

**SLA Toronto Chapter Meeting - Executive Committee
March 15, 2003**

Attendees: Kolette Taber, Gayle Kiss, Laura Knapp; Dave Hook and Lindsay Coolidge

1. **Minutes** – Kolette moved to approve. Gayle seconded.

2. President's Report

- a. **Membership** – numbers are going down (483). This is down 20 from last month. Kolette is going to call Erica to discuss.
- b. **Student Stipend** – One candidate has been received for sure. There is a possibility of a second one. For future years, the executive would like the chapter to market the stipend throughout the year, not just in the months preceding the deadline. The winning candidate must be a member of the Faculty of Information and agreed to be of the Faculty's SLA Student committee in the coming year.
- c. Stephen Abram has agreed to conduct a brown bag lunch seminar on the new branding initiative.
- d. **Call for nominations** – need to happen 30 days prior to the Annual General Meeting.
- e. Kolette met with the University of Toronto's Faculty of Information Studies students to promote SLA, along with other library associations. There is a real uncertainty amongst the students as to their need for an association and how SLA is different from other associations. Toronto Chapter needs to work with the Faculty Liaison (Karen Melville) on some new strategies. Kolette is visiting Seneca week of March 24th.

3. President Elect's Report

- a. **Programming** – March 20th event has been cancelled due to poor registration. This program was to highlight the Annual Conference in New York. As a result, we will place on the web site a reference document for members providing them with tip and tricks/ suggestions on how to make member's annual conference visit a success.

The remaining programs have yet to be finalized completely.

Upcoming events include:

March 25th – Information Highways. SLA sponsoring session on wireless in the healthcare industry.

March 26th – Knowledge map
April 10th – still uncertain whether this will proceed.
April 23rd – Stephen’s discussion of branding initiative
April 26th – Virtual session
May 15th – AGM

Currently meeting announcements are being posted too close to the actual meeting date. This may be having a negative effect on attendance.

Holiday Social – Kolette and Gayle participating in a debriefing session with the other associations. They are to discuss “ownership” of the Social and how this event is going to run in the future.

- b. Board members for next year will be meeting in June to discuss strategy, goals and objectives for the coming year. This will also be an opportunity for members to meet each other.
- c. Business and Finance Division has asked Gayle to be a director in the coming year. She will be helping the Division run a program for the Toronto Annual Conference.

4. Past President’s Report

- a. Caroline sick, but Kolette knows that a number of the surveys to board/committee members are still outstanding.

5. Director’s Report

- a. Dave has been nominated Chair for the Aerospace programming committee for the 2005 Conference.
- b. **Internet committee – Banner ads.** We have received 2 of the 3 ads. Still waiting on Factiva’s ad. Lexis/Nexis has sent in a new file.

Advertising rates were taken down since they did not reflect our current strategy of using gold, silver, bronze rankings. The Word document that summarized the new ratings will be placed on the web site. Kolette will send to Susanne.

Awards nominations – executive committee will be assuming responsibility for this since Virginia is no longer a member. Susanne has the awards forms, but needed direction to proceed with placing them on the web site. The contact information should be directed to Kolette now instead of Virginia.

Susanne has a practicum student working on the site to remove the frames.

- c. **Courier** – There will be upcoming Spring (May) and Summer (July) issues. Gayle has five articles which she will forward. Gayle will also interview the Toronto Chapter's 50 year member for an upcoming issue. Another article topic could be Stephen's historical archives initiative.

6. Treasurer's Report

- a. Laura has not transferred the money into our money account yet. She's having a lot of difficulty getting access to the account within the company's hours.
- b. Laura looked into using headquarter's web site credit card payment options. Unfortunately, this option is only available in the US.
- c. FIST student group did a draw for an SLA membership prior to asking for the funds from us. Executive is looking at putting \$200 aside under the president's budget in the future for discretionary spending.
- d. Membership allotment to be wired to us
- e. Laura going to look into the Bank of Montreal's services and service fees.

Ongoing Business

- a. **Electronic archives** – nothing to report
- b. **Procedure manuals** – post past documents until next year when the new governing documents come into effect.
- c. **Internet committee** – they are looking for a student to help with the directory. Is there money in the budget? Executive will ask Susanne to establish approximate costs. Executive to look at the implications for hiring a part time /contract person on an ongoing basis. Kolette will post an email to the Leadership discussion list.

New Business

- a. Talking to library schools. Students are currently unaware of SLA. Executive is looking into inserting a marketing piece in their introductory packages

Next meeting – Wednesday May 7th. 12:00 at Lexis/Nexis downtown office. 330 Bay St.

Laura moved to adjourn the meeting. Gayle seconded.