

2021 HLABC Executive Meeting Minutes

Date: February 7, 2022

Time: 10:00 am PST

Location: Online via Zoom

Attendees: Shannon Cheng, Prubjot Gill, Monique Grenier, Pamela Harrison, Saeyong Kim, Edlyn Lim, Chantal Lyons-Stevenson, Eleri Staiger-Williams

Regrets: Mya Ballin, Emma Metcalfe

Executive updates (if not covered under new business)			
	Agenda Item	Action Items	Speaker
	President's Update <ul style="list-style-type: none"> - Sent in Annual Report to CHLA - New website is live. Emma provided a video summary of the changes - We need to get an editable version of the new logos/graphics 	<ul style="list-style-type: none"> - Prubjot to update website with the exec email address: hlabcexec@gmail.com - Eleri to update agenda and minutes templates with new banner 	Eleri
	Past president's update <ul style="list-style-type: none"> - No updates 		Pam
	Vice-president's update <ul style="list-style-type: none"> - On track for GM, meeting soon for practice run of presentation - Two emails have been sent as feedback for the proposed fee structures - Shannon has created a document for drafting responses to feedback - Voting will likely be conducted by Zoom poll. Needs to be conducted "in-person", no voting by proxy - Bylaws indicate that we will require a 10% quorum to vote, and the exec appears to "count" towards meeting quorum - We do not take attendance at these meetings 	<ul style="list-style-type: none"> - Saeyong/Edlyn to send out Google calendar invite for GM - To send around February 10th and include a note that voting by proxy will not be allowed. - To add a note that we will meet on Zoom and include the Zoom link - Saeyong to circulate agenda based on the previous AGM - Eleri to update HLABC exec gmail and remove Pam's information - All to add comments to Shannon's 	

		feedback document	
	Secretary's Update - No updates		Chantal
	Treasurer's update - Shannon met with Christina, the previous treasurer, to retrieve past files and documents - Several documents are older than 7 years	- Shannon to ask Mya what documents need to be retained. Eleri to assist.	Shannon
	CE update - Would like to have a live CE for the AGM, would like to request someone create a CE for us - Discussed structure for determining free CE credits - Potential AGM in mid-May (8-14, 15-21) - BCLA is in April - Vancouver Island conference is May 5 - CHLA conference is June 11-13	- Pam to send poll to exec team with proposed AGM dates/times - All to consider whether you'd like to stay in your exec position and consider who could be interested. Eleri is happy to do any contacting - Pam and Eleri to review CHLA list for potential individuals	Monique
	Communications update - See "Action Items"	- Prubjot to: - Post GM date and announcement on Upcoming Events page - Send thank-you email to Emma on behalf of all of us - Post updated materials to HLABC Google Drive - Pam to create newsletter alerting members to the new website - Pam to put a call out to members asking for any newsletter contributions (done)	Prubjot
	Student rep update - No updates		Mya

