



HLABC is an organization dedicated to supporting health libraries, their staff, & anyone interested in the search & discovery of health information

2022 HLABC Executive Meeting Minutes

Date: December 15th, 2022

Time: 1:00 pm PT

Location: Online via Zoom: <https://uvic.zoom.us/j/6644179619>

Attendees: Peyton Biswas, Marina Botnaru, Monique Grenier, Sarah Gleeson, Saeyong Kim, Chantal Lyons-Stevenson, Andrew Moore

Regrets: Eleri Staiger-Williams

Executive updates (if not covered under new business)			
	Agenda Item	Action Items	Speaker
	President's Update <ul style="list-style-type: none">- Update on G-Mail Access<ul style="list-style-type: none">- New password circulated within meeting.- CHLA Updates, if any<ul style="list-style-type: none">- Comms related: CHLA wants to know if there's anyone from the chapters who has Wordpress experience. They would like someone to provide about an hour of instruction. Recommendation: student hire.	<ul style="list-style-type: none">- Andrew to send a list to CHLA of non-members.	Andrew
	Past president's update		Eleri
	Vice-presidents' update <ul style="list-style-type: none">- Discussion of Handbook and individual roles and responsibilities, RE: Updating for 2023<ul style="list-style-type: none">- Should handbook update process happen at end of year, or as a starter task for new exec?- Proposed: outgoing exec revises toward end of the year, new exec reviews a few months into the role.- These changes would happen	<ul style="list-style-type: none">- Andrew to ask whether student reps need to be CHLA members.- CARRYOVER: Review handbook in mid-February prior to AGM.	Saeyong

	<p>by email; changes submitted separately, and reviewed together in one email.</p> <ul style="list-style-type: none"> - HLABC handbook doesn't state that a student rep needs to be a CHLA member. 		
	<p>Secretary's Update</p> <ul style="list-style-type: none"> - Discussion RE: Event Planning <ul style="list-style-type: none"> - Curling event idea <ul style="list-style-type: none"> - Andrew, Chantal, Sarah to discuss in January. - New Drive/Gmail password - Interest in reducing spam from website form; create CAPTCHA? 	<ul style="list-style-type: none"> - Chantal to coordinate with Andrew and Sarah in January. 	Chantal
	<p>Treasurer's update</p> <ul style="list-style-type: none"> - Update and Discussion RE: Membership Rolls 	<ul style="list-style-type: none"> - To coordinate: Credit card meeting with Saeyong, Marina, and the bank. 	Marina
	<p>CE update</p> <ul style="list-style-type: none"> - Monique to consult MLA offerings when released (January). - To double-check member list at next CE signup, remove non-members. 		Monique
	<p>Communications update</p> <ul style="list-style-type: none"> - Investigating CAPTCHA options for website - Backups seem to be going along smoothly. 		Sarah
	<p>Student rep update</p> <ul style="list-style-type: none"> - Update on Panel Discussion planning <ul style="list-style-type: none"> - Success! - 11-12 students, great feedback. - Discussion of dates/times - Idea: review of events at GM/end of year 		Peyton