



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

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## 2022 HLABC Executive Meeting Agenda

**Date:** June 15, 2022

**Time:** 12:00 pm PST

**Location:** Online via Zoom

**Attendees:** Eleri Staiger-Williams, Sarah Gleeson, Marina Botnaru, Saeyong Kim, Chantal Lyons-Stevenson

**Regrets:** Peyton Biswas, Monique Grenier, Andrew Moore

Executive updates (if not covered under new business)			
	Agenda Item	Action Items	Speaker
	President's Update <ul style="list-style-type: none"><li>- Eleri has been providing overlap coverage for President's duties, Saeyong expects to pick up again in July</li></ul>		Saeyong
	Past president's update <ul style="list-style-type: none"><li>- Diana Hall has been contacted re: Lifetime Achievement Award</li><li>- Suggested not meeting in July and resuming in August</li></ul>	<ul style="list-style-type: none"><li>- No Exec meeting in July</li><li>- <b>Eleri</b> to send Doodle poll for August meeting.</li><li>- <b>Eleri</b> to troubleshoot HLABC Exec emails for Peyton and HLABC Membership emails for Sarah</li></ul>	Eleri
	Vice-presidents' update <ul style="list-style-type: none"><li>- N/A</li></ul>		Andrew
	Secretary's Update <ul style="list-style-type: none"><li>- Confirmed list of names and roles for 2022 exec:</li></ul> <p>Peyton Biswas: Student Representative Marina Botnaru: Treasurer Monique Grenier: CE &amp; Programming</p>		Chantal

	<p>Sarah Gleeson: Communications          Saeyong Kim: President          Chantal Lyons-Stevenson: Secretary          Andrew Moore: Vice-President          Eleri Staiger-Williams: Past-President</p>		
	<p>Treasurer's update</p> <ul style="list-style-type: none"> <li>- Bio update is pending</li> <li>- Shannon assisted with exec role transition</li> <li>- Bank account needs to be switched into PayPal; pending for now</li> <li>- Paid annual fees; reports have been placed into shared drive</li> <li>- Reimbursements pending (bursaries for CHLA conference attendees)</li> <li>- Signing of cheques; to coordinate with Saeyong</li> <li>- Registration as a society submitted and confirmed for 2022</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Marina</b> to coordinate signing of cheques with Saeyong</li> <li>- <b>Eleri</b> to reach out to CHLA bursary winners, follow up with attendees</li> <li>- <b>All exec members</b> to ensure CHLA membership is currently up to date</li> </ul>	Marina
	<p>CE update</p> <ul style="list-style-type: none"> <li>- 2022-2023 membership form: additional questions added to CE portion of form</li> </ul>	<ul style="list-style-type: none"> <li>- <b>All exec members</b> to send Monique any additional questions/info they'd like included on this form</li> </ul>	Eleri for Monique
	<p>Communications update</p> <ul style="list-style-type: none"> <li>- 2016 website backups have been deleted</li> <li>- Archived website backups older than one year to be removed</li> <li>- Diana Hall has been added to Awards section of website</li> </ul>	<ul style="list-style-type: none"> <li>- <b>All new exec members</b> to send bio to Sarah for website</li> <li>- <b>Sarah</b> to remove all website backups older than one year</li> </ul>	Sarah
	<p>Student rep update</p> <ul style="list-style-type: none"> <li>- N/A</li> </ul>		Peyton