

CHLA/ABSC Student Interest Group at SLAIS: Meeting Minutes
Trail Room
November 25 2014

Present

Paige Hohmann (PH)
Kelly Rovegno (KR)
Blake Hawkins (BH)
Cristen Polley (CP)
Stephanie Fan (SF)
James Murphy (JM)

- 1) Welcome
- 2) Approval of October 28 meeting minutes
- 3) Approval of meeting agenda
 - a) Addition to agenda of discussing CHLA conference and Health Librarian lunch that Beth Morrison invited us to if anyone attended.
- 4) Action items from October 28th meeting
 - a) Bake Sale
 - b) Group Constitution
- 5) Bake Sale Recap
 - a) Discussed bake sale, PH thanked everyone who contributed. Agreed sale was a good dry run for future events. BH pointed more goods may be bought next time if other clubs are not having events at same time. SLAIS calendar was checked before selecting date of bake sale but no other events were listed on November 25th. Suggested possible bake sale in future to raise funds.
- 6) Library Tours
 - a) JM discussed the library tour at Vancouver General Hospital on November 6th. Overall the tour went well. Around eight people attended. Thank you cards and Starbucks gift cards were well received by tour facilitators. PH suggested the Woodward Library as a future tour location. Might want to check with SLA.
- 7) Upcoming Events
 - a) JM discussed upcoming events for CHLA. For the Medical Library Panel so far we have 1 panelist, Trina Fyfe. For the panel we should have three or four panelists. BH was going to ask Fyfe if she knew of anyone who would be interested in being a panelist. Format would be structured question and answer.
 - b) Also discussed the possibility of opening event to all of SLAIS. Agreed it would be beneficial to do so. If so it was agreed CHLA-SIG show book a nice location and get panelists nicer gifts for their time and travel. For additional panelists, CHLA-SIG could ask UBC librarians, Christina McDavid or other Woodward

- Libraries. JH will create and circulate a Google doc for people to add potential panellists too.
- c) For Medical Librarian Panel JM will look into booking a space soon. Also CHLA-SIG should arrange to have coffee and food platters at panel. Will look into that closer to panel date.
 - d) Possible Health professional panel also discussed. PH asked if anyone has contacts. CP has contact that would be willing to participate.
 - e) Discussed the variety of health related events going on around Vancouver. Agreed these can be shared via the Facebook group for those interested.
- 8) Roles for Winter Term
- a) Discussed that CHLA-SIG wants to include as many people as possible in executive roles for inclusiveness and for redundancy. If anyone is interested in open executive roles, can contact CHLA-SIG or discuss it at future meetings. PH provided print outs of the executive positions. Pascal Benoît and KR's positions could be split up if needed.
- 9) Review of First Term
- a) Discussed the possibility at having a presence at the January orientation for the new cohort to advertise CHLA-SIG. PH will contact LASSA to see if it is possible.
- 10) CHLA Conference
- a) JM discussed that as a group CHLA-SIG can circulate volunteer opportunities among ourselves and let individuals contact the conference board. Can use CHLA-SIG email to pass on information. CHLA will likely want help with registration, directions, etc.
- 11) Treasury Report
- a) CHLA-SIG's current balance is \$105.40. After the thank you cards and Starbucks gift cards the funds were \$29.95. After the bake sale, \$75.35 was raised bringing the total to \$105.40. KR will the deposit the bake sale money with LASSA.
- 12) Group Constitution
- a) CHLA-SIG has contacted LASSA about our constitution. Kelsey told group that she is looking into it. Suggested we may want to contact Grace about it. Discussed that CHLA-SIG may never have had a constitution and may be good idea to work on one.
 - b) PH is working on a draft of the constitution. Draft based on examples from AMS. Will post them on Google doc for group to review. Articles proposed were:
 - i) Official name of CHLA-SIG. If it should CHLA-SIG @SLAIS or ischool. Discussed SLAIS or ischool at end was to avoid confusion but no other student group has SLAIS or ischool in title . Suggested CHLA SIG @ UBC might be possible official title
 - ii) Mission statement

- iii) Requirements for membership. Somewhat unworkable under AMS guidelines where students must be at UBC entire year to join. Draft it to allow students in either term
- iv) When to hold meetings, possibly monthly
- v) Rules for engagement
- vi) Qualifications for holding office
- vii) Procedure on replacing officers and selection of officers. Decided either elections or volunteers
- viii) Affiliation with other student groups
- ix) Identify faculty advisor
- x) Procedure for amending constitution

13) Director's Forum

- a) Discussed relevance to CHLA-SIG. Was brought up that health informatics class is offered in another school. A similar class is offered in nursing informatics. Members of CHLA-SIG may be interested in taking these kinds of classes. The need for SLAIS to communicate with other departments about such opportunities was expressed.

14) External Review

- a) External Review of SLAIS is Dec. 4th and student groups were invited to send representatives. BH pointed out a possible future hire with a specialty in informatics and CHLA-SIG may want to discuss it at review. CHLA-SIG may want to be there also to discuss the need for better communication about outside classes. JM or PH will attend if possible.

15) Future Meetings

- a) Tentative date for next meeting is January 6th at 5:00pm. Will send out poll.

16) Adjournment