



**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:** October 26, 2023

**Time:** 2:00 pm PT

**Location:** Online via Zoom

**Attendees:**

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

**Regrets:**

- |                |                |
|----------------|----------------|
| • Saeyong Kim  | President      |
| • Andrew Moore | Past President |

Executive Updates		
Agenda Item	Action Items	
President's Update - Digitization/records management project: Could not meet with Charlotte to see HLABC Archives this month--will try again in November		
Vice President's Update - No updates		
Past President's Update - No updates.		
Secretary's Update - No updates.		
Treasurer's Update	<b>Chantal</b> to email Aubrey	

<ul style="list-style-type: none"> <li>- Membership renewal update: 51 current active members.</li> <li>- There was one mysterious membership renewal. <ul style="list-style-type: none"> <li>- Chantal is aware of whose membership this is.</li> </ul> </li> <li>- Confirmation emails to go out to renewed members.</li> </ul>	with membership info.  <b>Aubrey</b> to send confirmation emails.	
CE Update <ul style="list-style-type: none"> <li>- Prubjot attended the CHLA trivia event. Lots of great takeaways - they used Mentimeter as trivia software. Event was 1 hour long.</li> </ul>		
Communications Update <ul style="list-style-type: none"> <li>- Trivia date decided: Dec. 7th 12-1pm</li> <li>- Exec to collaborate on questions; 40 trivia questions total.</li> <li>- Prize(s): Chapters/Indigo gift certificate</li> <li>- Communication for event: 1 email mid-November, 1 reminder a week before.</li> </ul>	<b>All</b> to add trivia questions/answers to planning document.  <b>Mica</b> to create Canva graphic for trivia event.	
Student Representative Update <ul style="list-style-type: none"> <li>- New student representative needed.</li> </ul>		
<b>Carryover to November:</b> <ul style="list-style-type: none"> <li>- Draft survey circulation</li> <li>- Question re: payment schedule - calendar vs term?</li> </ul>		
August/September Carryover <ul style="list-style-type: none"> <li>- Revise language in member survey (to send in September) to alert membership that the list is updated and will be circulated once per year.</li> </ul>	Make appointment with Charlotte & Aubrey to see boxes of materials	
Future Carryover <ul style="list-style-type: none"> <li>- Spring 2024: <ul style="list-style-type: none"> <li>- Chloe Lepage may be interested in a future role next year</li> </ul> </li> <li>- AGM 2024: <ul style="list-style-type: none"> <li>- Archives management(digitization, records management, paper archives)</li> </ul> </li> <li>- Whenever there's extra capacity: <ul style="list-style-type: none"> <li>- Discuss Paypal and how we can transition to e-transfers(or if we want to)</li> </ul> </li> </ul>		

President's Update

- Digitization/records management project: Could not meet with Charlotte to see HLABC Archives this month–will try again in November

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