

SLA Toronto Chapter Executive Committee Meeting Minutes – December 3, 2003

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

1. **Agenda:** Lindsay moved to approve. Laura seconded.
2. **Minutes:** Gayle moved to approve the minutes. Laura seconded.
3. **President's report**
 - a) **Student groups** – Stephen Abram and Ulla de Striker event went well at the University of Toronto
 - b) **Ottawa event** – The Ottawa event was cancelled by the Eastern Canada Chapter president due to low registration numbers. Those members that registered via the Toronto chapter were notified via email of the cancellation. The Executive decided that all further registration for events would occur solely through the Eastern Canada Chapter to avoid further confusion.
 - c) **Mentoring** – Gayle received an email from a new member looking for a mentor. Due to previous attempts at a mentoring program, the Executive decided to recommend that the he look for a mentor via the Business and Finance Division since they have a process already in place if he is a B&F member. If not, we'd assist him in finding another program.
 - d) **OLA Conference** – A conference call between the associations with regards to the Superconference is to take place within the next week. Laura will be attending on Gayle's behalf.
 - e) **Member Survey – President's comments** – there appears to be a real disconnect between the programming and the composition of the Chapter's membership. A large percentage of the Toronto Chapter's membership consists of members with over twenty years in the profession, yet the programming committee is composed of members with typically less than five years experience.

The Chapter also needs to look at the information provided to members about the Chapter and the services/events/benefits their membership entails. A large number of respondents were unaware of a number of the Chapter's services. Laura will ask Pam for a copy of the welcome letter that is sent to new members so that the Executive has a better understanding of the details of this letter. In addition, Laura will talk to Sue Thomas about the discussion list. The Executive would like Sue to let membership chair know when someone drops off this list so that Pam can verify that this was their intent and to let them know that this is the primary means of communication for the Chapter.

Web site needs to be updated more frequently with a what's new section. Details concerning the web site will be postponed until Daniel and his committee finish reviewing the site and make their recommendations.

President-Elect's Comments – Programming – Reiterated Gayle's concerns about programming. Laura wondered about the benefit of moving the Holiday Social into late November given the Chapter's preference for no Chapter meetings in December. Overall, the Executive decided to maintain the current timing as it was thought that the members don't consider the Holiday Social to be a "program". There was discussion with regards to half-day sessions to encourage out of town members to participate in events.

We are currently looking into a sessions for February with Factiva. The concern by out of town members is also partially addressed by the Chapter's participation with the OLA Conference and the SLA stream/events the Chapter sponsors. Overall, accommodating all of the members will be difficult. Different members of the Executive will be writing articles in future Courier articles within the coming months to let the membership know the results of the survey.

Director's Comments – Overall, Daniel thought that the expectations of what the chapter can do given it is staffed by volunteers was very high and in some cases unrealistic.

Other comments – the Chapter needs to **conduct the survey every couple of years** in order to establish some trends. The results will not result in any groundbreaking changes, but more fine-tuning of the services and events. The Executive also discussed the need to **redefine success**. In the future, perhaps 15 people in attendance at an event will mean a successful event. The Toronto Chapter historically is used to seeing more people, however meetings attended by the Executive at the annual and winter conferences indicate that we are the rarity, not the norm. The Executive again discussed programming and the **creation of future programming committees to better reflect the membership population** – whether that be level of experience, work location, etc. We should also be thinking of the questions that we didn't ask, but should for future years.

4. Director's Report

- a) **Courier** – currently experiencing volunteer difficulties, which seem to be resolving themselves. Courier volunteers are currently sending material to Gayle and Laura, but technically report to Daniel. Daniel will address this.

There is a new process for marking up the Courier to HTML. A 20-point checklist has also been developed. Daniel will get a copy of the new process and the checklist.

- b) **Web site** – Britta doing a great job. Lindsay sent the previous meeting minutes to Britta for posting on site.
- c) **LRC** – have new volunteers to help with the LRC.
- d) **Directory** – Kathy Bryce of ANDORNOT is looking into a self-updating directory that would work for the Chapter. She would like to transfer to a new server and new version of the software. This would involve a cost of \$500. Laura wanted to ensure that this was a one time cost and not annual/ongoing. Daniel will verify this and ask them to consider housing the LRC as well so that we can dispense of the current time consuming method. The Chapter will need ANDORNOT's logo for inclusion on our sponsorship page
- e) **Registration** – membership status needs to be a mandatory field for all registrations via the web site. Daniel will talk to Britta about the registration form
- f) **Web Audit** – Daniel has established a Yahoo Groups to manage the project.

5. President-Elect

- a) **Solo Librarians** – nothing to report
- b) **Member emails** – looking to talk to Erica about getting up to date emails for chapter members (Erica obtained these for the Chapter survey which took place in the Fall)
- c) **Holiday Social** – to date there are 91 people registered for the Holiday Social

- d) **Programming**– programming committee is meeting tomorrow to talk about their ideas for the AGM in May. Factiva is sponsoring a session at the Legislative Library. The Executive again discussed the need for earlier advertising/promotion of events to the members in order that the members can plan well in advance. As it stands currently, registration is occurring until right before an event in order to increase the number of attendees. This in turn is causing problems with regards to pre-payment.
- e) **Membership Proposal from another SLA Chapter** – The Executive has agreed to support all of the points within the proposal (previously mentioned in earlier minutes) with the exception of the local membership idea. Laura will draft a response for the Executive to review.

6. Treasurer's Report

- a) **Dialog sponsorship** – there is some confusion with regards to the recent cheque by Dialog. Does it go towards the stipend or is it for one of our sponsorship levels? Helle will verify with Tracey.
- b) **Bill Collection/Registration Cancellation** – the Executive talked at length with regards to how to collect from individuals who register for programs, don't show up and don't pay. As a result, a new procedure will be drafted by Gayle and distributed to the chapter following Executive approval. Essentially, the Treasurer will send an email to the member re: the missed funds and Gayle will follow up with a call to the member if the money is still not paid. In addition, the Executive is going to look into creating a pop up window with the chapter's policy as part of the registration process. We are also going to look at creating a cancellation form for the web site which would be deactivated on the registration cut off date.

7. Other Business

- a) **Archives** – Gayle received three volunteers with regards to her posting for assistance on the Chapters Archives. Gayle will contact them to thank them for their assistance. The student volunteer will help Lindsay in organizing the files and another volunteer will act as the Chapter Archivist for a minimum of two terms. Job description and responsibilities will be drafted prior to the end of April to ensure the transfer of required documents.

Gayle moved to adjourn. Laura seconded.