

## **SLA Toronto Chapter – Executive meeting minutes February 4, 2004**

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

1. **Agenda:** Helle moved to approve. Daniel seconded
2. **Minutes:** Laura moved to approve. Lindsay seconded.

### **3. President's Report:**

- a. **Winter meeting report** – excellent conference. A number of key themes emerged from the conference – building leaders/leadership, increasing membership, attracting new members and keeping volunteers happy.

There was a proposal that the association conducts all business as SLA, not the Special Libraries Association. This proposal was not well received as the membership thought this was another attempt at changing the association's name. In the end, the board approved this move. They will communicate this move to the membership soon.

Headquarters has hired a new marketing manager. It is expected that new marketing material will start arriving within the next month or so. It is anticipated that this material will greatly assist with any membership drive.

Sponsorship – there were concerns raised by some of the board members with regards to the Chapters' fundraising activities. It was communicated to Gayle that the chapter was not to have a savings account. Kolette disputed this believing that part of the treasurer's mandate is to ensure that the next year's operating budget is in reserve. In addition, the executive wondered how Chapters were to save for the annual conference. Regardless, the Association president has indicated that the savings and finance practices of the chapter and the roles of sponsorship will be examined and a report will be presented for the June conference. Helle will review the Treasurer's guidelines to ensure that we are in compliance.

The Association is reviewing WebEx for web conferences for the association.

- b. **Mailing Address** – Vote was conducted electronically as to whether to maintain current mailing address. All agreed to this. As a result, Gayle has asked Carolyn to let us know as soon as the Chapter has any mail.
- c. **Annual Conference** – The Royal York will be the official conference hotel with the north side of the Convention Centre as the location for the actual sessions. Laura and Gayle met with Mary Hum to discuss progress to date. They asked that the Chapter and the Executive have a greater role in the planning. The board will not approve funding without specific knowledge of how the money is to be spent. In addition, involving everyone in the Chapter will help make the 2005 conference a success.
- d. **Business Planning** – Gayle attended the Business and Finance Board meeting at the Winter Conference. The B&F budget is presented as a three year budget –

previous two years and current year. She found this facilitated the approval process and has requested that the Chapter's budget follow the same lines.

- e. **Twinning Project** – Chapter asked to aid members in developing countries either with membership rates or with participation in the annual conferences. There were questions on how the actual process happens. Is this an annual expense? Are we responsible for its administration? Gayle will call Bob Clark to discuss. There was one suggestion that headquarters look at taking \$0.10 from each members' registration fee to sponsor these members. Decision on this initiative was tabled the next meeting. Helle will reconcile the budget so that the Executive can make an informed decision.
- f. **Governing documents** – The governing documents were approved by the Board. Gayle will be receiving the Toronto Chapter's documents soon at which point they will need to be signed. Gayle will send a notification to members and they will be posted on the site. These are simplified bi-laws that were first proposed at last year's winter meeting. Each chapter needs to bring in "practicing documents" which are to be attached to the governing documents and voted on. Each member of the Executive was asked to document the practices for their position and reporting committees and to provide this information prior to the end of the summer. These practicing documents should facilitate succession planning within the chapter.
- g. **Volunteers** – Gayle has been contacting all volunteers on a quarterly basis to touch base. She will soon be contacting all volunteers again.

#### 4. Director's Report

- a. **ANDORNOT** – Daniel sent an email to Cathy with regards to the LRC and Chapter directory. He will follow up and report for next meeting
- b. **NELI** – excellent experience. Will be writing an article on it for the Courier within the next little while.
- c. **Web development** – The Yahoo site Daniel created is starting to be populated by his team. They are on track and still expect to report back to the Executive within the next couple of months.
- d. **Headquarters site** – HQ redesigned their site. It would have been nice if the Chapters were consulted as this means there is absolutely no continuity between HQ and the Chapters. In addition, some of the additional features i.e. content management software HQ site currently has, would be of benefit to the Chapters. Daniel to contact Brian Wiseman with regards to this.

#### 5. President Elect's Report

- a. **Programming** – Only 15 members attended the Friday afternoon OLA session. OLA were not willing or unable to track SLA membership to this conference. Laura found the trade show not particularly relevant to SLA members. Laura asked about discontinuing our relationship with the OLA Superconference. Daniel wondered if this session should be separated from the programming group and volunteered to work on this for the coming year. Daniel was concerned that a lot of time and effort has been put into building this relationship and it would be a shame to lose this goodwill. Maybe SLA doesn't participate in the Superconference, but in some other capacity so that the time invested is not wasted. Kolette asked why SLA is so involved in the planning process. By sponsoring a session or being responsible for a session does

not necessitate that SLA be involved in detailed planning meetings. Gayle recommended that we commit for the coming year, but pose the question to the membership in next year's survey. Kolette commented that with no knowledge of who attended and whether they found it beneficial, it is hard to make a decision. As a result, Laura will send an email to the discussion list asking those who attended the OLA conference to respond to her. This issue was tabled until the next meeting when Laura will report back the results of her email.

- b. **Bookclub** – At the winter meeting, Laura heard of chapters running Bookclubs and using these meetings as part of the programming agenda. Interested Chapter members could meet and highlights from the discussion could be posted on the site or included in the Courier. The Executive discussed the use of managerial books in particular as a means of attracting the Chapter's more senior members. Laura will talk to Jane Cooney about the feasibility and her interest in such an initiative and will report back at the next meeting.
- c. **Membership Proposal** – this proposal was referred to the Finance committee.
- d. **Communities of Practice** – HQ has purchased a communities of practice tool which is available for Chapter use. The communities of practice section is available only to paid members as it requires your membership number. Each community of practice requires a facilitator to monitor participants, the posted messages, ensure link accuracy, answer unanswered questions, pose new questions, etc. The Executives discussed possible facilitators for the Chapter including the President, Director and Student president. Laura will find out how to start a community of practice for the Toronto chapter. The Executive will use it as a prototype for the Chapter as a whole.

## 6. Treasurer's Report

- a. **Year-end statements** – will be going in to HQ in the coming week.
- b. **Student participation** at meetings – Helen Katz will be donating more money for student attendance at the meetings.
- c. **Budget** – Helle is going to reconcile the budget so that it is current.
- d. **Programming** – comments heard about the Holiday Social – no tables next year as they prevent people from mingling.

## 7. New Business

- a. **Chapter start date** – Gayle asked about the start year for the Toronto Chapter. Lindsay will find out for next meeting
- b. **Awards** – Gayle asked Kolette to submit our October 2003 meeting for the Outstanding Technology Award. SARC deadline is coming up (March). Gayle going to contact the University of Toronto Group. She knows the Western group ran a number of innovative programs. President's award and member award forms need to be updated on the web site. In addition, a mechanism for nominations or volunteering is needed on the site. Laura will contact those individuals who indicated an interest in volunteering in the survey.

- 8. **Adjourn.** Daniel moved to adjourn the meeting. Lindsay seconded.

Next meeting Wednesday March 3, 2004.