**HLABC Executives Meeting Minutes**

**Date:** Monday, Nov 4, 2019

**Time**: 7-8pm

**Location:** Teleconference

Present: Colleen, Blake, Shannon, Patricia, Eleri, Pam, Prubjot, Kristina

Regrets: Vanessa, Melissa

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| **Agenda (7:00-7:05)** | | |
| 1 | Agenda approval   * Agenda approved, no additions suggested | All |
| **Executive Updates (7:05-7:15)** | | |
| 2 | President update   * Have been attending the CHLA Chapter Presidents monthly meetings * Draft results of CHLA Chapter survey   + Key takeaway is that rural/remote members are not feeling engaged, are joining the Chapters less | Colleen |
| 3 | Vice President update   * Had our Pub Night which was a success * Newsletter is in the works, and will be asking for unofficial feedback on it soon | Pamela |
| 4 | Past-president update   * Nothing to report | Vanessa |
| 5 | Treasurer/Membership update   * Trying to get PayPal transferred to Shannon now * There are now 53 renewed members * Kristina is currently updating guides and members to pass on to Shannon * Action Item: Shannon to contact tech programs to attract more students | Shannon |
| 6 | Communications update   * Updating the website as needed * Action Item: Update website to include Shannon’s info for Paypal | Patricia |
| 7 | Secretary update   * Nothing to report | Melissa |
| 8 | CE/programming update   * Focus has been on CE Planning | Blake |
| **New Business (7:15-8:00)** | | |
| 9 | CE Day Planning - Dec 2   * We will have a fully virtual CE Day to help with engagement with rural/remote members and for those who just want to attend a few talks * Now have 10-11 people confirmed to speak right now * Inviting non-HLABC people? Cost?   + Yes we will open to non-HLABC members   + We will charge $20 to non-HLABC members   + HLABC members will be free   + Action Item: Shannon to make PayPal button for $20 registration * Would it be helpful to have a physical room booked as well   + Action Item: Colleen will book room at CW * We will use a Twitter hashtag for the event   + Action Item: Colleen will look into other engagement tools that we may have access to * Action Item: Blake will finalize schedule and create a poster to advertise our event | Blake |
| 10 | Chapter Handbook and new GoogleDrive   * Colleen has been working on organizing the HLABC Google Drive and adding documents to it from her email * Link also sent to the Handbook   + As we do our duties we can add to the Handbook, for example, when writing thank-you emails to the speakers for our CE Day add that to the templates section * Email Colleen for access to the Google Drive and for help with your section of the Handbook | Colleen |
| 11 | Changing Listservs - Google Groups -> UBC Listserv or other?   * Currently have 142 members on the Google Groups, should we prune   + There is an easy unsubscribe option, so should be OK * Need a UBC Sponsor for the listserv to keep it going long term * We will table this for now | Pam |
| 12 | St. Pauls - What is our role for advocacy here?   * Action Item: Colleen will contact Dean to learn more about what our options are here * Shannon suggested contacting the consultation process for St Pauls   + Will do this after talking to Dean | Colleen |
| 13 | CHLA board is asking for feedback on a CHLA virtual town hall:   * This is a fuzzy idea as a way to increase engagement and get more feedback from members * What to talk about?   + Role of the chapters   + How to keep members connected to each other, especially rural/remote members * Who will talk?   + Chapter executive could get feedback from members?   + A little unclear what this would look like | Colleen |
|  | Adjourn   * Meeting adjourned at 8:01pm | All |