**Minutes: HLABC Executive December 2019 Meeting**

**Date:** December 17, 2019

**Time**: 7:00-8:00 pm

**Location:** Teleconference

**In attendance:** Shannon Chang, Patricia Foster, Pamela Harrison, Blake Hawkins, Colleen Pawliuk, Chris Vriesema-Magnuson

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| **Agenda (7:00-7:05)** |
| 1 | Agenda approval* Agenda approved
* No new additions
 | All |
| **Executive Updates (7:05-7:15)** |
| 2 | President update* A connection has been made with St. Paul’s regarding library. Coleen is waiting to see what advocacy might be needed.
* Chris is stepping in as Secretary, as Melissa needed to step down.
* Members of the executive should examine and update, as necessary, their sections of the handbook for future executives.
 | Colleen  |
| 3 | Vice President update* Pamela is contacting members for updates for the newsletter and will put out a general call for submissions before the holidays.
 | Pamela |
| 4 | Past-president update* Vanessa was unable to attend.
 | Vanessa |
| 5 | Treasurer/Membership update* Shannon is working on collecting membership dues
* Suggests a welcome message and code of conduct for the listserv.
 | Shannon |
| 6 | Communications update * The website went down. Patricia is working to figure out what happened, including possible CHLA update issues.
* The website user permission have been updated so that the executive has editor privileges, while members are subscribers.
 | Patricia |
| 7 | Secretary update * Chris introduced themself.
 | Chris |
| 8 | CE/programming update* Still collecting powerpoint presentations from CE event presenters.
* The recording for the CE event didn’t work, but the slides will be available.
* In touch with Katherine Miller in regards to UBC rapid reviews event.
 | Blake |
| **New Business (7:15-8:00)** |
| 9 | Continuing Education* CE Event Debrief

Event had a decent breadth of speakers. Would like to offer participants more opportunities for discussion, possibly break out chats?* Future planning
	1. UBC rapid reviews event
	2. Pub get together after March event
	3. Student oriented events, possibly student oriented CE, speed dating events, informal coffee dates or get-togethers with students, Pamela giving a talk for iSchool students, connecting with BCLA’s student mentorship program.
 | Blake |
| 10 | Membership process, listserv management* Looking for new ways to welcome new membership, possibly a welcome message about what HLABC is and does with an introduction to the listserv, listserv code of conduct. Shannon would like help with this and suggests offering opportunity to wider HLABC community.
* The listserv currently has about twice as many members as HLABC has paid members. Shannon will contact users who haven’t renewed. If after three months they haven’t renewed, they will be removed from the listserv.
* Once the listserv is organized, feedback may be solicited on a possible Code of Conduct.
 | Shannon |
| 11 | Executive Transparency and Engagement* What can we do to increase transparency in the executive?
	+ Send out summary of executive meetings
	+ Post minutes from executive meetings
* Is this efficient or effective?
	+ Does sharing details about the activities of the executive attract people to the executive?
	+ We will try posting meeting minutes on a trial basis.
* We will hold an online membership meeting in the new year to connect with members. Colleen will send out scheduling poll.
 | Colleen |
| 12 | Awards* Need to be discussed before AGM
* Includes a nomination for lifetime membership award
* More details needed (Pamela)
 | Colleen |
| 13 | CHLA * Given the expectation for members of the executive, especially the president, to go to CHLA, should we provide some funding for executive members that are going?
	+ Check in with other chapters to see what they do
	+ Could we open this to general members
* We need to put together a themed gift basket. What should we put in it?
 | Colleen |
| 14 | Do we need to form a working group to update our website?* ex. some website links are outdated
* Form executive or general member working group?
* Shouldn’t be started until the website is fixed and theme is updated; not until new year
 | Colleen |
|  | Adjourn  * Adjourned at 7:57 pm.
 | All |