

**SLA Toronto Chapter Meeting – Executive Committee
October 1, 2003**

Attendees: Gayle Kiss, Laura Knapp, Kolette Taber, Daniel Lee, Helle Arro, Lindsay Coolidge

1. **Minutes** – Gayle approved. Helle seconded.
2. **Agenda** – Laura approved. Kolette seconded.

3. President's Report

- a. Chapter member Survey – Survey concluded at the end of September. Executive should be prepared to talk about issues that relate to their own areas for the following meeting. Gayle will send out preliminary results within the next week, with an eye for including something in the Courier for October if possible. A list of recommendations will be ready for January 2004. Note for next survey – ask age and when member will be retiring so that responses can be correlated to stage in career. We also need to ask where members are located.

Someone asked if we get the data file or only the summary. Erica has received the data file and Gayle will ask Erica for a copy of this.

- b. Information Highways – SLA Toronto Chapter is on board for the 2004 Information Highways Conference. SLA members will need to fill booth time at the conference. SLA is also responsible for finding one speaker.
- c. OLA – Speakers for the SLA portion of the OLA Conference have been finalized. We will be running three programs including ones on Leadership and Strategic Planning
- d. FIST Double Cohort – in response to Stephen's email with regards to the record number of students registered in the program this year. How do we attract these students to SLA. The Executive discussed a number of options to increase SLA's profile at the Faculty including: running a program on campus, a program highlighting graduate students and their work/studies, program where students present the results from their special libraries practicums (and possibly tie this in with Special Librarians' Day in April); participating in career day, etc. Executive again reiterated the need for the association to be profiled and involved with the Faculty earlier in the year. Gayle will contact Rani to discuss.

4. Director's Report

- a. Template for programming – Jan Moffat and Angela Wamsley are creating a template for programming information. Daniel will follow up.
- b. Directory of Special Libraries – current method of having volunteers contact people to update their records is not working. Cathy from Andornot contacted the chapter about using InMagic programming to automate the updating of the directory. SLA Toronto has a long standing relationship with InMagic. What version of the software will be required versus what the Chapter already has? Daniel will contact Cathy to discuss further. Five people responded to the request for help via the listserv. Given our relationship with InMagic, have they been contacted with regards to sponsorship? Gayle will ask Tracey to follow up.
- c. Internet Committee – great job being done by the Internet Committee. Britta is very responsive to requests.

5. President Elect

- a. Membership – Pam Casey is doing a wonderful job as membership chair. Membership for the Chapter is currently at 445 members with 18 new or reinstated members. This number is down from previous years. Executive discussed comparing membership list with the listserv to make sure every member is on the listserv.
- b. Chapter Membership campaign - Pam would like to run a membership campaign for the Chapter in the month of October whereby members bring non-members to the meeting for member prices. Pam would follow up with each non-member. Executive approved this initiative. Need a blurb from Pam to promote on the listserv and we should promote this to FIST students.
- c. Membership – web site access. Pam would also like a link on the Chapter's main page to welcome new members, as well as a section on the site and in the Courier to put headquarter information on new members and membership issues.
- d. Leadership Listserv – on the Leadership listserv, a proposal was sent out to members, looking for feedback relating to membership. The recommendations included:
 - i. Discount to membership for first two years
 - ii. Headquarters award free membership for each chapter
 - iii. Create different payment options eg. Maybe quarterly
 - iv. Allow local level only membership for first two years.

The Executive discussed these options. They were uncertain as to how this proposal and recommendations related to the Virtual membership rate. The Executive agreed to approve/move forward on this proposal with the exception of the last recommendation. Laura will look at the virtual membership questions and send comments to the Executive group.

- e. Solo Group – Joanne also doing a great job and has received a good response rate to the Courier article. She is planning on having 2 events each month. All are welcome to come for the first meeting, even if not an SLA member. However, after the first meeting, non-members will be charged a nominal fee.
- f. Programming – Future programs have been posted on the web site. Notification needs to be distributed via the discussion list. Chapter needs to be reminded that they still have to register for the session even if they use PayPal to pay for the session. The Programming Committee is looking at having a November event with the new Dean for the Faculty to be the guest speaker. Virtual seminars for the coming year have also been booked. Holiday Social – nothing has been done so far. Committee meeting tomorrow with Laura to discuss.

6. Treasurer's report

- a. Statistics for events – great amount of detail from Registration chair. Executive decided to keep all of these statistics, but when presenting to the Executive to use only key indicators. Helle has drafted a refund policy. This needs to be posted on the discussion list and on the web site and included with each programming notice.
- b. PayPal worked well for the first meeting (September). Realized that PayPal has a sliding administration fee that decreases if paying more than one person at a time. (\$1.40 for one person, \$2.25 for two, etc). Laura needs to tell programming to include \$1.50 per person into the cost of the event so that the administration fees can be recovered and don't impact revenues.
- c. Budget – still finalizing. Executive can vote electronically on the changes.

7. Other Business

- a. Salary Surveys – Gayle has received a request to purchase the SLA Salary survey for the Chapter and then to make it available to members via ILL.
- b. Northern Exposure to Leadership Institute – Executive has agreed to support both candidates as per previous years. Laura will write letter

of support for both individuals. Kolette will let both applicants know about this and that there could be the possibility that they will be sharing the funding.

Laura moved to **adjourn** the meeting. Gayle seconded.

Next meeting scheduled for Wednesday November 5th, 2003.