**HLABC Executives Meeting - Minutes**

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

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

**Location:** Teleconference

|  |  |  |
| --- | --- | --- |
| **Agenda (9:00-9:05)** | | |
| 1 | Call to order, exec introductions - name, HLABC role, workplace   1. Called to order at 9:02 am | All |
| 2 | Agenda approval   1. Pamela and Kristina are going to combine notes, but may have no meeting minutes. | All |
| **Executive Updates (9:05-9:15)** | | |
| 3 | President update   1. Colleen and Blake have been discussing C.E. ideas (socials).    1. Talking to people about joining/membership | Colleen |
| 4 | Vice President update   1. Pamela has been working with HLABC newsletter working group | Colleen on behalf of Pamela |
| 5 | Past-president update | Vanessa |
| 6 | Treasurer/Membership update   1. Kristina has received statement from BMO    1. Make an appt for handover of account (BMO near West Broadway, halfway point?)    2. Paypal has been unlocked after it was locked during CRA issue    3. Paypal standards for identification are tricky    4. Renewals have been steady, but not huge.    5. Push for renewals (UBC renewals have not been high yet). Start this in September and then hand the accounts over. | Shannon |
| 7 | Communications update   1. Updating plug-ins as seen | Patricia |
| 8 | Secretary update | Melissa |
| 9 | CE/programming update | Colleen on behalf of Blake |
| **New Business (9:15-10:00)** | | |
| 10 | Discuss our goals for the next year   1. Last year was focused on more “critical librarianship” ideas, such as the journal club 2. Goal to get more students involved from UBC’s iSchool    1. Make sure students are aware of the opportunities through CHLA 3. A handbook or some sort of guidance about what our procedures are    1. Clarification about what one does in their role, logistics, handling speakers,etc.    2. Getting added to the listserv, how to get involved with CHLA group, isn’t clear on the website    3. Option for member or non- member to join? Patricia will look into it. 4. Advanced searching/ systematic review events or workshops    1. Winter CE: pulling together knowledge on S.R. and the varying topics, from our members who have differing knowledge | Everyone |
| 11 | HLABC Newsletter working group   1. Eleri has created a template, and planning to send out soonish through Mail Chimp    1. Active members or anyone who’s interested? Send out to everyone and then people can opt out on their own choice    2. Ask for responses by September 15th | Everyone |
| 12 | Discuss potential topics/speakers for upcoming CE   * Winter CE event  1. Data management plan, providing feedback, etc. 2. Colleen & Blake working on a pitch to send to some librarians who may be interested in giving talks on some of the topics  * Non-UBC venue for CE events?  1. Langara? Very accessible by transit 2. B.C. Childrens? May have to pay for tech support 3. BMB at VGH  * Social gathering this fall?  1. Pub night or into dinner in the fall, perhaps after iSchool event day    1. EHLBC or HLABC paid for some appetizers, free food!  * Connect more with Langara, UFV * Another “getting hired in health libraries” event  1. Bring students to pub night  * Journal clubs  1. Quarterly, online | Colleen on behalf of Blake |
| 13 | Finalize next steps   1. Colleen will put out a series of reminder emails for membership, and will send out example handbook and starting exploring the creation of a new handbook. 2. Colleen & Blake will discuss all the CE ideas, and plan a night for a pub night 3. Call for interest for journal club sometime this quarter. Call for interest can go into newsletter 4. Eleri will try and get a table for the incoming iSchool event 5. Pamela will send out call for interest for newsletter soon | All |
| 14 | Adjourn   1. Adjourned at 9:58am | All |