

## **SLA Toronto Chapter – Executive Meeting Minutes March 3, 2004**

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

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

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

- a. **Doing Business As** - Gayle participated in a conference call on March 2, 2004 discussing this issue. Britta has placed a link on the Chapter web site to HQ's press release. The web site needs to conform to the branding standards by April 30<sup>th</sup>. Daniel will review these standards to see what is required on the Chapter web site, but Gayle believes that only the logo will need to be changed. The Executive discussed how to address this issue to the chapter members. It was felt that some comment was needed on the listserv. As a result, Gayle will send out a memo to chapter members informing them of this practice. In addition, Laura would mention the DBA in her Boardwatch portion of the Courier. Both mediums should include the contact information for HQ.
- b. **Annual Conference** – Meeting has been scheduled for March 30<sup>th</sup> with Mary Hum and Juanita Richardson to communicate to the membership the status of the 2005 conference. Gwen Harris has quit the web site committee, although she has some ideas with regards to the possible design of the site. To date, there has been no activity on this front. The Chapter has until June to get something on the site.
- c. **Twinning** – Gayle was waiting for the budget information before proceeding. Will look into specifics for next executive meeting
- d. **Governing Documents** – this topic was mentioned in our last Courier issue. Executive (Laura) will ensure that it is addressed at our volunteer appreciation event in the Fall. Britta has posted the governing documents on the Chapter web site and the bi-laws were removed.
- e. **Toastmasters** – the programming committee is considering this as a programming option for next year. Lindsay and Gayle to research on how to create a group, material/resources required, and whether this material is available in an electronic format.
- f. **Information Highways** – Information Highways are giving SLA a booth in the Information Hall. A marketing piece will be distributed, along with SLA merchandise, such as pens. A raffle for the Tea Emporium will take place using business cards. The booth has already been staffed (with seven people). Information Highways has also given SLA a free conference pass due to our partnership with them. Gayle will send an email to the members asking anyone who has not already registered to submit their contact information to be used in a raffle.
- g. **RIM** – RIM acts as the Chapter's mailbox. A past agreement provided RIM with some sponsorship benefits. The executive feels that these are currently being provided via their spot on the sponsorship page. They are also free to supply an article that highlights their services via the vendor's corner in the Courier.

- h. **Library School Reunion** – Gayle was wondering whether we wanted to contribute \$200 to organize library school reunions at the annual conference. The executive felt that this was an initiative best suited for the schools themselves.

#### 4. Director's Report

- a. **Domain name** – Dave Hook has registered the domain LRCsearch.com for the association. This was a three year contract which is up as of June 2004. Daniel asked the Executive whether the Chapter should renew this registration. Dave Hook thought that most of the traffic to the LRC comes through the site. Daniel presented a motion to let the domain name lapse. All were in favour.
- b. **LRC/Directory** –The Chapter would like a self-updating directory model that would use forms and prompt members to verify their data. For the LRC the executive wanted a content management software that would allow for direct updating. Cathy Bryce sent an email outlining the services the Chapter could receive and at what price. For \$500 the Chapter would receive an ANDORNOT client card, plus 4 hours of consulting (worth \$300) and moving the data and scripts to a new server (worth \$200). Daniel will volunteer to work with them, especially with regards to the LRC. Motion was moved to approve the \$500 for the LRC and Directory by ANDORNOT. All were in favour.

#### 5. President Elect

- a. **OLA Superconference** – six SLA members attended the OLA conference. Larry Moore indicated that there were 72 participants, a 16% drop. Larry was asked how these numbers were generated given that there was no mechanism for capturing this information. Laura re-introduced a motion to break our relationship with OLA with regards to their Superconference. The motion was defeated. As indicated in previous minutes, members of the executive like the idea of partnering with other library/information associations and that the idea of piggybacking on the conference in theory is a good idea. How then does the association redefine it's relationship so that the sessions are more targeted to the SLA member? Do the sessions need to be programs? Can there be a social function which SLA supports? Can SLA facilitate a session? Gayle will set up a meeting in April with Larry and Mary to discuss how to move forward.
- b. **Bookclub** – Jane Cooney was in favour of providing the location for the first bookclub meeting. The crucial role for this initiative is the facilitator. The Executive discussed possible facilitators or individuals that might be able to identify facilitators. Names discussed included Rebecca Jones and the new Dean at FIST. The Executive also discussed whether the facilitator had to be a "librarian/information professional". Would a business prof, etc. work just as well? Laura will contact the new Dean and Rebecca for their thoughts and ideas.
- c. **Communities of Practice** – the executive had some usability and design issues with regards to the new CoP on the SLA site. While the executive could see some of the benefits, in many respects the product is not as robust as we'd like (eg. Inclusion of a document library). The benefit of the CoP is the ability to follow a discussion thread. Laura is going to create two new threads under our CoP: one for suggested improvements to the CoP itself, issues and problems, and two a log for new IDEAS with regards to the Chapter. These can be new programming ideas, ways of showing volunteer appreciation, etc. Anything that retains the ideas of the chapter. All were in agreement that the tool is not ready (or we are not ready) to roll this out to the Chapter members yet.

d. **Information Highways** – we are working on a joint session with InfoHighways. A flyer has been created and Britta will add it to the web so that we can start advertising.

e. **AGM** – will be on May 27<sup>th</sup> in the Ontario Room at Commerce Court

**6. Treasurer**

a. **Reserve Funds** - Helle reviewed the policy with regards to reserve funds. There is no stated policy but it is normal practice to retain one year's budget in reserve.

Daniel moved to adjourn. Lindsay seconded.

Next meeting is April 13<sup>th</sup>.