



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

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## 2023 HLABC Executive Meeting Minutes

**Date:** February 16, 2023

**Time:** 12:30 pm PT

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

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

**Regrets:** Sarah Gleeson

| Executive updates (if not covered under new business) |  |  |         |
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|   | Agenda Item  | Action Items   | Speaker |
|   | <p>President's Update</p> <ul style="list-style-type: none"><li>- CHLA Updates &amp; Annual Report<ul style="list-style-type: none"><li>- No updates on Annual Report.</li><li>- CHLA charity registration issues; mostly dealt with now, but special meeting for all CHLA members is needed. Date has been circulated; attendance as a chapter has been requested. Date/time is March 8 at 12:30 EST. Link to register:<br/><a href="https://www.memberleap.com/members/evr/reg_event.php?orgcode=CHLA&amp;evid=34661709">https://www.memberleap.com/members/evr/reg_event.php?orgcode=CHLA&amp;evid=34661709</a></li><li>- Andrew to send info on special meeting to HLABC membership as making quorum is important.</li></ul></li></ul> | <ul style="list-style-type: none"><li>- <b>Andrew</b> to circulate CHLA special meeting info to HLABC members.</li><li>- <b>All</b> HLABC exec members to attend if they're available/able to on March 8 special CHLA meeting.</li></ul> | Andrew  |

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|  | <ul style="list-style-type: none"> <li>- Discussion of HLABC Literature Review Community of Practice (Carry-Over) <ul style="list-style-type: none"> <li>- Already done once a month in Fraser Health like a “search club” meeting.</li> <li>- Proposed as a broader community of practice. Option to open up the current group or start a new one.</li> <li>- This idea could be a potential CE option. Monique to participate in upcoming evidence synthesis club and report back on structure ideas.</li> <li>- To discuss further at future meetings.</li> </ul> </li> </ul>  |  |         |
|  | <p>Vice-presidents' update</p> <ul style="list-style-type: none"> <li>- Membership reimbursement issue; HLABC officially supports exec members if they need reimbursement, as phrased in our handbook appendix.</li> <li>- Discussion &amp; Planning of Handbook Updating (Carryover from Jan) <ul style="list-style-type: none"> <li>- Version control proposal: create a new handbook per year.</li> <li>- There should be language in the handbook’s main content addressing CHLA membership reimbursement, plus language addressing that student reps are not required to be CHLA members.</li> <li>- Noted that officially we only need to meet twice a year.</li> </ul> </li> </ul> |  | Saeyong |

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|  | <ul style="list-style-type: none"> <li>- Recruitment <ul style="list-style-type: none"> <li>- Time to start thinking about recruiting next exec. We can reuse draft email from handbook appendix.</li> </ul> </li> <li>- Year-end timing <ul style="list-style-type: none"> <li>- To bring up at AGM: proposal to line up our official year with either academic or calendar year.</li> </ul> </li> <li>- Saeyong: regrets for next meeting, will be away.</li> </ul>   |  |         |
|  | <p>Secretary's Update</p> <ul style="list-style-type: none"> <li>- Update on curling event <ul style="list-style-type: none"> <li>- To pivot to student outreach event if we don't get more RSVPs from the general membership.</li> <li>- Langara is close by, this could be a good option for student outreach.</li> </ul> </li> <li>- Google Drive password <ul style="list-style-type: none"> <li>- Password shared again in meeting, Chantal to pass on password to new exec at year-end.</li> </ul> </li> <li>- Handbook <ul style="list-style-type: none"> <li>- For now, to keep a draft version + old version(s) of the handbook.</li> <li>- Chantal to circulate handbook folder in minutes email</li> <li>- Chantal to create subfolder for archived/previous years.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>- <b>Chantal</b> to create handbook folder(s) in Google Drive and circulate to Exec.</li> </ul> | Chantal |
|  | <p>Treasurer's update</p> <ul style="list-style-type: none"> <li>- Credit card payment updates</li> </ul>   |  | Marina  |

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|  | <ul style="list-style-type: none"> <li>- We will continue with cheque payments, envelopes and stamps have been purchased.</li> <li>- Address has been changed with our bank.</li> </ul>  |  |         |
|  | <p>CE update</p> <ul style="list-style-type: none"> <li>- Sent registration info for upcoming March CE; 17 registrants so far. No further updates on this event.</li> <li>- Starting to look for AGM CE.</li> <li>- Shared running agenda link in meeting; people can go in and add their own updates on a monthly basis.</li> <li>- Confirming date of next meeting: March 16.</li> </ul> | <ul style="list-style-type: none"> <li>- <b>Chantal</b> to send bitly link to running agenda document in her minutes circulation email.</li> <li>- <b>All</b> to add their updates to the agenda document on a monthly basis.</li> </ul> | Monique |
|  | <p>Communications update</p> <ul style="list-style-type: none"> <li>- Update on Captcha Investigation (Carry-Over) <ul style="list-style-type: none"> <li>- Completed, there is less spam now.</li> </ul> </li> </ul>  |  | Sarah   |
|  | <p>Student rep update</p> <ul style="list-style-type: none"> <li>- No updates</li> </ul>   |  | Peyton  |
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