



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

2023 HLABC Executive Meeting Minutes

Date: March 16, 2023

Time: 12:30 pm PT

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

Attendees: Peyton Biswas, Monique Grenier, Sarah Gleeson, Chantal Lyons-Stevenson, Andrew Moore

Regrets: Marina Botnaru, Saeyong Kim

Executive updates (if not covered under new business)			
	Agenda Item	Action Items	Speaker
	<p>President's Update</p> <ul style="list-style-type: none">- Discussion RE: Open Letter to CMA from Chapter CHLA (Link to Letter to Follow)<ul style="list-style-type: none">- Link to letter: https://docs.google.com/document/d/1_d2jlfCEEnXTCl IE-LzFikmOo20EJDxdH1GELiD3II/edit- CHLA has requested signatures from provincial groups if possible. Andrew, as president, will sign it on behalf of the group.- CHLA charity status has been reinstated.<ul style="list-style-type: none">- By-laws will be reinstated shortly and be back to normal operations by summer.	<ul style="list-style-type: none">- Andrew to reach out to CHLA and approve having his name on the Open Letter.	Andrew
	<p>Vice-president's update</p> <ul style="list-style-type: none">- No updates		Saeyong
	<p>Secretary's Update</p> <ul style="list-style-type: none">- Curling event	<ul style="list-style-type: none">- Chantal to assess feasibility of student	Chantal

	<ul style="list-style-type: none"> - Due to low attendance (current RSVPs are Execs only), the Exec is considering either shifting to a student recruitment event or canceling. - Student recruitment pivot would require outreach to at Langara, UBC, and UFV; due to capacity, it may not be possible to complete this in time. - Chantal to assess feasibility of cancelling event and confirm decision with Exec. - 2023-2024 handbook update <ul style="list-style-type: none"> - Discussed the suggested circulation of draft and final minutes from handbook. Group decided to prepare only one version of minutes. - Chantal has completed edits of the "Secretary" second of the 23-24 handbook. 	<p>recruitment event and decide by March 22 whether to cancel. If cancelling, will discuss cancellation cost and strategy with Marina and confirm next steps with Exec team.</p> <ul style="list-style-type: none"> - If canceling event, Chantal to compile curling event planning details for future use and alert membership of cancellation. 	
	<p>Treasurer's update (delivered by email)</p> <ul style="list-style-type: none"> - Marina and Monique met to discuss Membership lists; no further updates. 		Marina
	<p>CE update</p> <ul style="list-style-type: none"> - MLA CE March 30 <ul style="list-style-type: none"> - Monique to purchase MLA CE credits for the event: 32 CE credits, 2 people registered but are not HLABC members. - AGM <ul style="list-style-type: none"> - Set date for Thursday, May 25, to align with the MLA CE Three Things to Know About Systematic Reviews. - MLA CE is at 11am PT/1pm Central. - AGM scheduled for 9am-10:30am. - AGM will be held online. 	<ul style="list-style-type: none"> - Monique to follow up with 2 MLA CE registrants who are not members. - Carryover for April 2023 exec meeting: discuss raffle or door prize(s) for AGM. - For AGM agenda: Assess preference of in-person vs. online AGMs in the future. - Andrew to set up alternative Teams link for April meeting, as Monique cannot attend next month 	Monique

	<p>Communications update</p> <ul style="list-style-type: none"> - Website <ul style="list-style-type: none"> - Events added - CE info will be added once confirmed, as will AGM 'save the date'. - Discussion of communication re: exec recruitment. <ul style="list-style-type: none"> - Seeking to fill roles of vice-president, communications, student rep, and continuing education & programming director. - Communications director flagged as a great potential role for a library technician. - Discussion of changing calendar year <ul style="list-style-type: none"> - HLABC's fiscal year currently ends in May; after previous months' discussion, Exec decided to change the year-end to match the calendar year. This is in response to significant membership confusion regarding the timing of annual membership fee. - Because of this change, Exec members joining after 2023 AGM will have a few extra months in their terms. 	<ul style="list-style-type: none"> - Sarah to add AGM date/time to website, in addition to any confirmed upcoming CEs. - Sarah and Andrew to collaborate on drafting a recruitment email for membership. Note: recruitment emails should clearly state expected term dates to reflect new fiscal year-end. - Andrew to modify recruitment draft in 2023-2024 Handbook appendix to reflect this timing change, as well. - Andrew to confirm with Marina whether there are any financial reasons not to change our year-end to match the calendar year. 	Sarah
	<p>Student rep update</p> <ul style="list-style-type: none"> - Recruiting new student rep for 2023-2024 <ul style="list-style-type: none"> - Peyton to send email to Langara students. Students who will be enrolled next year will be invited to apply. - We are seeking 1 student representative, but can reassess if there is significant interest. 	<ul style="list-style-type: none"> - Peyton to send recruitment email to Langara students. 	Peyton

	<ul style="list-style-type: none">- Students interested should contact exec board by the AGM.- Confirmed changes to the 2023-2024 handbook.		
Next meeting: April 20, 2023			