**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 |