



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

October 2024

Date: October 31, 2024

Time: 1:00 - 2:00

Location: Teams

https://teams.microsoft.com/join/19%3ameeting_NmYxZThNjUtMGZkZi00MmJkLWE5Y2YtZjU2MDY2YTA0NzAw%40thread.v2/0?context=%7b%22Tid%22%3a%2231f660a5-192a-4db3-92ba-ca424f1b259e%22%2c%22Oid%22%3a%22d3a8addf-53a2-4124-bb91-8b0932029355%22%7d

Attendees:

- | | |
|--------------------|----------------------|
| ● Mica Depner | President |
| ● Melissa Caines | Vice President |
| ● Darcie Smith | Communications |
| ● Rachael Bradshaw | Secretary |
| ● Saeyong Kim | Past President |
| ● Jane Jun | Continuing Education |
| ● Aubrey Geyer | Treasurer/Membership |

Regrets:

- | | |
|-----------------|------------------------|
| ● Amory Strader | Student Representative |
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Agenda		
Agenda Item	Action Items	Speaker
Welcome and introductions to new team members		
President's Update <ul style="list-style-type: none"> - CHLA Conference call for local BC volunteers for Local Assistance Committee - Forwarded to membership 	Mica to send CHLA call for Local Assistance Committee members to	Mica

<ul style="list-style-type: none"> - We should share with library students at UBC and Langara, as this task does not require specialized library knowledge - Follow up on email encouraging members to join exec - new exec members <ul style="list-style-type: none"> - Welcome Jane and Melissa - Planning a social event: <ul style="list-style-type: none"> - Book Smack - a panel of people who present on their favorite books they've read - December 5th at 12:00PM over Zoom - Calling it "Lightning Books" - Send save the dates after Remembrance Day 	<p>Amory (to share with iSchool)</p> <p>Mica to make graphic for Lightning Books social event</p>	
<p>Vice President's Update</p> <ul style="list-style-type: none"> - Orienting to role 	<p>Melissa to send CHLA call for Local Assistantship Committee members to Langara</p> <p>Melissa Jane, and Rachael to draft letter to the editor of BCMJ re: CPSBC Library closure</p>	<p>Melissa</p>
<p>Past President's Update</p> <ul style="list-style-type: none"> - Membership wants an in-person, casual meeting around CHLA conference <ul style="list-style-type: none"> - Will plan a pub night around CHLA conference time in June - Some exec members have confusion around Google groups for members <ul style="list-style-type: none"> - Saeyong demonstrated how to access Google groups list and how to update - Letter to the editor to BC Medical Journal re: closure of College of Physicians and Surgeons of BC Library closure <ul style="list-style-type: none"> - Task will be given to Melissa, Jane, and Rachael 		<p>Saeyong</p>
<p>Secretary's Update</p> <ul style="list-style-type: none"> - No major updates - keeping track of inbox and uploading minutes to website 		<p>Rachael</p>

<p>Treasurer's Update</p> <ul style="list-style-type: none"> - Darcie and Aubrey met to discuss sending reminder emails for membership re-registration - Aubrey and Saeyong got full record of PayPal transactions <ul style="list-style-type: none"> - Aubrey to create a harmonized digital spreadsheet of PayPal and bank information <p>Membership Coordinator</p> <ul style="list-style-type: none"> - Membership Google group is now out of date <ul style="list-style-type: none"> - Aubrey to rectify 	<p>Aubrey to create a harmonized digital spreadsheet of PayPal and bank information</p> <p>Aubrey to take membership masterlist and update HLABC membership Google group</p>	<p>Aubrey</p>
<p>CE Update</p> <ul style="list-style-type: none"> - Orienting to role - Asking about instructions from previous CE: unsure who to contact for help with the website. They are a CHLA contact <ul style="list-style-type: none"> - Will follow up with Prubjot with any further questions 		<p>Jane</p>
<p>Communications Update</p> <ul style="list-style-type: none"> - Darcie and Aubrey met to discuss reminder emails for membership renewal 	<p>Darcie to send out save the dates for Lightning Books</p>	<p>Darcie</p>
<p>Student Representative Update</p> <ul style="list-style-type: none"> - N/A - not present at meeting 		<p>Amory</p>
<p>Old Business / Carryover Items From Last Meeting</p> <ul style="list-style-type: none"> - Saeyong to send letter to the editor to BC Medical Journal - resolved in Past President's update - Aubrey to send follow-up renewal email in October - Aubrey to develop documentation standard recording transactions from bank account and PayPal - Saeyong to reach out to Patricia Foster to discuss potential CHLA conference events - resolved in President's update 		
<p>New Business / Carryover Items for Next Meeting:</p> <ul style="list-style-type: none"> - Mica to send CHLA call for Local Assistance Committee members to Amory (share with iSchool) - Mica to make graphic for Lightning Books social event - Melissa to send CHLA call for Local Assistantship Committee members to Langara - Melissa Jane, and Rachael to draft letter to the editor of BCMJ re: CPSBC Library closure 		

<ul style="list-style-type: none">- Aubrey to create a harmonized digital spreadsheet of PayPal and bank information- Aubrey to take membership masterlist and update HLABC membership Google group- Darcie to send out save the dates for Lightning Books		
Meeting adjourned by Rachael Bradshaw at 1:53 PM		