**HLABC Executive Meeting - Minutes**

**Date:** April 1, 2020

**Time**: 11am-12pm

**Location:** Online via Zoom

**In attendance:** Chris Vriesema-Magnuson, Colleen Pawliuk, Eleri Staiger, Pamela Harrison, Patricia Foster, Shannon Cheng

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| **Agenda (11:00-11:05)**  **Colleen** | | |
| 1 | Agenda approval  Agenda Approved 11:03 | All |
| **Executive Updates (11:05-11:15)** | | |
| 2 | President update  CHLA President’s meetings cancelled for past two months | Colleen |
| 3 | Vice President update  Received responses for helping to organize virtual meeting and is setting up preliminary planning meeting | Pamela |
| 4 | Past-president update  Sends regrets; no updates | Vanessa |
| 5 | Treasurer/Membership update  No updates | Shannon |
| 6 | Communications update  Addressing the cause of the CHLA update-related dissappearance of the website, will discuss with CHLA webmaster | Patricia |
| 7 | Secretary update  No updates | Chris |
| 8 | CE/programming update  Sends regrets, no updates | Blake |
| **New Business (11:15-12:00)**  **11:07** | | |
| 9 | Moving our CE Day and AGM to online only due to COVID-19  General agreement.  Make format 1 hr AGM, with conversation period to follow; provide list of links to resources, in lieu of CE  Colleen with double-check date, but tentatively May 25 | All |
| 10 | CE Travel Grant Criteria for approval depending on decision for # 9 (see attached)  Table this for the future, due to circumstances | Colleen |
| 11 | CE Day Planning  Table this for the future, due to circumstances | Blake |
| 12 | Draft Code of Conduct  Draft code of conduct is available to be reviewed by the Executive; followed by feedback from general membership, and a vote at the AGM  Need to review voting procedures; Shannon will send email to the Exec with information and schedule | Shannon |
| 13 | Membership directory/registration form  Update purpose: To get a sense of membership, better graphic welcome, modifying purpose of the form – membership directory or membership directory and listserv email collection. Add in career stage, current profession – including non-traditional roles, CE questions on preferred delivery and possible support needed to attend, level of professional experience; separate directory information collection from other information | Shannon |
| 14 | Vancouver as site of future CHLA Conference  Not discussed – tabled until next meeting | Colleen |
| 15 | Adjourn 11:59 | All |