

HLABC EXECUTIVE MEETING MINUTES
February 11, 2005

ATTENDEES: Shannon Long, Teresa Prior, Marcia Bilinsky. Robert Melrose, Ollie Kachmar, Krista Clement

1. Nominees for executive 2005-06: The executive will be seeking nominees to serve on the executive. Members are asked to submit names of people who may be interested in serving. The treasurer's position will be vacant as Marcia is stepping down this year.
2. CE Day and AGM: Date set for the AGM is May 13, 2005. Ellen Crumley will provide a full day of training for CE. Robert will approach UBC Koerner or Health Sciences libraries regarding the use of a computer lab for training for 32-35 people. The charge for the all day session will be \$100.00 for members and \$130.00 for non-members. Shannon will contact Ellen to find out what type of teaching aids she will require. Marcia offered to host the AGM dinner at MLS again this year and Ollie will contact Just Right Catering to provide the dinner.
3. March Meeting: The general meeting will be held at the new BC Cancer Research boardroom located at 675 West 10th. The date is March 17, 2005 and the time 7:00PM. HLABC will offer a video link in Kelowna and Victoria for members who will not be able to attend the meeting in Vancouver. Krista will verify who will set up a video link in for the Kelowna and Victoria Region and Teresa will check to see if there is an interest regarding video conferencing in the Fraser Valley Region.
4. Forum: Krista asked for executive input in how to deal with boundaries regarding guest editors position. It was established that the guest editor sends the general email to membership on topic and follows up regarding submissions. Krista will send out guidelines and cheat sheet for the guest editor. Krista does the layouts for the full newsletter.
5. Forum Guidelines: Target dates are:
Winter, Dec - Member Forums and Reference
Spring, Mar - News and Special Topics
Summer, Jun - member forums and Collections
Development.
Fall, Sep. - AGM and all Conferences
Krista mentioned that there were some problems with exporting word processing data to pdf files. She suggested that we should consider purchasing software such as Microsoft Publisher to help solve some of the problems past problems encountered when publishing the Forum. Shannon suggested that HLABC is to consider buying the software after the AGM.
- 6 Membership: It was discussed as to whether lifetime members should be contacted as to whether they would like to continue to receive a hardcopy of the Forum.
7. Archives: Vancouver Public Library holds a subscription to the Forum and prints a

copy of the Forum. There is a need to assign someone within HLABC to be a repository for printing and archiving a copy for each publication. Krista offered to hold the archived copies while she is editor. She will contact the National Library of Canada as well to find out what their most current issue of the newsletter is.

8. Closing: Shannon reminded the executive that all reports are due by February 24th. The meeting was adjourned.