**HLABC Executives Meeting - Agenda**

**Date:** Thursday, August 22, 2019

**Time**: 9:00am-10am

**Location:** Teleconference (refer to Teleconference Instructions below on how to dial-in)

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| **Agenda (9:00-9:05)** |
| 1 | Call to order, exec introductions - name, HLABC role, workplace | All |
| 2 | Agenda approval | All |
| **Executive Updates (9:05-9:15)** |
| 3 | President update | Colleen  |
| 4 | Vice President update | Colleen on behalf of Pamela |
| 5 | Past-president update  | Vanessa |
| 6 | Treasurer/Membership update  | Shannon |
| 7 | Communications update  | Patricia |
| 8 | Secretary update | Melissa |
| 9 | CE/programming update  | Colleen on behalf of Blake |
| **New Business (9:15-10:00)** |
| 10 | Discussion of goals for the year | Everyone |
| 11 | HLABC Newsletter working group | Everyone |
| 12 | Discuss potential topics/speakers for upcoming CE | Colleen on behalf of Blake |
| 13 | Finalize next steps | All |
| 14 | Adjourn  | All |