



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

2022 HLABC Executive Meeting Minutes

Date: November 17th, 2022

Time: 1:00 pm PT

Location: Online via Zoom: <https://uvic.zoom.us/j/6644179619>

Attendees: Peyton Biswas, Monique Grenier, Saeyong Kim, Chantal Lyons-Stevenson, Andrew Moore

Regrets: Marina Botnaru, Sarah Gleeson, Eleri Staiger-Williams

| Executive updates (if not covered under new business) | | | |
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| | Agenda Item | Action Items | Speaker |
| | President's Update <ul style="list-style-type: none">- HLABC events<ul style="list-style-type: none">- Trivia event was in October.- CHLA Updates<ul style="list-style-type: none">- Andrew linked to a Sharepoint from CHLA; exec to please review and provide input.- For next month's agenda: full group discussion on reimbursing CHLA membership fees with HLABC funds. | <ul style="list-style-type: none">- Chantal to include CHLA Sharepoint link and password to Exec team when circulating November minutes.- All: If you haven't already, please let Andrew know if you are <u>not</u> a current CHLA member.- All: Please review the CHLA EDI topics spreadsheet and provide any feedback in the document. | Andrew |
| | Past president's update | | Eleri |
| | Vice-presidents' update <ul style="list-style-type: none">- Project proposal: Updating handbook for 2023 | <ul style="list-style-type: none">- All: Read through the 2022 handbook and ensure the section | Saeyong |

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| | | reflects your current role/duties. Flag any discrepancies; discussions of updates at next meeting. | |
| | <p>Secretary's Update</p> <ul style="list-style-type: none"> - HLABC Gmail access info. | <ul style="list-style-type: none"> - Chantal to contact Andrew about Gmail access. - Chantal to include link to 2023 Event Planning document when circulating November minutes. All to add any event ideas to this document. | Chantal |
| | <p>Treasurer's update</p> <ul style="list-style-type: none"> - Membership Updates <ul style="list-style-type: none"> - 80 active members who have paid fees. - CE Registrations <ul style="list-style-type: none"> - Some CE registrants are not paid members; they will need to pay by May 31, 2023. - Monique reached out to registrants; limited response. Monique to confirm membership status for CE registrants before sending link. - Email list <ul style="list-style-type: none"> - Monique proposed removing non-members from the email list; Exec team was supportive of this idea. - For future years: ensure email list reflects current membership, perhaps at the same time as the Exec changes hands. - Issuing of Credit Card <ul style="list-style-type: none"> - BMO insisted both signatories be present at the meeting. Meeting with Saeyong to be set in December. - Update on Trivia Prizes <ul style="list-style-type: none"> - Payments have been made as of Nov. 1. | <ul style="list-style-type: none"> - Monique to update email list of CE registrants. | Marina |

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| | <p>CE update</p> <ul style="list-style-type: none"> - Two MLA CEs have occurred. Monique received some suggestions for upcoming MLA CEs. - Team to revisit list of upcoming MLA webinars in January 2023. | | Monique |
| | <p>Communications update</p> <ul style="list-style-type: none"> - CHLA feedback on website accessibility; to revisit in December after team has reviewed Andrew's Sharepoint. | | Sarah |
| | <p>Student rep update</p> <ul style="list-style-type: none"> - Update on Panel Discussion: A success! Great attendance, lots of questions and positive feedback afterwards. Thanks to Monique for smooth tech experience. | | Peyton |
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