

**2020 HLABC Annual General Meeting Agenda**

**Date:** Monday, May 25, 2020

**Time:** 2:00pm - 3:00pm

**Location:** Online via Zoom

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| **Agenda (2:00pm-3:10pm)** | | | |
| 1 | Call to order & approval of agenda | 5 minutes | Colleen |
| 2 | Approval of minutes from [July 2019 AGM](#_heading=h.30j0zll) (see below) | 5 minutes | All |
| **Executive Updates (2:10pm-2:30pm)** | | | |
| 3 | President report   * Submission of President’s Report | 5 minutes | Colleen |
| 4 | Vice President report | 5 minutes | Pam |
| 5 | Past President report | N/A | Vanessa |
| 6 | Treasurer/Membership report | 5 minutes | Shannon |
| 7 | Website/Communications Director report | 5 minutes | Patricia |
| 8 | Secretary report | N/A | Chris |
| 9 | CE/Programming Director report | N/A | Blake |
| **New Business (2:30pm-3:00pm)** | | | |
| 10 | Outgoing Executives 2019-2020  Incoming Executives 2020-2021 | 5 minutes | Colleen & Pam |
| 11 | Vote for Code of Conduct | 5 minutes | Shannon & Pam |
| 12 | Membership fees for the 2020-2021 term for existing members, discussion of changes in membership fees for future terms | 5 minues | Shannon |
| 13 | Ideas for future CE and special events  Remote attendance feedback/improvement | 5 minutes | Pam |
| 14 | Overview of next steps for new term | 5 minutes | Pam |
| 15 | Questions/Comments/Suggestions/Updates from members (time permitting) | TBD | All |
| 16 | Adjourn | N/A | All |

**HLABC AGM 2019 Minutes**

**Date:** Thursday, May 30, 2019

**Time:** 1:00pm - 2:00pm

**Location:** UBC Woodward Library, Sherrington Room (2198 Health Sciences Mall, Vancouver, V6T 1Z3)

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| **Agenda (11:00am-11:10am)** | | | |
| 1 | Call to order & approval of agenda | 5 minutes | Vanessa |
| 2 | Approval of minutes from July 2018 AGM   * Minutes approved | 5 minutes | All |
| **Executive Updates (11:10am-11:35am)** | | | |
| 3 | President report   * “Getting hired in health libraries” held at the iSchool to help recruit library students * Included a panel for students with ‘speed dating’. * Held at same time as Dean’s class. | 5 minutes | Vanessa |
| 4 | Vice President report | 5 minutes | Colleen |
| 5 | Past President report | N/A | Fiona |
| 6 | Treasurer/Membership report   * Going forward the treasurer needs to keep all expenses in for transparency, eg payments for CE lunch. | 5 minutes | Kristina |
| 7 | Website/Communications Director report | 5 minutes | Patricia |
| 8 | Secretary report | N/A | Chantalle |
| 9 | CE/Programming Director report   * Thank you to Vanessa and Colleen. * Student involvement is still a priority, even though we’re still working on it. | 5 minutes | Katherine |
| **New Business (11:35am-12:00pm)** | | | |
| 10 | **Outgoing Executives 2018-2019**   * President: Vanessa Kitchin * Past-President: Fiona Chiu * VP/President-Elect: Colleen Pawliuk * Secretary: Chantalle Jack * Treasurer/Membership: Kristina Oldenburg * CE & Programming Director: Katherine Miller * Communications: Patricia Foster * Student Representative: Eleri Staiger   **Incoming Executives 2019-2020**   * President: Colleen Pawliuk * Past-President: Vanessa Kitchin * VP/President-Elect: Pamela Harrison * Secretary: Melissa Smith * Treasurer/Membership: Shannon Cheng * CE & Programming Director: Blake Hawkins * Communications: Patricia Foster, continuing * Student Representatives: Eleri Staiger & Prubjot Gill | 5 minutes | Vanessa & Colleen |
| 11 | HLABC member news & newsletter   * Suggest creating a newsletter to share news with HLABC * Ideas of content include: Briefs from conferences; what’s new in people’s lives (personal & professional)?; updates on working groups, ie what eventually because ehlbc; communication space for people working in smaller libraries; * Will create a working group to take on this task * Action Item: Pam, Eleri, Katherine are willing to work on that * Action Item: Pam will put a call out on the listserv for interest in joining the working group (Google group). | 10 minutes | Cathy Rayment |
| 12 | Ideas for future CE and special events   * Remote attendance feedback/improvement * Promoting new CE events * Surveys * Sending out wider, ie to BCLA listserv? Advertise CEs more broadly in the future. How to reach freelancers? SLA did solo librarianship. * Join to get the member’s rate; or cost+ a little bit for non-members. * **Topics**: text mining and text-mining tools; National Network of Libraries of Medicine; systematic reviews; expert searching; protocol development; screening tools | 5 minutes | Colleen & Vanessa |
| 13 | Overview of next steps for new term   * Newsletter working group * CE working group * How to collect with each other socially. | 5 minutes | Colleen |
| **Roundtable (time permitting)** | | | |
| 14 | Questions/Comments/Suggestions/Updates   * BC Health libraries final report in final stages. Shannon Long will submit the final report. | 5 minutes | All |
| 15 | Adjourn |  | All |