

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

2023 HLABC Executive Meeting Minutes

Date: July 27, 2023 Time: 1:00 pm PT

Location: Online via Zoom

Attendees:

Marina Botnaru
 Treasurer/Membership

Mica Depner
 Vice-President

Vinny Gibson
 Communications Director

Prubjot Gill
 Saeyong Kim
 Chantal Lyons-Stevenson
 Andrew Moore
 Maria Mulder
 CE Director
 President
 Secretary
 Past President
 Student Rep

Regrets:

Executive updates (if not covered under new business)

Agenda Item	Action Items	Speake
Introductions	Prubjot and	Saeyon
- Welcome to new exec members Mica and Maira!	Saeyong to start	
	planning Zoom	
Carryover Items	CE event for	
- Awards: Confirm any remaining CHLA	CHLA	
conference reimbursements	conference/Davi	
- TBD	d Noble winners.	
 Discussion of David Noble Prize and CHLA 		
conference presentations event	Chantal to	
 To happen later this year; presentations 	monitor HLABC	
in-person if possible. Prubjot was going to	inbox, forward	
wait until after the September survey goes	emails to	
out to members; that way, we can ensure	appropriate exec	
we have an updated email list and start	members. To	
planning a date after.	also add note of	

- Discussion of fall events:
- Previous event types include in-person pub nights, half-day CE events.
- Format: general preference for virtual for CE events, and in-person for social events.
- Survey feedback for events: exec to include a question in survey about event/CE format preferences, including a space for comments/mandatory comment field.
- Survey lead TBD.
- Admin
 - HLABC Google access:
 - Inbox monitoring: Chantal to monitor, send messages to appropriate exec members.
 - Mica and Maria to gain access to HLABC Google drive/gmail.
 - Issues of repeated two-factor-authentication requests to Exec.
 - Membership administration
 - Discussion of which role should be responsible for membership admin; previously a Treasurer role, option to become included in Communications role.
 - Tasks include adding an individual to the list of members, communicating renewal timelines, issuing reminders for renewal, and processing membership fees.
 - Determined that Chantal will forward membership emails to Marina and cc Vinny. Vinny to update email membership list, and Marina to confirm that membership fees have been submitted.
 - HLABC website password for members; password to be circulated to membership.
 - David Noble prize winners to be updated on website.

this to handbook.

Chantal to forward membership emails to Marina and cc Vinny. Vinny to update email list, and Marina to confirm that membership fees have been submitted.

Saeyong to update the exec handbook with the new membership and communications workflow.

TBC: HLABC website password for members; password to be circulated to membership.

New Exec members to send Vinny their bios for the HLABC website.

Saeyong to provide an onboarding overview to Mica and Maria.

Vinny to update website with David Noble

	Prize winners (names/paper titles).	
President's Update - Welcome Mica! - Welcome Maria! - No other updates. CHLA meeting minutes were circulated by email separately.		Saeyong
Vice President's Update No updates.		Mica
Past President's Update No updates.		Andrew
Secretary's Update - List of new memberships/renewals - David Noble Prize distribution - Still haven't heard back from one person regarding address info. Decision to send an email to the whole group with a deadline for the last winner to send an address. - Update on AGM minutes - Draft ready; exec has until August 4 to review. - Question re: collection development/management policies - Request from Chantal for any information on policies. Andrew to send a copy of his to Chantal, if privacy policy allows. - Note that a collection development/management policy would be useful future CE topic.	Chantal to send contact info to Saeyong for David Noble Prize winners. Saeyong to contact team with incomplete contact info. All to review draft of AGM minutes in Google Drive; minutes will be uploaded to HLABC site after August 4. Andrew to send collection policy to Chantal, if privacy allows.	Chantal
Treasurer's Update - Met with a potential future treasurer, waiting for feedback. If we can't find a treasurer in time,	Marina to complete CHLA conference	Marina

exec needs to prepare to find someone in the current exec to undertake the role. - Conference reimbursement pending.	reimbursement process.	
CE Update No further updates to previous discussion of online vs. in-person events. Short discussion of CHLA conference; Saeyong to update her CHLA conference notes and forward to Prubjot.	Saeyong to update her CHLA conference notes and forward to Prubjot.	Prubjot
Communications Update - Website admin login issues have been fixed. - Send any exec bios, if you want a bio up on the site. - Vinny to be email backup.		Vinny
Student Representative Update - Welcome Maria Mulder! - Discussion of social media presence for HLABC; Maria is interested in undertaking this. - Prubjot noted HLABC previously had a Twitter account, but experienced many access issues. - Uncertain which platforms would be best to use.	Carryover for August: Further discussion of social media presence.	Maria
Carryover for future meetings - 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. - September: - Update 2023 member list - Spring 2024: - Chloe Lepage may be interested in a future role next year		N/A