



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

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## 2024 HLABC Executive Meeting Minutes

April 2024

**Date:** Thursday, April 25

**Time:** 2:00pm-3:00pm

**Location:** Zoom

<https://ubc.zoom.us/j/61065213590?pwd=Z2FyVU1hRkhUSjUyZHlnZ2JFVWdUZz0>

### Attendees:

- |                           |                         |
|---------------------------|-------------------------|
| ● Mica Depner             | Vice-President          |
| ● Aubrey Geyer            | Treasurer               |
| ● Vinny Gibson            | Communications Director |
| ● Prubjot Gill            | CE Director             |
| ● Saeyong Kim             | President               |
| ● Chantal Lyons-Stevenson | Secretary               |
| ● Andrew Moore            | Past President          |

### Regrets:

Agenda		
Agenda Item	Action Items	Speaker
President's Update <ul style="list-style-type: none"> <li>- Student rep search               <ul style="list-style-type: none"> <li>- Pending; follow-up before AGM</li> </ul> </li> <li>- AGM prep               <ul style="list-style-type: none"> <li>- To complete: agenda, call-out for items, annual report</li> <li>- Report: Saeyong to use last year's report as a template. Will circulate to exec for approval before May meeting.</li> </ul> </li> </ul>	<p><b>Saeyong</b> to create and circulate annual report to exec.</p> <p><b>All exec</b> to review and update their relevant sections of the</p>	Saeyong

<ul style="list-style-type: none"> <li>- Last year's report had an extensive separate financial section; this was a preference of the Treasurer at the time, and that level of detail is not required.</li> <li>- Handbook updates <ul style="list-style-type: none"> <li>- HLABC Executive Handbook: Outgoing exec to review with incoming exec.</li> </ul> </li> <li>- CHLA chapter presidents meeting <ul style="list-style-type: none"> <li>- Nursing Librarian Interest Group was approved. Announcement will be coming at AGM.</li> <li>- CHLA lunch topic: balancing hospital librarians and academics (idea proposed)</li> <li>- Interest group discussion; creating a group involves a representative, a review every two years, and the creation of a terms of reference.</li> <li>- up involves making a terms of reference</li> </ul> </li> <li>- Insurance discussion <ul style="list-style-type: none"> <li>- CHLA has insurance for their board. HLABC exec can decide to purchase insurance as well, if needed. Typically purchased by nonprofit boards to cover financial liability.</li> </ul> </li> </ul>	<p>handbook prior to the AGM.</p> <p><b>Saeyong</b> to forward CHLA chapter meeting notes to exec.</p>	
<p>Vice President's Update</p> <ul style="list-style-type: none"> <li>- No updates</li> </ul>		Mica
<p>Past President's Update</p> <ul style="list-style-type: none"> <li>- No updates</li> </ul>		Andrew
<p>Secretary's Update</p> <ul style="list-style-type: none"> <li>- CHLA walk challenge: <ul style="list-style-type: none"> <li>- May 1-31: <a href="#">Full challenge info</a></li> <li>- Putting together an HLABC team</li> </ul> </li> <li>- 2023 David Noble Prize at AGM <ul style="list-style-type: none"> <li>- Aubrey/Rachael/Brianna - yes, will attend and present</li> <li>- Laura/Justina/Jill - haven't heard back yet</li> </ul> </li> <li>- Chantal not returning as secretary next year</li> <li>- Job posting: Hiring for part time role in province of bc</li> </ul>		Chantal
<p>Treasurer's Update</p> <ul style="list-style-type: none"> <li>- Honorarium for speaker for Culturally Safe Collections has been delivered</li> <li>- Sponsoring the KS Interest Group: On hold for now, but once they are ready Saeyong and Aubrey will co-sign a cheque.</li> </ul>		Aubrey

<p>CE Update</p> <ul style="list-style-type: none"> <li>- Facilitated Spring CE event on developing culturally safe collections on April 10. Presented by Jessie Loyer (UoA).</li> <li>- 99 participants, which exceeded the number of registrants.</li> <li>- Prepared an annotated summary document of resources mentioned in the chat and circulated it to attendees along with the recording.</li> </ul>		Prubjot
<p>Communications Update</p> <ul style="list-style-type: none"> <li>- AGM notice sent. Reminders in May and June (week of)</li> <li>- Available exec roles for 2024-2025: Comms, Secretary, CE, Student Rep, Vice President <ul style="list-style-type: none"> <li>- We'll also ask again at AGM</li> </ul> </li> </ul>	<b>Vinny</b> to send out AGM reminder in May, with updated list of available exec roles	Vinny
<p>Student Representative Update</p> <ul style="list-style-type: none"> <li>- N/A</li> </ul>		
<p>Carryover Items</p> <ul style="list-style-type: none"> <li>- May Agenda <ul style="list-style-type: none"> <li>- Ensure each exec has reviewed their role descriptions in the HLABC exec handbook</li> <li>- Discuss insurance and add to AGM agenda if moving forward. Some general info on member-funded societies available on <a href="#">Clicklaw</a>.</li> <li>- Chantal to follow up with 2023 David Noble group about their presentation once AGM agenda is complete.</li> </ul> </li> <li>- June Agenda <ul style="list-style-type: none"> <li>- New incoming exec to review roles in handbook</li> </ul> </li> <li>- AGM Agenda <ul style="list-style-type: none"> <li>- Proposal: Using HLABC dollars to fund a study.</li> <li>- Proposal: Records management student plan; also funding a research project on librarian value(strike working group; if not enough volunteers, no project)</li> <li>- To communicate: For renewals that happen in the mid-calendar year, reach out to exec and we will evaluate on a case-by-case basis.</li> </ul> </li> </ul>		

<ul style="list-style-type: none"><li>- Ask: how HLABC wants to be involved in CHLA 2025. (Again, no volunteers=no involvement)</li><li>- Whenever there's extra capacity:<ul style="list-style-type: none"><li>- Discuss Paypal and how we can transition to e-transfers(or if we want to)</li></ul></li></ul>		
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