



2021 HLABC Executive Meeting Agenda

Date: December 13, 2021

Time: 1:00 pm PST

Location: Online via Zoom

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

Regrets:

| Executive updates (if not covered under new business) | | | |
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| | Agenda Item | Action Items | Speaker |
| | President's Update <ul style="list-style-type: none"> - Website development position <ul style="list-style-type: none"> - We have hired Emma Metcalfe. - Work on the website has begun. - Annual report <ul style="list-style-type: none"> - Due January 31st. | <ul style="list-style-type: none"> - Eleri to continue working on the annual report. <ul style="list-style-type: none"> - Will be contacting Shannon for some financial information. | Eleri |
| | Past president's update <ul style="list-style-type: none"> - Pam is on the nomination committee for CHLA executive - if you know someone who's interested, they are looking for a VP/President-Elect and Secretary. - Eleri noted we should start thinking ahead for next year's HLABC replacements | <ul style="list-style-type: none"> - All to let Pam know if they know of a potential CHLA exec candidate. | Pam |
| | Secretary's Update <ul style="list-style-type: none"> - No updates. | | Chantal |
| | Treasurer's update <ul style="list-style-type: none"> - Members roll updated <ul style="list-style-type: none"> - 112 members. - The Google Group has several inactive members. - Notice will be sent to non-members that they will be removed from the list next month if not renewed. - Sending out cheque of \$250 | <ul style="list-style-type: none"> - Shannon to start cleaning up the Google Group by sending an email to people who aren't on the membership list. - All to proofread Shannon's email to this Google Group list. | Shannon |

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| | | <ul style="list-style-type: none"> - All: if anyone has tips for cleaning up a Google Group efficiently, reach out to Shannon. | |
| | <p>CE update</p> <ul style="list-style-type: none"> - Grey lit event was well-attended! - Pre-recorded CE event <ul style="list-style-type: none"> - January 25th, 4pm or 5pm. - Who to host grey lit conversation? Call out to members? <ul style="list-style-type: none"> - We will put a call out to members for potential presenters. - If no moderator/presenter is found, Saeyong suggested running a practice search as a group activity. | <ul style="list-style-type: none"> - Monique to send invitations for the January 25 event. RSVPs will be required. - Monique and Saeyong to reach out to individuals/colleagues for potential moderators. - Monique to check with Prubjot regarding reaching out to potential presenters. | Monique |
| | <p>Communications update</p> <ul style="list-style-type: none"> - Prubjot worked with Emma to figure out website update details. - Emma to continue checking in with Prubjot as she works through the website task document. Prubjot may pass on questions to the rest of the team throughout the project. | | Prubjot |
| | <p>Student rep update</p> <ul style="list-style-type: none"> - No updates. | | Mya |
| | <p>GM Meeting Planning</p> <ul style="list-style-type: none"> - Meeting will be virtual. - Discussion topics: <ul style="list-style-type: none"> - Dates? - Agenda? - Who is willing to organize? - Determining different fee models for members to vote on. - Showcase new website <p>New logo</p> <ul style="list-style-type: none"> - Exec team to vote on a new logo, as | <ul style="list-style-type: none"> - Pam, Saeyong, and Edlyn to spearhead planning of virtual GM. - Prubjot to touch base with Emma in January about: <ul style="list-style-type: none"> - New logo - Emma's availability to join us for our January | Eleri |

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| | <p>designed by Emma.</p> <ul style="list-style-type: none"> - Payment for logo - separate from payment from main project? <ul style="list-style-type: none"> - Considered part of website rebrand. - Reassess hours needed based on website/logo time requirements. <ul style="list-style-type: none"> - Voted in favour of extending Emma's contract if needed in order to create a new logo. <p>General website branding</p> <ul style="list-style-type: none"> - Thoughts on colour scheme discussed. - Sticking with the blue and green colours for now. <p>Next meeting:</p> <ul style="list-style-type: none"> - To be planned based on Emma's availability. | <p>meeting.</p> <ul style="list-style-type: none"> - Eleri to check out CHLA branding/restrictions for colours. Will send an update if there are requirements. | |
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