+ Student(s) can also help
			+ Increase visibility of students; learn more about executive roles (succession planning)
	* How to recruit future executive
		1. Put out call
		2. Target prospective future executive members

**Action item**: Colleen will send out a call for next executive and start reaching out to people

1. Annual report to CHLA
	* **Action item**: Vanessa will try to figure out if we need to do a motion to create a travel allowance for remote members to join executive
	* Report is due in May
	* **Action**: work on the report. Look at Vanessa’s draft. Vanessa will resend the link in Google drive

**Health Libraries Association of BC (HLABC)**

**Annual General Meeting – July 12, 2018**

**Treasurer’s Report**

Below is the treasurer’s report for the Health Libraries Association of BC (HLABC) for the period of June 1, 2017 to May 31, 2018. This report was prepared July 11, 2018 by Kristina Oldenburg.

**Expenses for the year ending May 31, 2018 include**:

 2017 CE/AGM (excludes cost-recovery catering) 145

join.me Pro (3/11/2017-2018) 287.88

*Societies Act* filing fee 40

2017 January CE (excludes cost-recovery catering) 178.81

2018 CHLA chapter lunch gift 55.16

Misc office (stamps, USB) 29.3

Banking fees (PayPal) 43.76

**Total 779.91**

**Revenue income for the year June 2017-May 2018 was as follows:**

 Membership fees 1330

 **Total: 1330**

**As of May 31, 2018, the HLABC’s assets are as follows:**

 PayPal account 5,832.05

Bank chequing account 5483.36

Investments account (Dec 2017) 2481.78

**Total: 13,797.19**

I move that the treasurer’s report as presented be adopted by the membership

Submitted by Kristina Oldenburg, HLABC Treasurer.

KM’s email to all executive (2019-02-28)

* Here are a couple of thoughts to contribute to the discussion Re: executive for tomorrow’s meeting or a future meeting:

1) what about having 3 continuing education coordinators? Ideally, the term might be 2 or 3 years. Like with the president,

* + year 1 there could be an “assistant ce coordinator” (or another name), like the vice president role
	+ year 2 ce coordinator, like the president role
	+ year 3 past ce coordinator, like the past president role

This model would create more redundancy within the executive, and possibly create more participation from members outside the Lower Mainland and also mean that ce is less work for the president and vice president. The whole executive, but especially both you and Colleen have been very active in the work of the ce (THANK YOU!!), and this might share some of that work with more folks. Currently, I’m in the role of CE coordinator. I offer to take the year 3 role past ce coordinator for the June 2019-June 2020 year. With this model, we would need to recruit 2 positions: assistant ce coordinator and ce coordinator.

2) As we’ve discussed, we could have more than one student representative on the executive. Ideally, there could be a new iSchool student and one in their 2nd year – again to share information and the work. With this model, the student in their 2nd year would support the executive by ensuring the process is in place for recruiting a new student to HLABC’s executive.