



**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:** April 20, 2023

**Time:** 12:30 pm PT

**Location:** Online via [Teams](#)

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

**Regrets:** Monique Grenier

Executive updates (if not covered under new business)			
	Agenda Item	Action Items	Speaker
	<p>President's Update</p> <ul style="list-style-type: none"><li>- Update &amp; Discussion regarding harmonization of Fiscal Year &amp; Membership Year.<ul style="list-style-type: none"><li>- Marina identified a potential discrepancy in our bylaws regarding fiscal year; our bylaws say April to March, and we have been working as May to June.</li><li>- This affects the recruitment email; Andrew will send it out the week of April 20th.</li><li>- Marina indicated that according to accounting principles, we are unable to proceed with the proposed change of a fiscal year that matches the calendar year.</li></ul></li><li>- Exec recruitment email<ul style="list-style-type: none"><li>- We will be recruiting for the following positions:<ul style="list-style-type: none"><li>- Vice-President/President-Elect</li><li>- Communications Director</li><li>- Continuing Education &amp; Programming Director</li></ul></li></ul></li></ul>	<p><b>Andrew</b> to update exec recruitment email based on new fiscal year details and send the week of April 24th.</p> <p><b>Saeyong, Marina,</b> and <b>Chantal</b> to select bursary award recipients on May 1.</p>	Andrew

	<ul style="list-style-type: none"> <li>- Student Representative</li> <li>- Treasurer</li> <li>- If there is no interest in the Treasurer role, Marina will continue for as long as she is able.</li> <li>- CHLA Updates <ul style="list-style-type: none"> <li>- CHLA year-end form: The online fillable form has been sent to Andrew; he will be filling it out before May 18.</li> <li>- Andrew will likely send a draft to the Exec team before submitting.</li> </ul> </li> <li>- Bursaries for CHLA Conference <ul style="list-style-type: none"> <li>- Chantal circulated a draft email based on last year's (see Agenda document)</li> <li>- The Exec decided to offer this bursary again this year, with an interest in creating an annual award for CHLA Conference attendance. There is interest in putting this forward for discussion at the AGM.</li> <li>- Bursary amounts, dollar values updated for 2023 (five at \$800 each).</li> <li>- Saeyong, Marina, and Chantal met separately to update the submission form and details. They will be meeting again on May 1, 2023 to select bursary recipients.</li> </ul> </li> </ul>		
	<p>Vice-president's update</p> <ul style="list-style-type: none"> <li>- Discussion RE: Societies Act <ul style="list-style-type: none"> <li>- Signatories for HLABC as a registered society were Saeyong, Sarah, Eleri, and Marina.</li> <li>- No updates as of now, but it is recommended we read the summary included in the email update before more changes arrive.</li> <li>- Housekeeping elements/action items will be discussed by email in the next two weeks.</li> </ul> </li> </ul>	<p><b>All</b> to review Saeyong's April 19 email re: upcoming <i>Societies Act</i> amendments.</p>	<p>Saeyong</p>
	<p>Secretary's Update</p> <ul style="list-style-type: none"> <li>- No updates outside of bursary planning.</li> </ul>		<p>Chantal</p>
	<p>Treasurer's update</p>	<p><b>Marina</b> to continue FY23-24 budget</p>	<p>Marina</p>

	<ul style="list-style-type: none"> <li>- Marina is continuing the financial report for general meeting. She has also revised the membership list.</li> <li>- Regarding the budget for FY23-24, Marina will send a draft to the group, with a basic structure to be presented at AGM for review by the membership. The Exec can expect emails from Marina regarding this over the next couple of weeks.</li> </ul>	updates; <b>all</b> to review as needed.	
	<p>CE update</p> <ul style="list-style-type: none"> <li>- AGM save the date: May 25th 9:00-10:30 am (CE 11-12:30 pacific time) has been sent.</li> <li>- Monique sent out a <a href="#">Google form</a> to membership to RSVP for the AGM/CE ; requested responses by May 12th.</li> <li>- Calendar invitation and Zoom link for AGM need to be circulated to membership. <ul style="list-style-type: none"> <li>- Link: <a href="https://uvic.zoom.us/my/moniquegrenier">https://uvic.zoom.us/my/moniquegrenier</a></li> </ul> </li> </ul>	<b>Andrew</b> to send calendar invitation to the membership for the AGM with the meeting link included.	Monique
	<p>Communications update</p> <ul style="list-style-type: none"> <li>- Website content has been updated, including CE and AGM details.</li> </ul>		Sarah
	<p>Student rep update</p> <ul style="list-style-type: none"> <li>- Handbook draft update <ul style="list-style-type: none"> <li>- Peyton will be removing the section requiring iSchool orientation attendance; changing the language to support organizing events based on the school that the student representative is attending.</li> <li>- Saeyong made additions/suggestions to these sections of the handbook draft; these were confirmed/approved.</li> </ul> </li> <li>- Student rep recruitment <ul style="list-style-type: none"> <li>- Peyton has emailed several contacts; still waiting for prospective representatives to express interest.</li> </ul> </li> </ul>		Peyton