

BCALS Executive Meeting
August 17, 2020, 10:00 am (via Zoom)

Present: Jennifer Bancroft, Estelle Frank, David Gill, Ean Henninger, Janet Hilts, Reba Ouimet

Regrets: Sajni Lacey, Melissa Smith

Agenda:

1. **Called to Order** at 10:01
2. **Adoption of Agenda (Ean)**
 - a. Adopted with no changes.
3. **Minutes of Previous Meetings (July 21, Ean)**
 - a. Adopted with no amendments.
4. **Old Business (Ean)**
 - a. Executive survey results
 - Future meetings will be held on the third Monday of each month at 10:00 am.
 - The majority of the exec expressed minimal interest in using Slack for internal communication purposes. The exec will continue to coordinate via monthly meetings, emails, and Google Drive.
 - b. Membership questions
 - Ean spoke with BCLA about the discrepancy between the number of people who are members of BCLA and the number of people on the BCALS listserv.
 - There are currently 400 members of BCLA who are not on the BCALS listserv; as a result, we are not reaching our entire targeted audience through the BCALS listserv.
 - c. Website maintenance info
 - Ean investigated usage of the BCALS website and learned that BCLA does not maintain website statistics.
 - Without a better understanding of how often the BCALS website is viewed, the exec will continue keeping content on the website updated.
 - d. Constitution and bylaw amendments
 - According to the [BCALS Constitution and Bylaws](#), constitutional amendments require a majority vote of at least 75% of members at the meeting.
 - Proposed changes to the BCALS Constitution and Bylaws include:
 - Replace the use of “he” and “she” with the gender-inclusive “they.”

- Formalize the role of Student Representatives and include them as Officers of the Organization.
 - Decide on a number for quorum (currently quorum is defined as 10% of the membership).
- Members of the exec will review the BCALS Constitution and Bylaws ahead of the next Executive Meeting and consider how other BCLA sections updated their bylaws and handled quorum.
- e. BCLA Perspectives - due Nov. 1
 - The editorial team at *BCLA Perspectives* sent out a call for submissions for the 2020 issue to be published in mid-to-late November.
 - Jennifer will take the lead on soliciting someone for the next BCLA Perspectives' "Day in the Life of a Library Worker" column.

5. New Business (Ean)

- a. BCALS terms of reference for BCLA
 - To ensure compliance with the new Societies Act, all BCLA committees are required to develop a Terms of Reference.
 - BCLA prepared a Terms of Reference template for committees to use.
 - Ean will draft a BCALS Terms of Reference in advance of the next meeting.
- b. Message to the list of current BCLA members on joining the BCALS listserv
 - The exec decided to send a single message to the BCALS listserv with the following topics: Joining the BCALS listserv, the new BCALS Terms of Reference, and a call for a volunteer for the "Day in the Life of a Library Worker" for the November issue of the *BCLA Perspectives*.

6. Continuing Education

- a. Updates on Winter Meeting (Reba & David)
 - Melissa received feedback from the exec regarding topics and potential speakers for the next Winter Meeting.
 - Coordinators are looking into inviting American as well as BC library workers to speak at the meeting.
 - Two potential dates for the meeting: November 27th and December 4th (the earlier date will conflict with the American Thanksgiving).
- b. Social Media Updates (Estelle & Janet)
 - Reviewed the BCALS social media strategy.
 - Requested that members of the exec send them suggestions for topics to tweet.
- c. Other events

7. Closing Remarks

- a. Ean thanked members of the exec for participating in the meeting and for their feedback on the Winter Meeting.

8. Meeting Adjourned at 10:31