



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

2024 HLABC Executive Meeting Minutes

May 2024

Date: Thursday, May 30

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:

Minutes	
Agenda Item	Action Items
<ul style="list-style-type: none"> - HLABC Exec Handbook: <ul style="list-style-type: none"> - 2023-2024 has been approved by exec and will be handed off to incoming executive in June. - Insurance: <ul style="list-style-type: none"> - The insurance question will be added to the HLABC AGM agenda; members who are interested in discussing the prospect can step forward at/after the AGM to become part of a committee for the decision. If there is general 	<p>Saeyong to add insurance the question to the AGM agenda.</p> <p>Chantal to contact 2023 David Noble prize groups re: AGM logistics, request they send us their slides.</p>

<p>interest, following the AGM there will also be a call-out for interested parties to participate.</p> <ul style="list-style-type: none"> - David Noble Prize 2024: <ul style="list-style-type: none"> - No applications were received this year. A reminder was sent out to library tech and MLIS programs. - 2023 David Noble Prize winners: <ul style="list-style-type: none"> - Chantal to follow up with groups about their presentation, confirm timing and ask for any slides they would like included. - HLABC lifetime membership nominations: <ul style="list-style-type: none"> - Reminder about nominations for any retiring members will be added to AGM reminder(s). - AGM prep: <ul style="list-style-type: none"> - No additional meetings necessary, discussions will be conducted by email unless a pressing matter emerges. 	
<p>President's Update</p> <ul style="list-style-type: none"> - Thanks to everyone! - CHLA e-News <ul style="list-style-type: none"> - Call for summer enews items by June 28th; nothing to add from HLABC at this time. - Student representative role <ul style="list-style-type: none"> - Amory tentative yes; pending schedule check. - 2024 AGM agenda and President's Report <ul style="list-style-type: none"> - Saeyong is drafting both. - AGM planning <ul style="list-style-type: none"> - A Zoom link has been created. - Two reminders will be sent in advance of the AGM. Minutes from last year and call-out for members to add agenda items will be included. The final reminder email will include the President's Report for member review. - If any exec wants to report on their role this year, they may do so at the AGM, and/or Saeyong can add their items to the President's report. - Prubjot will remain on the list of outgoing execs. - 2023 David Noble Prize groups will go about 10-15 minutes each. - In lieu of a formal CE there will be a Conference Roundtable. - Slide deck will be in Google Slides, template copied from last year. - Exec transition planning 	<p>All exec to contact Saeyong if there's anything they'd like added to CHLA enews.</p> <p>Vinny to add the following to AGM reminder email(s):</p> <ol style="list-style-type: none"> 1. Zoom link 2. HLABC lifetime membership nominations 3. 2023 AGM minutes 4. Call-out for any member contributions to the agenda 5. President's Report (in final reminder) 6. Notification of incoming/outgoing exec 7. A message that the CE event will be a conference roundtable, with a request for members to bring any notes if they are interested in joining their discussion. <p>Saeyong to add a note in the news/announcements section of AGM agenda that</p>

<ul style="list-style-type: none"> - Mica will delegate signatory powers (for signing bank cheques) to Saeyong for the forthcoming year, due to location; Aubrey will facilitate. - 2025 CHLA conference: <ul style="list-style-type: none"> - Discussion of HLABC involvement for potential conference location in Vancouver. - HLABC will issue a call-out for members interested in HLABC involvement at the conference. - Saeyong will add a note in the news/announcements section of AGM agenda that CHLA 2025 will be in Vancouver. Other than that, we won't plan on having a discussion of the CHLA conference planning as an agenda item. 	<p>CHLA 2025 will be in Vancouver.</p> <p>Saeyong, Mica, and Aubrey to discuss delegation of signatory powers.</p> <p>All exec to add role reports, if desired, to AGM agenda or President's Report (contact Saeyong).</p> <p>Saeyong to create an AGM slide deck. All exec to contribute as relevant.</p> <p>Aubrey to include report on membership numbers in AGM agenda.</p>
<p>Vice President's Update</p> <ul style="list-style-type: none"> - No updates. 	
<p>Past President's Update</p> <ul style="list-style-type: none"> - No updates. 	
<p>Secretary's Update</p> <ul style="list-style-type: none"> - CHLA walking challenge: Saeyong, Mica, and Chantal participated as part of the HLABC group, in addition to two other HLABC members. - No entries for David Noble Prize have been submitted. 	
<p>Treasurer's Update</p> <p>PayPal Issue and Remediation of Treasurer Error:</p> <ul style="list-style-type: none"> - See "APPENDIX I" below for a copy of the email sent by Aubrey, detailing an accidental personal transaction through the HLABC PayPal account. - Exec discussion of continuing to use PayPal as a payment tool, considering the risk of accidental transactions. It was determined that: Given that we cannot have a debit/credit card as a society, PayPal remains the best payment solution for HLABC. 	<p>Aubrey to provide PayPal documentation as described in Minutes.</p>

<ul style="list-style-type: none"> - The following documentation of this error will be stored in the HLABC Google Drive, and paper copies will be provided to the incoming Treasurer: <ul style="list-style-type: none"> - The original transaction of the HLABC PayPal account - The remediating transaction from Aubrey's personal account to the HLABC PayPal - All emails between Aubrey and HLABC Executive members regarding this transaction - The following procedure changes were proposed: <ul style="list-style-type: none"> - Aubrey would like to set up a procedure for documentation to make it easier for the next Treasurer to export all PayPal transactions, with notes/annotations of relevant reporting cycles. - A new responsibility for future Treasurers would be requesting a printout of all bank transactions on a regular basis. Currently there is a record for monitoring cheques (the physical cheque book), but those are based on human calculations; there is an interest in having a process where we confirm the transactions against bank records. 	
<p>CE Update</p> <ul style="list-style-type: none"> - CE and AGM items already discussed above; no other updates. 	
<p>Communications Update</p> <ul style="list-style-type: none"> - An AGM reminder was sent out, more will be provided closer to the date. - No emails from interested parties looking to become exec members. 	<p>Vinny to send AGM reminder(s) closer to the date.</p>
<p>Carryover Items</p> <ul style="list-style-type: none"> - After AGM: <ul style="list-style-type: none"> - HLABC to issue a call-out for members interested in HLABC involvement at the conference. - Discuss proposed transaction monitoring changes for the Treasurer role. 	

APPENDIX I: EMAIL TO HLABC EXECUTIVE MAY 28, 2024

From: Aubrey Geyer (aubrey.geyer@ubc.ca)
To: HLABC Exec Google Group (hlabcexec@googlegroups.com)

Hi all,

I have added an item to the agenda under treasurer's update as "PayPal Issue and Remediation of Treasurer Error." I want to appraise you all of the details ahead of time:

In reviewing transaction details for HLABC's financial report from both PayPal and the bank account, I discovered what I at first thought was a fraudulent transaction. Upon investigation, it was a personal transaction of my own that had been processed against the HLABC PayPal account instead of my personal PayPal account. The "how" is a little difficult to identify, as I thought I had taken precautions against PayPal's login-free redirect occurring with the HLABC account on any of my personal devices, but I have to assume that is what happened. I consider this to be a grave issue even though made in error rather than malice, and reported it promptly to the president; as soon as we discuss appropriate procedure for rectification, documentation, & prevention at the exec meeting I will amend the error in accordance with whatever procedure we agree on.

Best wishes,

Aubrey

Aubrey C. Geyer

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