2023 HLABC Executive Meeting Minutes

Date: June 29, 2023
Time: 2:00 pm PT
Location: Online via Zoom
Attendees: Marina Botnaru, Vinny Gibson, Prubjot Gill, Saeyong Kim, Chantal Lyons-Stevenson, Andrew Moore

Regrets:

Executive updates (if not covered under new business)			
	Agenda Item	**Action Items**	**Speaker**

	President's Update
	- Welcome, Prubjot and Vinny!
	   - Remaining exec vacancies:
	      - Treasurer
	      - Vice-President
	- CHLA chapters meeting updates
	   - CHLA interested in chapter EDI initiatives; requested HLABC let them know if we have any upcoming programming or resources.
	   - CHLA requested chapters consider sharing CE opportunities and/or opening up a CE event to all of CHLA. This includes guest speakers.
	      - Exec determined this is possible if it's not a paid event.
	- Discussion of exec vacancies; current exec members with connections to reach out and inquire about interest.
	- BC Registries: the HLABC annual report has been filed and Chantal added as Director. Records have been saved in the HLABC exec Google drive.
			Saeyong

	Past President's Update - No updates		Andrew

	Secretary's Update
	- Pending: CHLA conference bursary reimbursement and writeup
	- Discussion of website member list
	   - Exec has received a couple of requests to access an updated version of the list, but have been uncertain whether we can publish that information under the new *Societies Act* amendments.
	   - After discussion, it was determined this list is allowed, and there is interest in maintaining it.
	   - Previously, the membership list was updated once a year in the summer; this will remain the schedule moving forward.
	      - Procedure: Treasurer gives the member list to the Communications Manager, who readies it for the website.
	      - Next steps: Vinny to update the 2022 member list when able, and then upload the 2023 update in September after the member survey is out.
	- David Noble prize winners:
	   - Not all winners have provided addresses to receive their award. Chantal sent a reminder on June 19.
	- AGM minutes: In progress.
	- AGM feedback: Provided by email and circulated to Exec.
	- HLABC website
	   - Resources page: Question in HLABC inbox prompted discussion of the Resources list; currently under review and not actively updated.
	   - Exec bios: to be updated/added for new Exec
	- Workflow for meeting minutes
	   - Chantal to upload minutes to website after circulating to Exec.
		- **Carryover to July:**
		- Confirm any remaining CHLA conference reimbursements
		- Confirm who will be monitoring and responding to messages in HLABC inbox.
		- New Exec members to send bios for HLABC website.
		
		- **Carryover to August**: Revise language in member survey (to send in September) to alert membership that the list is updated and will be circulated once per year.
		
		- **Carryover to September**: Update 2023 member list.
		
		- **TBD**: David Noble prize winners to receive one year of free HLABC membership.
		
		- **Vinny** to update member list on website.
			Chantal

		- **Chantal** to complete and circulate AGM minutes to Exec. - **Chantal** to check previous year's minutes for any other pending carryover items.	

	Treasurer's Update
	- Discussion of membership admin
	    - To confirm: Who is responsible for membership admin right now?
	    - Marina suggested splitting roles of membership admin and treasurer duties.
	- David Noble Prize distribution: cheques have been signed, Marina to send once all winners have submitted their contact info.
	- HLABC society info has been submitted for filing.
		- **Carryover to July:** Confirm which role should be responsible for membership admin.
		
		- **Marina** to process CHLA conference reimbursement.	

	CE Update - Discussion of potential for David Noble and CHLA conference takeaway presentation	- **Carryover for July**: Discussion of David Noble Prize and CHLA conference presentations	Prubjot
	Communications Update - No updates		Vinny
	Student Representative Update - No updates		N/A