

## 2021 HLABC Executive Meeting Agenda

**Date:** October 26, 2021

**Time:** 3:00 pm PST

**Location:** Online via Zoom

**Attendees:** Shannon Cheng, Monique Grenier, Pamela Harrison, Saeyong Kim, Edlyn Lim, Chantal Lyons-Stevenson, Eleri Staiger-Williams

**Regrets:** Mya Ballin, Prubjot Gill

Executive updates (if not covered under new business)			
	Agenda Item	Action Items	Speaker
	President's update <ul style="list-style-type: none"> <li>- Eleri couldn't attend the CHLA Chapter Presidents meeting, Saeyong went in her stead.</li> <li>- Will be looking at budget details/project soon.</li> <li>- Posted the website role and received three applications. Details below.</li> </ul>		Eleri
	Past president's update <ul style="list-style-type: none"> <li>- No updates.</li> </ul>		Pam
	Vice president's update <ul style="list-style-type: none"> <li>- Attendance at CHLA Chapter Presidents meeting. Provided an update that Saeyong and Edlyn are Vice-Presidents. Also reported on our website update project, and there was great interest.               <ul style="list-style-type: none"> <li>- Eleri received notes from that CHLA meeting from Tara. Two updates of note were:</li> <li>- University of Manitoba may be striking soon.</li> <li>- Saskatchewan HLA members would like to collaborate more with other chapters, thoughts and ideas welcome.</li> </ul> </li> </ul>		
	Secretary's Update <ul style="list-style-type: none"> <li>- No updates.</li> </ul>		Chantal
	Treasurer's update <ul style="list-style-type: none"> <li>- No updates.</li> </ul>	<ul style="list-style-type: none"> <li>- Needs to have a members list before the end of November</li> </ul>	Shannon

		(this is a private member list, different from the directory).	
	<p>CE update</p> <ul style="list-style-type: none"> <li>- The group looked over Monique's list of <a href="#">CE proposals</a>, event options were discussed.</li> <li>- There is interest in choosing two items from this list, starting with the November 17 live event.</li> <li>- It was decided to have two group viewings of this November 17 event: one live showing, and a second group watching a recording together.</li> <li>- Registration will be required for this event to keep track of CE codes.</li> <li>- The next event will be discussed/decided at our next meeting.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Monique</b> to create a Google form to track registration.</li> <li>- <b>Monique</b> to send an email asking members to sign up for the November 17 live event. There will be two sign-up links: one for the live event, and one for the recorded version.</li> </ul>	Monique
	<p>Communications update</p> <ul style="list-style-type: none"> <li>- No updates.</li> </ul>		Prubjot
	<p>Student rep update</p> <ul style="list-style-type: none"> <li>- No updates.</li> <li>- Eleri: Another student was interested in joining the meeting but couldn't make it today.</li> </ul>		Mya
	<p>Budget</p> <ul style="list-style-type: none"> <li>- No updates.</li> </ul>		Shannon
	<p>Student Website Development Position</p> <ul style="list-style-type: none"> <li>- Reviewed the three candidates who have applied for the role.</li> <li>- Discussion of WordPress plugins, accessibility, and project scope; decided that the priority for this site is standard, free, user-friendly, and accessible.</li> <li>- We will prioritize the cleanup and essential updates needed for this project, leaving the potential for a larger update with user testing to a future date.</li> <li>- Timeline: receive feedback on candidates by October 30, conduct interviews in the first half of November.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Eleri</b> to provide updates on interview dates.</li> <li>- <b>Eleri</b> to create and circulate a Google Doc of interview questions.</li> <li>- <b>All</b> to send Eleri feedback on candidates by October 30.</li> <li>- <b>Eleri and Prubjot</b> to conduct interviews, <b>Pam</b> to assist.</li> </ul>	Eleri
