

**SLA Toronto Chapter Meeting - Executive Committee**  
**May 7, 2003**

**Attendees:** Kolette Taber, Gayle Kiss, Caroline Kuchma, Laura Knapp, Dave Hook and Lindsay Coolidge. Daniel Lee also in attendance to discuss programming.

1. **Agenda** – approved with addition of FIST SLA Student Group report. Caroline moved to approve. Gayle seconded.
2. **Minutes** – Gayle moved to approve with changes. Dave seconded.
  - Section 5A – Dave nominated not elected.
3. **President's report**
  - a. **Student Stipend** – cheque has been sent to cover all of the amount. Student will be the co-chair for next year's FIST SLA student group.
  - b. Almost all positions have been filled for next year's board. Still finalizing candidate for treasurer's position.
  - c. **Awards Chair** – Virginia did not realize that her membership had expired. She is not going to be the nominations chair for next year.
  - d. Seneca has forwarded the name for their student award winner to be announced at the AGM.
  - e. No other nominations were received for member of the year, so the executive will move ahead with awarding this to Susanne Baker. Kolette will call her today.
  - f. Used the Survey Monkey to prepare annual report. Kolette found a lot of redundancy in the questions. Survey really needs to be streamlined. She thought it would have been beneficial if the survey has an option "has not changed since previous year"
  - g. Kolette reviewed the report from the FIST SLA student group. As an aside, Daniel noted that currently not one student had registered for the AGM.
4. **President Elect / Programming Chair**
  - a. **AGM** – currently registration is at 50 people. Daniel is going to send emails to specific people he knows who have not yet registered.
  - b. **Tour of Urban Affairs library** – this event lost money for the chapter – approximately \$200. The tour itself was interesting and the speaker was dynamic. This type of event should be reviewed for future years as one option for programming. Maybe one tour of a library per year.
  - c. **Virtual Seminar** – cancelled due to lack of registration. Next virtual tour is with Barbara Quint. While she's an excellent and worthwhile

speaker, the chapter is not going to organize an event around this due to time constraints.

- d. Virtual seminars are another interesting option for next year's programming committee as it is "easy" option requiring little creative work for the committee. If the sessions are planned well in advance by headquarters, the programming committee would have ample time to review the list of sessions and select one or two events that would be worthwhile for the chapter. Locations could be organized at the beginning of the chapter year. Kolette mentioned that we could also use the survey monkey to solicit feedback from the chapter as to which virtual seminars would be of interest to the chapter.
- e. **Needs analysis** – the above discussion led the executive to discuss conducting another needs analysis of the chapter to help the programming committee organize events that would be of interest to the chapter. We also might look into a perception check with other associations such as TALL and CASLIS.
- f. **Relationship with OLA** – the deadline for submitting sessions for next year's event have past. The past year's event has not had the return on investment for SLA. Historically, SLA Toronto sponsored one event in the first OLA Superconference. This led to four sessions in the second year and six sessions in the third. The organization of these events is time and labour intensive and the programming committee and executive are uncertain as to the benefits to the SLA membership specifically. The SLA Toronto chapter, however, is interested in working with other associations. Daniel will arrange for a meeting with OLA for after the AGM to discuss the rules and regulations regarding SLA's participation in the OLA event. SLA needs more information as to who has registered for the SLA sponsored events and the specific evaluation sheets for these same sessions.
- g. **Information Highways** – in many respects, the same issues as OLA SuperConference apply to this conference. Executive committee likes the target audience for this conference, but feel we need to select broader topics and promote that it is an SLA event similar to our lunch and learns.
- h. Promotion of the programming committee – looking into a skills profile for this committee as it typically requires certain types of people. The committee also needs more positive press. Currently there is a negative perception concerning this committee, which is affecting the committee's ability to attract volunteers.
- i. Members outside the GTA – received a number of comments from members outside of the GTA concerning lack of events. The virtual tours could be a resolution to this issue. Another option would be a whole day event.

- j. **Pricing of events** – the number of registrants is going down, but we are still working on the old model of formal dinner meetings, which is expensive. Laura is going to look at the costs per session and at the amount of sponsorship received for these events and over the year.
- k. **Registration chair** – please bring this position back.

#### 5. Past President

- a. **Board survey** – Caroline sent results to the executive. A lot of non-respondents, but received a lot of good feedback from those that did respond. Gayle going to review in detail and bring forward discussion points for the next meeting. Due to the scope of the issues, the executive has decided to conduct another meeting within the week to discuss this issue in more detail. Attached as an appendix is Caroline's memo on the survey results.

#### 6. Director

- a. **Courier** – the May issue will not be coming out until the end of May, early June. This poses some problems due to the fact that some of the articles need to be released well in advance of the Conference. Dave will talk to Margaret to see if she can meet the deadlines and will report back at next week's meeting.

#### 7. Treasurer

- a. **Financial situation** – the chapter is in good shape with over \$18,000 in the bank. Laura is going to transfer \$3500 back into our investment fund.
- b. Bank of Montreal – Laura is not happy with our arrangement with the Bank of Montreal and is going to look at other options.
- c. **Student stipend** – Laura has sent an email to Anthony Danko at Dialog with regards to Dialog's funds for this initiative. Laura has not heard back to date and will follow up.
- d. **Signing authority limit** – Laura would like to propose that the maximum amount for single signing limit be increased to \$3500 or \$4000. Laura will review chapter bi-laws to see if we are required to have two signatures.
- e. Paypal – Laura would like to add Paypal to the agenda for our next meeting.

Lindsay moved that the meeting be **adjourned**. Laura seconded.

**Next meeting:** Tuesday May 13, 2003 at Lexis-Nexis' offices at 330 Bay. St.

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**APPENDIX  
MEMORANDUM**

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**TO:** SLA TORONTO BOARD  
**FROM:** CAROLINE KUCHMA, PAST PRESIDENT  
**SUBJECT:** SLA TORONTO CHAPTER STRUCTURE REVIEW SURVEY HIGHLIGHTS  
**DATE:** 12/8/2003

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Attached please find the results from the SLA Toronto Chapter Structure Survey for all those committee chairs that responded. You will note that not all the issues raised relate specifically to structure. In an effort to simplify matters for the Board I have highlighted those findings that will assist in designing and planning a more effective Chapter structure for the future.

**GENERAL COMMENTS:**

- Consider changing the role of the Board to less of an advisory board, and making it more of a team that works alongside the committee chairs. The more people work together effectively precludes having one person responsible for too many things, burning that person out, and turning that person off volunteering for the association altogether.
- Given the difficulty we have in finding volunteers, we need to simplify the structure and perhaps eliminate those chairs that have not been effectively filled over recent years.

**PRESIDENT:**

- Spreading some of the responsibility to other executive board members e.g. Secretary could book board meetings and do more of the basic administrative functions too

**PRESIDENT-ELECT:**

- Do we need to create a position that specifically acts as a partner to other organizations to represent SLA Toronto's interests? or do we want to assign this to be taken care of by a board member?

Given the importance of working with other organizations it was suggested that we could assign this to a board position. The Director position was suggested in the case of CIPS KM SIG, but it was also suggested that the

President Elect might be appropriate as the incoming President would develop relationships with these organizations before officially taking over the responsibility of the Chapter.

#### DIRECTOR:

- Director's responsibilities could possibly be merged with those of Internet Chair

#### ARCHIVES

- Given the amount of work that has "actually" been done by the Archives Chair in recent years this role easily could be absorbed by the secretary.

#### BYLAWS

- Instead of being a Chair on the Executive Committee, Barbara could be Chair of the SLA Toronto Chapter's Bylaws "Task Force" or "Special Advisory Committee" that is called upon by the President whenever needed.

#### CAREER GUIDANCE

- This role really does not need to be a part of the Executive Committee

#### CONSULTATION

- It was decided at the April 5, 2001 Board Meeting that the Consultation Chair's responsibilities would be added to the Director's responsibilities instead of creating a separate chair for the committee. It was suggested a checklist could be placed on the SLA website to refer individuals to SLA members that offer consultation services

#### FIS LIAISON

- This role probably does not need to be part of the Executive Committee. It is just a dissemination position, not involved with chapter policies.

#### INTERNET CHAIR

- The role of Internet Chair could be eliminated altogether and folded into the Director's role. The Director would then communicate directly to the Webmaster.

#### LONDON LIAISON

- This position has not been active in three years.

#### MEMBERSHIP/WELCOMING

- The Membership/ Welcoming role could be combined with Registration.

#### NOMINATING

- The Past President could carry out the Nominating chair role. The only major objection to this is that the Past President is less objective, as they are still an active member of the Board.

#### PROGRAMMING/REGISTRATION

- BRING BACK THE REGISTRATION CHAIR! Or at least consider designating one Programme Committee member as the Registration Chair. Yes, it's a lot of work, but not having a Registration Chair puts that much more work on the Programme Committee, the workhorse of this Chapter.
- Given SLA Toronto's involvement with Information Highways and the OLA Super Conference -- it might make sense to create a separate position on the executive committee such as "Conference Planning" to handle these events specifically and to work alongside the programming committee. It would simply help to spread out some of the responsibility.

#### PUBLIC RELATIONS

- Although this position has been filled, it has not been actively filled in 3-4 years

#### SENECA/SHERIDAN LIAISON

- How active has this position been in recent years?

#### SENIOR MANAGEMENT ROUNDTABLE/MENTORING

- Apart from the Mentoring Committee work done in 2001 what else has this chair done? Do we need a separate group to cater to our more senior member's needs or should we be offering one programming session a year that would appeal to them?

#### SOLO LIBRARIANS

- Does this need to be an Executive Committee Chair or is it just a special interest group?

#### VENDOR RELATIONS

- A valuable committee if the person doing it is committed to doing the job  
The person heading the committee should be hand picked by the treasurer