



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

2025 HLABC Executive Meeting Minutes

April 2025

Date: April 24, 2025

Time: 11:00 - 12:00

Location: Teams

https://teams.microsoft.com/join/19%3ameeting_NmYxZThINjUtMGZkZi00MmJkLWE5Y2YtZjU2MDY2YTA0NzAw%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 |
| • Rachael Bradshaw | Secretary |
| • Jane Jun | Continuing Education |
| • Aubrey Geyer | Treasurer/Membership |
| • Darcie Smith | Communications |
| • Saeyong Kim | Past President |

Regrets:

- | | |
|-----------------|------------------------|
| • Amory Strader | Student Representative |
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Agenda		
Agenda Item	Action Items	Speaker
President's Update <ul style="list-style-type: none">- CE event<ul style="list-style-type: none">- Mica can send out poster and Zoom link - Thanks Jane!	Mica to send CE poster and Zoom	Mica

<ul style="list-style-type: none"> - Who will introduce speaker / moderate questions at the end? <ul style="list-style-type: none"> - Jane to introduce Lucas and moderate questions/chat - Mica to be backup moderator - Jane will make UBC folks cohosts as backup - Giving honorarium: Lucas offered not to take it. <ul style="list-style-type: none"> - We will offer anyway and leave it up to him whether or not he wants to take it. It is our standard practice and is not cost prohibitive. - Next year's Exec <ul style="list-style-type: none"> - Need Vice / Incoming President - All other exec members planning to stay in positions, with caveat that if other members are interested, they can discuss taking the role - Google account - Mica wasn't able to add multiple recovery phone numbers to our account <ul style="list-style-type: none"> - We will put in Melissa's phone number after Saeyong is finished in her role - AGM - June 19 at 11am - send out Save the Date email beginning of May? Do we want a CE event to follow? Conference round table? <ul style="list-style-type: none"> - Mica will send email at the beginning of May - David Noble Prize: we have not had any applications yet. <ul style="list-style-type: none"> - Mica will send one more reminder - Funding requests - Draft application guidelines? See "General Activities Fund" draft from AHLA <ul style="list-style-type: none"> - Darcie will start drafting guidelines based on guidelines from other regional associations - Saeyong to assist 	<p>link to membership</p> <p>Mica to send AGM save the date to membership in May and advertise for new VP/Incoming President</p> <p>Mica to send one more reminder for David Noble prize</p>	
<p>Vice President's Update</p> <ul style="list-style-type: none"> - How far in advance of CHLA should we send out the poll to membership about the get together for the June conference <ul style="list-style-type: none"> - We will send it 1 month beforehand. Darcie to send. 		Melissa
<p>Past President's Update</p> <ul style="list-style-type: none"> - N/A 		Saeyong

Secretary's Update <ul style="list-style-type: none"> - Question about CE event: are we recording it? - Jane to reach out to Lucas to ask about recording 		Rachael
Treasurer's Update <ul style="list-style-type: none"> - Saeyong is the second signatory on our bank account - this will need to change once Saeyong is done in her role. Checks need to be signed in-person. - Melissa consider being co-signatory as President 	Aubrey and Melissa to visit bank to make Melissa co-signatory in June	Aubrey
CE Update <ul style="list-style-type: none"> - Upcoming event on April 30. See President's update. 	Jane to make UBC exec members cohosts on Zoom for CE event Jane to ask Lucas about recording CE event	Jane
Communications Update <ul style="list-style-type: none"> - N/A 	Darcie to email membership about meeting at CHLA in first week of May	Darcie
Student Representative Update <ul style="list-style-type: none"> - Not present 		Amory
Carryover Items <ul style="list-style-type: none"> - Aubrey to create a harmonized digital spreadsheet of PayPal and bank information 		
Meeting adjourned by Mica at 11:35		