**HLABC Executives Meeting - Agenda**

**Date:** December 17, 2019

**Time**: 7-8pm

**Location:** Teleconference

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| **Agenda (7:00-7:05)** |
| 1 | Agenda approval | All |
| **Executive Updates (7:05-7:15)** |
| 2 | President update | Colleen  |
| 3 | Vice President update | Pamela |
| 4 | Past-president update  | Vanessa |
| 5 | Treasurer/Membership update  | Shannon |
| 6 | Communications update  | Patricia |
| 7 | Secretary update  | Chris |
| 8 | CE/programming update  | Blake |
| **New Business (7:15-8:00)** |
| 9 | Continuing Education* Debrief
* Future planning
* Social meeting?
 | Blake |
| 10 | Membership process, listserv managementShannon to contact individuals who haven’t renewed. After 3 months, will remove from mailing list.Following this, Shannon to solicit feedback from all HLABC members on Code of Conduct. | Shannon |
| 11 | Executive transparency/ engagement:Would it be useful to send out a summary of the points discussed during these calls to the membership? Shannon: Can we post minutes on our website (members login to view)? ALA student chapter used to post their minutes on their site.Would it be worth having an online membership meeting in the new year to connect with members and hear their thoughts? | Colleen |
| 12 | Awards | Colleen |
| 13 | Funding for HLABC Exec members to go to CHLA | Colleen |
| 14 | Do we need to form a working group to update our website? | Colleen |
|  | Adjourn  | All |