



## 2020 HLABC Executive Meeting Agenda

**Date:** Friday, August 28, 2020

**Time:** 1:00pm - 2:00pm

**Location:** Online via Zoom

**Attendees:** Pam, Colleen, Prubjot, Eleri, Shannon

Executive updates (if not covered under new business)			
	Agenda Item	Action Items	Speaker
1	Update the HLABC Exec Google Group list: <ul style="list-style-type: none"> <li>• Add new CE Coordinator (Monique)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Pam</b> to add Monique to Exec group for next meeting</li> </ul>	Pam
2	President's Update: <ul style="list-style-type: none"> <li>• Mountain Pacific Conference:               <ul style="list-style-type: none"> <li>○ There will be a sticker contest</li> <li>○ Working on Conference Code of Conduct</li> <li>○ No answer yet re: where the \$200 USD would go in terms of management</li> <li>○ Shannon doesn't think we need to create a short term account for this</li> <li>○ Perhaps we can keep the American and Canadian funds separate?</li> <li>○ When the money is due?</li> <li>○ Where the money should go?</li> </ul> </li> <li>• No feedback re: racism post in Keywords</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Pam</b> will ask ask co-chair meeting with Treasurers re: conference funds in the second week of September</li> </ul>	Pam
3	Past-President Update: <ul style="list-style-type: none"> <li>• Date for socializing: Wednesday, September 23, 1:00 to 2:00 pm is currently the best time</li> <li>• Will coordinate with Monique</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Pam</b> will connect Colleen and Monique</li> </ul>	Colleen
4	Treasurer Update: <ul style="list-style-type: none"> <li>• Shannon issued a couple of refunds, which costs the association less than \$1.00               <ul style="list-style-type: none"> <li>○ Transferring the amount back to the member is free vs. refund which has a small fee- which is better?</li> </ul> </li> <li>• Shannon will be summarizing results of the survey</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Shannon</b> will look into how refunds work on Paypal</li> </ul>	Shannon
5	Communications Update: <ul style="list-style-type: none"> <li>• Educational materials page:               <ul style="list-style-type: none"> <li>○ An "Ask Us" page instead of links?</li> <li>○ What should we do with the page?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Pam</b> is going to look at language re: information for students vs members vs members of the public</li> </ul>	Prubjot

		<ul style="list-style-type: none"> <li>● <b>Prubjot</b> will add list of health libraries, emails for the listserv and exec</li> <li>● <b>Everyone</b> think of possible page names</li> </ul>	
6	Secretary Update: <ul style="list-style-type: none"> <li>● No update</li> <li>● Minutes for June and July have been edited and are ready for approval</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Everyone</b> please email <b>Eleri</b> if any meeting minute updates need to be made</li> </ul>	Eleri
7	Minutes Approval for June and July: <ul style="list-style-type: none"> <li>● Minutes approved</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Prubjot</b> to post minutes before next meeting</li> </ul>	Eleri / Prubjot
<b>Wrap up</b>			