

Annual General Meeting Minutes

Association of Alberta Health Libraries (AAHL)

Thursday February 20, 2025 from 12:00 - 1:00 pm MST

In Attendance: Marissa Rocca, Linda Yang, Cari Merkley, Ali Foster
Andrea, Rowan, Marissa, Ali, Megan, Connie, Liza, David, Marcus, Jody

Important Links

[AGM Agenda](#)

[AAHL Website](#)

[Handbook](#) and [Bylaws](#)

[Join AAHL](#)

Minutes

- Call to Order
 - a. Welcome to first AGM
 - b. AAHL pronounced “all”
 - c. Agenda overview
- Meeting Norms
 - a. Feel free to ask questions in chat or out loud
 - b. Please mute unless speaking
- Land Acknowledgement
 - a. Cari Merkley
- Introductions
 - a. Linda Yang, Interim Co-President, Former SAHLA President, Calgary
 - b. Marissa Rocca, Interim Co-President, Former NAHLA President , Red Deer
 - c. Ali Foster, Interim Co-Past President, Former NAHLA Past President, Edmonton
 - d. Cari Merkley, Interim Co-Past President, Former SAHLA Past President, Calgary
- AAHL Overview
 - a. Chapter of CHLA
 - b. Officially founded in Summer 2024
 - c. Overview of goals: to provide professional development, foster community, and facilitate communication among its members and in support of high-quality health information services throughout Alberta, Canada.
- Co-presidents reports
 - a. Completed
 - i. Main focus: merger (voting with SAHLA and NAHLA members)
 - ii. Created combined handbook and bylaws
 - iii. Incorporated society with Government of Alberta (choosing a name, registering with government, etc.,)
 - iv. Created a Google Drive account

- v. Basic website development
- b. Coming up
 - i. Development of website
 - 1. Looking to hire a design student to assist with designing website and logo
 - 2. Will also take proposals from members
 - 3. Call for proposals coming soon!
 - ii. Planning PD and social events
 - iii. Increase membership across the province
 - iv. Archiving process to be refined
- Report from treasurer
 - a. Big THANK YOU to Deanna and Megan for helping with merging the bank accounts
 - b. Created a new account with Servus Credit Union
 - c. SAHLA and NAHLA accounts to be closed and funds transitioned to new account
 - d. Marissa and Linda are current signing authority on account, will be transferred to new treasurer
 - e. Electronic signing authority, which should make it easier for a provincial association
- [Handbook](#) and [bylaws](#) (additions to speaker notes)
 - Hoping to start CE award(s)
 - Archiving process may be updated
 - Changes will be made by new exec committee and voted into effect by membership
 - Voting on this version of handbook and draft to be done electronically (post-AGM to March 7)
 - Reminder: electronic link for voting will only be sent out to members
- Executive committee nominations
 - Looking for nominations for the president, vice-president, and treasurer positions. We can also take nominations for student representatives, but we are also planning on making another call in the fall.
 - Quick reminder that to be eligible for an executive position with AAHL, you must be a member of both AAHL and CHLA. The exception is student representatives who aren't required to be members of CHLA, but we still encourage it.
 - [Join CHLA](#)
 - [Join AAHL](#)
 - Because this year is still very much a transition year, our past presidents (Cari and Ali) have agreed to act as consultants with the new exec until the fall
 - Linda and Marissa will act as this year's past presidents and will be with the committee until our 2026 exec committee takes over.
 - The chapter president is responsible for chairing all of the executive committee's monthly meetings, attending the monthly CHLA chapter presidents' meetings, and assisting the association and its members in setting and meeting our yearly

goals.

- Vice president is a 3 year term (1 year as vice, 1 year as president, 1 year as past president).
 - Vice-president steps in whenever the president is unable to attend or facilitate meetings. They are also responsible for advertising via our Google Group and connecting with members via our website and email.
- Nominations for treasurer - responsible for membership list and financial aspects of the association
- This year's exec committee will have a chance to work on some exciting projects as we continue to get AAHL up and running. We are excited to see what things we are able to accomplish together.
- The call for nominations starts right after this meeting and closes on March 7
 - All interested parties are to email exec.aahl@gmail.com with their interest and the position they are interested in.
 - If required, we will hold an electronic vote during the second week of March. We will announce our new executive to everyone once things are finalized.
- Questions/comments
 - Student representative role
 - Question from chat: Can you speak a bit about what the student representative position would entail?
 - Additional information available in [handbook](#)
 - Responsible for attending AAHL executive meetings.
 - Responsible for communicating AAHL events and news to students in library science programs in Alberta.
 - Eligible to receive awards, bursaries or scholarships from AAHL (these may be on hold due to transition year)
 - Student representatives keep the association apprised of what is happening in the world of health information from the viewpoint of those who are just entering the profession.
 - Staggering the terms of executive committee positions
 - Question from chat: It looks like membership year is Jan to Dec and the executive terms are 2-yr. Would the new executive's 2-yr term ending in Dec 2026 then? There used to be some staggering in the previous exec, how will that work at 2026 when all except past president remains?
 - Suggestion to look at staggering the exec positions to ensure there are exec members that remain as new exec members are added - this would allow for a smoother transition.
 - Potentially look at how CHLA's exec is set up and staggered
 - Potentially add in a secretary and CE coordinator in Jan 2026 (so that there is more remaining exec members)
 - Comment from chat: I think NAHLA used to have a secretary but the duties of the position were combined with Treasurer and VP (to require fewer exec members)

- Comment from chat: another idea is that you could have the initial terms varied lengths so there is staggering (e.g. treasurer is one or three years) etc
- Comment from chat: As a past organization secretary, I would like to state that not everyone wanting to serve on the board might wish to do the more secretarial duties (or likewise not everyone wishing to serve on the board might want to serve as president based on their individual skill sets), so other positions might help.
- Conclusion
 - Sign up to be a member of AAHL (free membership this year!) -> <https://forms.gle/VRKoMddBXMbDJKAP7>
 - Reach out with questions, comments, concerns, and/or suggestion for PD and social events to exec.aahl@gmail.com
 - Join our Google Group to keep up-to-date -> <https://aahl.chla-absc.ca/contact-us/>
 - Voting on handbook and bylaws coming soon!
 - Nominations ongoing