

2021 HLABC Executive Meeting Agenda

Date: September 24, 2021

Time: 2:00 pm PST

Location: Online via Zoom

Attendees: Mya Ballin, Shannon Cheng, Prubjot Gill, Monique Grenier, Saeyong Kim, Edlyn Lim, Chantal Lyons-Stevenson, Eleri Staiger-Williams

Regrets: Pamela Harrison

Executive updates (if not covered under new business)			
	Agenda Item	Action Items	Speaker
	Trivia Debrief <ul style="list-style-type: none"> - The event went well! Thanks to Monique for all your hard work :) 	<p>Eleri to send a message out to the HLABC Google Group to try and contact Natalia.</p> <p>Shannon to bump Vinny and Ruby up on the winner's list.</p> <p>Monique to send screenshots to Pam.</p>	Eleri
	President's Update <ul style="list-style-type: none"> - Edlyn and Saeyong were officially elected to the exec as co-Vice Presidents. Welcome! - Mya has found a potential second rep. 		Eleri
	Past president's update <ul style="list-style-type: none"> - Pam is away for this meeting, Eleri made a get-well card: https://www.kudoboard.com/boards/JSCYbAbf 	<p>All to sign the card, please.</p> <p>Eleri to send the card to Pam.</p>	Eleri
	Secretary's Update <ul style="list-style-type: none"> - Chantal received editing access to the Google Drive and added the July minutes. 	<p>Eleri to check July minutes and alert Prubjot once complete.</p>	
	Treasurer's update <ul style="list-style-type: none"> - 	<p>Edlyn and Saeyong to complete the Google Form.</p>	Shannon
	CE update <ul style="list-style-type: none"> - We will look into planning 1-2 CE events for Spring. 	<p>Monique to create proposals for CEs for next meeting (online preferred).</p>	Monique

	<p>Communications update</p> <ul style="list-style-type: none"> - Minutes have been added to the website up to (and including) June. July to be updated after this meeting. - Bios and pronouns have been added to the exec team page. 	<p>Saeyong to send pronouns/mini-bio to Prubjot.</p> <p>Prubjot to add Saeyong and her blurb to the website.</p>	Prubjot
	<p>Student rep update</p> <ul style="list-style-type: none"> - Mya might have a candidate for student rep in mind; updates to come. 	<p>Mya to update Eleri when she has more info.</p>	Mya
	<p>Budget</p> <ul style="list-style-type: none"> - Shannon's spreadsheet: https://docs.google.com/spreadsheets/d/1MAyVwF3cfMw9gwTkRigBXD40XGHPXC-wQ-pDbJoyrdl/edit#gid=0 - Discussion about how to present our budget to members, and what our plan is around our surplus (about \$10,000). - Decision to make: do we cut down as much as possible year-by-year, or do we make a plan for a set amount to be spent annually (ex. a grant)? - The concern with a long-term set amount is that the exec team changes over time; it might not be the most future-friendly option. - One suggested idea is to reduce our reliance on institutional admin tools (ex. Zoom) 	<p>Eleri to start making a list of possible budget options.</p> <p>All to provide thoughts on:</p> <ol style="list-style-type: none"> 1) how to spend this surplus 2) ideas for ways to increase our baseline operating budget 	Shannon
	<p>Student Website Development Position</p> <ul style="list-style-type: none"> - Prubjot made a rough list of ideas in this Google Doc: https://docs.google.com/document/d/1Who3ALqSXcK7Xly0RwwkVfurdnUFzZ52PMaMStR9vpA/edit - The group looked at Eleri's suggested contract template: https://docs.google.com/document/d/1IUGC_u72c8kenaSmDPZX9ELtrvNee68F/edit 	<p>All to look at the website and make suggestions for possible updates.</p> <p>Eleri to add language around project hours/timeline to job posting and contract.</p> <p>Eleri and Chantal to draft a job posting and contract for this role, and send to the exec team for review.</p>	Eleri

	<ul style="list-style-type: none"> - The team agreed it looks like a good template to work off. - Suggested language for job posting and contract re: project length: <ul style="list-style-type: none"> - This project has a projected timeline of 20 hours. It has a maximum allocation of 30 hours, to be determined when the 20 hour mark is completed. It is the Project Manager's discretion whether to extend those project hours. - Eleri will put together a job description and draft a contract. She would like to post this role by October 15, if possible. - The posting will go up on the UBC, Langara, and UFV Library student sites. - Eleri and Prubjot will interview candidates. They will keep a record of these interviews for our members. - Suggested deadline for this project is Friday, January 14, 2022. 	<p>TBD will add the job posting to the following library student job boards:</p> <ul style="list-style-type: none"> - UBC - Langara - UFV <p>Eleri and Prubjot to conduct interviews and keep records of these interviews for our members.</p>	
	<p>General Meeting:</p> <ul style="list-style-type: none"> - To be scheduled for late January. 	<p>Eleri to create a survey for a specific dates and distribute to HLABC Group.</p>	