

SLA Toronto Chapter Executive Committee Minutes
April 13, 2004

1. **Minutes** – approved by Laura. Seconded by Daniel.
2. **Agenda** – Approved by Daniel. Seconded by Lindsay
3. **President**

- A. **Communities of Practice (CoP)** Rollout – Executive need to start thinking about how to rollout this tool to the Chapter. As a first step, we need to start collecting material on communities of practice in general – best practices, how to, lessons learned, etc. The Executive also needs to start thinking about the different trains of ideas, which would be suitable for the CoP, e.g. programming ideas. Using the communities of practice as a means of capturing chapter members' interests and educational needs re: programming.

It should be noted that the communities of practice fall outside of the Web Audit conducted by Daniel and his team.

Daniel has been assigned the **lead** re: an action plan for the coming year given that Communities of Practice is an Internet based tool. Things to consider include creating a new chair for the CoP, who would act as a moderator. This would be a similar function as the moderator on a listserv, but would be more intensive. Executive needs to recruit someone for this position. Also need to consider scope and guidelines for the CoP, as this tool has been made available by Headquarters with no context as to how the membership might use it. Laura will approach Wendy Reynolds.

- B. **Conference 2005** – March 30th session with Local Arrangements committee left participants with many questions. There was a strong feeling that there was little understanding of the local arrangements committee versus that of headquarters and the divisions. As a result, the Executive will be looking at inserting a co-chair, who will work with Mary on the details. This individual will have to be involved with the Chapter and have an understanding of the roll of the host Chapter in the annual conference. It was suggested that we look towards the divisional conference planners for ideas and an understanding of our hosting roll, so that there is no duplication of effort and ideas.

With regards to the **Conference budget** – Laura was opposed to the idea that employers would supplement photocopy needs. Photocopy costs need to be included in this budget. Daniel also had concerns with regards to the \$500 postage costs. What would we be responsible for mailing?? This segues into the Executive's overall concern that the budget contained little facts/data, that much of the information was estimates/guesses.

Instead of restaurant guides, which could cost the Chapter, the Executive would like members to supply suggestions. In addition, the Executive would like to disregard the suggestion concerning magnets and look at the cost of pins. Issues concerning gift baskets was also discussed and eliminated from the budget. These are an unnecessary expense. Gayle also indicated that costs for signage could be significantly reduced. The Chapter only needs to invest in two signs. The issue of conference registrations for students and contributors was also discussed. This will be reviewed in the Fall, after a review of the roll of the host versus divisions has been examined, as to whether this is necessary.

- C. **Practice Documents** – Executive, committee chairs, etc. need to review the practice documents posted in late March and personalize them for the Toronto Chapter. These need to be sent out to Tracey, Erica, eventually the Programming committee, etc. These are to be reviewed over the summer. The executive needs to be in contact with their volunteers to let them know they will be required to complete these documents by the end of July. It is envisioned that these documents will facilitate the handoff from one year to the next. Each new chair will not have to learn the details of the position from scratch. These documents should come back to the Board for the August meeting to be reviewed in their entirety.

4. Director

- A. **ANDORNOT** – Gayle has contacted and they have agreed to work on the Chapter's directory and LRC. This will be completed by the end of the summer
- B. **CASLIS/Infomart Postings on listserv** – Associations and educational institutions are fine. Executive needs to look at the policy re: posting to the listserv prior to any discussion with posters. Also, the Chapter needs to be aware of privacy issues (especially concerning Spam) and how postings on the listserv might be perceived.
- C. **Web audit** – Daniel provided the Executive with a draft version of the audit. Executive are to review this document prior to our next meeting and come prepared to talk in detail about its findings and start outlining some next steps.

5. President Elect

- A. **Bookclub** – Still trying to find a facilitator for this initiative. Laura will contact the person in Washington to see how they found their moderator.
- B. **Programming** – Advertisements for the AGM will soon be posted on the site and listserv. Gayle will ask Britta to post the date (May 27th at Ontario Club) on the web site as a stop gap measure until all details (eg. Price, menu) have been finalized and are available. Currently looking at \$35. Laura will send details to the Executive via email for a vote.

6. Past President

- A. **Awards** – no response re: member or president's award. As a result, the Board was to consider possible candidates. Kolette has contacted all three educational institutions about this year's award winners.
- B. **SARC** – was submitted in time and still waiting to hear results.
- C. **Student Stipend** (Dialog sponsored) – Board decided that students need to submit a letter concerning the value of attending the conference for them. The due date for this letter will be May 7th.

7. Treasurer – Helle absent. No report filed.

8. **Other Business** – nothing

Adjourn – Kolette moved to adjourn. Daniel seconded. Next meeting May 11th.