



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: September 28, 2023

Time: 2:00 pm PT

Location: Online via Zoom

Attendees:

- | | |
|---------------------------|-------------------------|
| • Mica Depner | Vice-President |
| • Aubrey Geyer | Treasurer/Membership |
| • Vinny Gibson | Communications Director |
| • Prubjot Gill | CE Director |
| • Saeyong Kim | President |
| • Chantal Lyons-Stevenson | Secretary |
| • Andrew Moore | Past President |

Regrets:

- | | |
|----------------|-------------|
| • Maria Mulder | Student Rep |
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Executive Updates		
Agenda Item	Action Items	
Carryover - Update 2023 member list - Vinny's member email has been drafted.		
President's Update - CHLA chapters meeting update - There's still an opportunity for exec members to participate in the 2025 conference planning committee; commitment would be from 2024-2026. - CHLA had reached out to CALL to see if they are interested in a joint conference; potential for a 2025 event. - 2026 is CHLA's 50th anniversary. The conference will be in Montreal; seeking		

<p>ideas/feedback. Perhaps a swag design contest?</p> <ul style="list-style-type: none"> - Regarding payment structures: All other chapters have moved away from PayPal to bank accounts so they can take e-transfers. - Attendance note: Saeyong away for October meeting <ul style="list-style-type: none"> - Mica to potentially chair the next meeting. - Aubrey and Prubjot are alternative Zoom hosts. 		
<p>Vice President's Update</p> <ul style="list-style-type: none"> - No updates. 		
<p>Past President's Update</p> <ul style="list-style-type: none"> - Unable to continue with assisting upcoming event. 		
<p>Secretary's Update</p> <ul style="list-style-type: none"> - No updates. 		
<p>Treasurer's Update</p> <ul style="list-style-type: none"> - PayPal: We're back up and running, account is receiving money as normal. Aubrey's email is associated with the account. - Emails regarding membership renewals can now be circulated. 		
<p>CE Update</p> <ul style="list-style-type: none"> - No updates - waiting for results of member survey to start planning CE. 		
<p>Communications Update</p> <ul style="list-style-type: none"> - Membership survey can now be circulated, and membership renewal reminder email can be sent out - First to send: to expired members - Vinny to send membership email to expired members on Tuesday. - Updated website (waiting for info) - Renewal reminder email (Tuesday). Survey coming later. <p>Trivia planning</p> <ul style="list-style-type: none"> - Support needed with finding site, setting question, setting logistics, date/time Zoom. - To do: select date, select hosting site, send email to members, purchase prize(s). - Move to a winter/December event - lunchtime weekday virtual event 	<p>Vinny to send membership email to expired members.</p>	

<p>Student Representative Update</p> <ul style="list-style-type: none"> - No updates. 		
<p>August Carryover</p> <ul style="list-style-type: none"> - Revise language in member survey (to send in September) to alert membership that the list is updated and will be circulated once per year. - HLABC website backup, record management, and archiving practices. - Paper record retention options: <ul style="list-style-type: none"> - We could donate our paper records to an archive. - Student work? Bring to membership at next AGM? Prioritize paper archive. 	<p>Saeyong to update survey language.</p> <p>All to look at survey language and send feedback to Saeyong.</p> <p>Saeyong to send an email about above to exec.</p> <p>Saeyong to meet with Charlotte to discuss paper records.</p>	
<p>Future Carryover</p> <ul style="list-style-type: none"> - December: winter trivia hangout - January/February: possible informal in-person pub night - Spring 2024: <ul style="list-style-type: none"> - Chloe Lepage may be interested in a future role next year 		