

**SLA Toronto Chapter Meeting Minutes – Executive Committee  
September 3, 2003**

**Attendees:** Gayle Kiss, Helle Arro; Daniel Lee, Lindsay Coolidge; Kolette Taber. Absent – Laura Knapp

1. Move to approve the **agenda**
2. **Minutes** – Kolette moved to accept the minutes from May and July. Gayle seconded.
3. **Director's Report**
  - a) **Internet Committee transition** - Internet Committee met on August 25<sup>th</sup> with Susanne. Susanne provided an overview of the web site, FTP details, etc. Britta Jessen is the new Internet Chair. The committee is going to conduct an audit on the web site. Results will be presented in a report in February and approved recommendations implemented later in the year.

**LRC** – the committee talked about how to keep the LRC and directory current and accurate. Dave Hook has temporarily agreed to oversee it until a new process/person is in place. There was discussion that the LRC could be a directed study for a library science student, but updating really needs to take place on an ongoing basis, not on a periodic basis. A question concerning how important the LRC is to the Chapter and to the web site was posed. This section of the site is habitually within the top sections of the site. Perhaps the LRC should be reduced in scope to help in its maintenance?

**Directory** – The Internet Committee is looking into getting a database to prompt members via email to update their records. The current method of people calling up individuals is not working —time consuming, done during working hours, etc. Daniel has asked Maura Matesic to look into this option (given her previous experience with INMagic). As a starting point for email contacts, the Chapter could compare the directory email addresses with those members use to subscribe to the discussion list. Gayle has asked Pam Casey to include a mention of the directory in the new member package. The Chapter can also send out reminders via the Courier or the discussion list.
4. **President's report**
  - a) **Information Highways** – Dave Shinwell contacted the Chapter to discuss a partnership between the Chapter and E-Content Institute. Dave mentioned the Institute's previous partnership with AIM as a foundation for a possible partnership with SLA. In essence, we would provide the content for Information Highways presentations, the labour and the PR. In return we would receive a booth at the conference at no cost. There would be a 10% discount for SLA members who register, which would essentially translate into sponsorship money to the Chapter from the E-Content Institute. They would want our SLA logo for their web site. Gayle is going to check with Linda Broussard at Headquarters to see if this would be a problem.
  - b) **Programming** – The programming committee had a hard time getting together over the summer. Again the executive discussed changing the year-end dates for the Chapter as the summer months prove to be a very difficult time for transition. Daniel created a transition package for the incoming committee, including a Yahoo site. Select members of the Executive are meeting with the committee tomorrow (Sept 4/03) to discuss next steps including selection of the virtual seminars.
  - c) **Note** – all committees this year are being chaired by a new person. The Executive briefly discussed how institutional knowledge could be passed on between years.

- d) **Survey** – Executive members were to submit comments to Gayle by Friday Sept 5<sup>th</sup>, otherwise the survey was going to be distributed to Chapter members early the following week.
- e) **PayPal** – Helle is oeing to verify all details with PayPal. She is also going to look into Dialog and whether the Chapter received its funding for the student stipend

Next meeting will be Wednesday **October 1, 2003**.

Helle moved to adjourn the meeting. Daniel seconded.