2021 HLABC Executive Meeting Agenda

Date: June 17th, 2021
Time: 3:00pm
Location: Online via Zoom
Attendees: Eleri, Shannon, Monique, Mya, Pam
Regrets: Prubjot

Executive updates (if not covered under new business)			
	Agenda Item	Action Items	Speaker
	Request for Additional Agenda Items		
	Past President Update		Pam
	President Update - **CHLA AGM Summary**: discussed statements; changed translation processes; *JCHLA* now indexed in Scopus, looking to be indexed in PubMed; financially stable - **Virtual Presidents' Forum Update**: Shared what each group was doing for anti-racism work - Website updating - **Vacant positions:** No VP, no Secretary; we will also need replacements for Comms Director and Treasurer	**Eleri** to connect with Prubjot re: update Exec **Exec** to provide brief bios (-> Eleri) **Exec** to rotate taking minutes **Eleri and Pam** to go through member list, start looking for potential people to contact directly re: Exec positions To contact: - Incoming UVic Health Research librarian - Person that fills Colleen's position	Eleri
	Secretary Update		
	Treasurer/Membership Coordinator Update - Budget Surplus Meeting (June 16) with Marina B. and Dean G. (see note below in budget planning section) - Form is ready to be shared with the rest of HLABC https://forms.gle/KSurkNnpbADCwuCp8 - Please send out! Shannon filed Society's	**Eleri** to send out form to HLABC **Monique** to compile list of results re: CE interests (from membership forms) before next exec meeting Shannon compiling stats for prev membership levels, to	Shannon

		inform budget planning (student vs regular membership)	
	Communications Director Update		Prubjot
	CE/Programming Director Update		Monique
	Student Member Update	**Mya** to reach out to UFV to see what orientation they will do	Mya
	Publishing David Noble Prize Papers - Where to put them on the website? - PDF or full article?	**TBC:** - Unbury listings of prize winners on website - List winners and abstract of winning articles (to allow for publication) - and include links once published - Add page for lifetime membership award, list Teresa Prior and past winners - Awards page should replace HLABC 2.0 tab - **Remove C. William Fraser award from our Awards page as we are not affiliated with it** - Option to add permanent (external) award section for students	Eleri
	Budget Planning - How long to spend out budget surplus - Budget planning for this year - Donation suggestion: Hi, can we add the IRSSS to our list of donation gift considerations? - https://www.irsss.ca/ - HLABC Librarian of the Year Award? - Bursaries? - PR campaign - Hire a student for web content updating?	- Background: we have a large surplus that we need to spend down - If we increase budget to spend down, we need to ensure our offerings are sustainable - Suggestions for increasing budget in more permanent way	Eleri

| | | - See notes: https://docs.google.com/document/d/1upnddy3pYyzzd_vS-7GQy7G4ggoA6XZXJytmw6sfzLw/edit?usp=sharing | (currently, spend 800-900$, intake 2K)
- We should have 1 yr's op costs reserved, so ok to have $2-4 K
- **One-time expenditures:** (1) Serious money toward CE: MLA webinar - virtual is accessible and can be asynchronous; ideally, we'd like a live Zoom session -> Suggestion to budget $1 K for someone to give a live Zoom session - cost depends on speaker - note that Live MLA cost is same as recorded; (2) Bursaries/Donations: People liked CHLA bursaries (e.g. $1K for conference attendance and travel, or multiple registration if virtual), suggested bursary for Indigenous librarians/students ** this could also be an ongoing item **; (3) Hire a student or contractor to help with website content writing (HTML code and plugins); (4) PR campaign for health librarians in general; (5) Shannon's event suggestion
- **Eleri** to ask her partner re: # of hrs required for update of web content
- Bond: currently at $2600, we will leave | |

		this as a reserve, and allow next Exec to decide what to do - **Ongoing expenditures (total ~$480/yr):** (1) $40 for societies filing - annual - this can increase if our Exec changes part way through the year, so need to build in cushion of $50; (2) Changing over treasurers for PayPal account ($12), refund fees ($10-60), and identity verification ($15); (3) Cheques: we should be good for ~5 yrs, they cost ~$150 per book, leave to discretion of future Exec; (4) lifetime awards ($30/winner/year); (5) David Noble Prize ($250) **Pam** to look at hiring as a society / NFP **Eleri** to ask at President's Forum re: how people have hired contractors in the past **Shannon** to look at whether we are incorporated **Mya** to ask UBC about their WorkLearn (we don't need UBC to contribute)	
	Event suggestion: IW2 - Communicating Value Through Strategic Alignment Presented by: Melanie Browne Shannon Long suggested hiring Melanie for a day-long session for HLABC. - Example of work done		Eleri

Wrap up: It's almost summer! (Maybe?)