



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

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## 2025 HLABC Executive Meeting Minutes

### May 2025

**Date:** May 29, 2025

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

**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](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 |
|-----------------|------------------------|

| Agenda   |   |         |
|--|---|---------|
| Agenda Item  | Action Items  | Speaker |
| President's Update <ul style="list-style-type: none"><li>- CHLA Chapter Presidents' Meeting: attended by Mica and Melissa</li><li>- General updates on CE events</li></ul> | Mica to review bylaws for quorum requirements for AGM | Mica    |

|  |   |         |
|--|---|---------|
| <ul style="list-style-type: none"> <li>- CHLA AGM - anything of note ? <ul style="list-style-type: none"> <li>- Discussions of budget and EBSCO platform updates</li> <li>- Next year's conference may be held in Quebec City</li> </ul> </li> <li>- AGM - creating agenda, slides, and meeting link <ul style="list-style-type: none"> <li>- Will be held on June 19 (11:00 - 12:30)</li> <li>- We give our own reports</li> <li>- AGM - Colleen to discuss study</li> <li>- Do we want to do a conference roundtable again after the AGM? <ul style="list-style-type: none"> <li>- Yes - 1 hour meeting, 30 min review of what people attended at the conference</li> </ul> </li> </ul> </li> <li>- Report to be submitted under Societies Act <ul style="list-style-type: none"> <li>- Mica and Aubrey will do this after the AGM</li> <li>- Melissa, Mica, and Aubrey can be put down as "directors"</li> </ul> </li> <li>- Vice-President role - is there anyone we can approach? <ul style="list-style-type: none"> <li>- All members to reach out to potentially interested people</li> </ul> </li> </ul> | <p>Mica to start preparing slides for HLABC AGM - will send to exec next week to start filling out</p> <p>Mica and Aubrey to submit report to Societies Act after AGM</p> |         |
| <p>Vice President's Update</p> <ul style="list-style-type: none"> <li>- Banking update <ul style="list-style-type: none"> <li>- Melissa will not become co-signatory</li> <li>- Who will do it? Potentially Rachael, considering</li> </ul> </li> <li>- Who from the exec is attending CHLA? <ul style="list-style-type: none"> <li>- Melissa, Jane, Aubrey, Saeyong, and Rachael will attend</li> </ul> </li> <li>- Do we have slides from Lucas from the event and timeline to send with recording? <ul style="list-style-type: none"> <li>- Jane will check in with Lucas about slides</li> </ul> </li> <li>- HLABC meet-up - poster for email and printed poster for event itself? <ul style="list-style-type: none"> <li>- Rachael to print at UBC</li> </ul> </li> </ul>   |   | Melissa |
| <p>Past President's Update</p> <ul style="list-style-type: none"> <li>- No updates</li> </ul>  |   | Saeyong |
| <p>Secretary's Update</p> <ul style="list-style-type: none"> <li>- Doodle poll sent to HLABC exec to plan time for <ul style="list-style-type: none"> <li>- Thursday, June 5th at 4:30 is the best time</li> <li>- We will go and get ice cream at Rain or Shine - meet at Great Hall Foyer at 4:30</li> </ul> </li> </ul>   | <p>Rachael to make HLABC AGM Zoom link - add UBC people as co-hosts</p>   | Rachael |

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|---|--|--------|
| <ul style="list-style-type: none"> <li>- CHLA social event - send save the date to members ASAP</li> <li>- Recording of CE event - has this been edited? We should send to members <ul style="list-style-type: none"> <li>- Jane has edited the recording and will send recording and slides as soon as Lucas sends slides</li> </ul> </li> <li>- HLABC AGM - when to send agenda? <ul style="list-style-type: none"> <li>- We will send agenda on Monday</li> </ul> </li> </ul>  | <p>Rachael to consider being co-signatory<br/>Rachael to send email about HLABC social event to members</p> <p>Rachael to print HLABC poster to hold up to gather people</p> |        |
| <p>Treasurer's Update</p> <ul style="list-style-type: none"> <li>- CHLA reached out to Aubrey regarding being a cosignatory for gaming license to run raffle at conference to raise money for research fund, including CPSBC closure study. It was resolved without needing further action from Aubrey / HLABC</li> <li>- Aubrey will send check to Colleen to pay for our contribution to the study</li> <li>- Membership update: we need to be more clear with members that their membership expires after the AGM and that dues are due shortly after</li> </ul> |  | Aubrey |
| <p>CE Update</p> <ul style="list-style-type: none"> <li>- CE event with Lucas Wright was well-attended and well-regarded</li> <li>- HLABC AGM: we will pre-make slides to be sent to members beforehand</li> </ul>  | Jane to send CE recording and slides as soon as Lucas sends slides   | Jane   |
| <p>Communications Update</p> <ul style="list-style-type: none"> <li>- Grant application process development is in the works <ul style="list-style-type: none"> <li>- Not concrete yet - mention to membership once it's done</li> </ul> </li> </ul>   | Darcie to add AGM information to "upcoming events" section of website  | Darcie |
| <p>Student Representative Update</p> <ul style="list-style-type: none"> <li>- We need to put out a call for a new student representative</li> </ul>   |  |        |
| <p>Carryover Items</p> <ul style="list-style-type: none"> <li>- Funding requests - Draft application guidelines? See "General Activities Fund" draft from AHLA</li> <li>- Aubrey to create a harmonized digital spreadsheet of PayPal and bank information</li> </ul>   |  |        |
| <b>Meeting adjourned by Mica at 2:58</b>  |  |        |