

SLA Toronto Chapter Executive Committee Meeting July 7, 2004

Attended: Gayle Kiss, Laura Knapp, Barbara Slawek, Daniel Lee, Helle Arro, Joy Shanfield
Regrets: None

1. President Laura Knapp called meeting to order and welcomed new and returning Executive Board members.
2. Agenda – approved by Gayle.
3. Minutes of May 5, 2004, from previous year. Gayle moved to accept as is. Seconded by Daniel.
4. President's Report – Laura will send this report to everyone on the Executive.

A – Annual Conference update

The proposed change to conference fee structure was defeated because it was not revenue neutral. The Finance Committee will look at it again before the Mid-Winter Conference.

The new President's vision includes changing organization year to a calendar year, opening up membership to expanded concept of information services, creating more regional geographic chapters, collecting better membership statistics to show job trends, getting membership to donate funds for their own continuing education.

Barbara will bring news at the Board level to the attention of Chapter members by writing a Board Watch column for inclusion in the Courier newsletter.

B – Signing of officer forms – all officers were given forms to fill out and sign during meeting or send in later.

C – Survey questions and timing of survey

Gayle moved to conduct the next membership survey in January 2005, so the data can be of use to the incoming 2005-6 Board. Don Kreuger of OMERS will conduct it, and it will be based on the one done previously by Erika Steffer. Daniel talked to Tim Tripp who highly recommends using the Survey Monkey software because it produces more reports (HQ owns it). Board members should think about new questions or try to derive these by reading the open-ended comments from the last survey. Barbara noted that the industry organization categories are not well suited for use by academic librarians, whose numbers are growing in SLA.

Helle asked and it was confirmed that suggestions from 2003 survey will be incorporated in planning programs for 2004-5.

D – Best practices documents

Gayle volunteered to adapt the HQ Best Practices (BP) document for the Chapter, but it will not be ready for use by the 2004-5 Programming Committee. She explained that BP replaces the former By-Laws by which the Chapter was governed, in setting out what is done when, by whom, and why. By-Laws have not been updated for the last two years.

Gayle will also work on the Strategic Plan, which has a deadline of April/May 2005.

E – Change of logo

Gayle moved to change the Toronto Chapter logo for incorporation on the new web site being designed for rollout on September 1st. Seconded by Helle. The blue box banner created ad hoc by Britta will disappear. Stephanie Blundell, who proposed the change, submitted two different logo designs. In addition, Joanne MacQuillan will ask some of her contacts to create additional designs pro bono for consideration at the August meeting. Designs will show SLA and Toronto, and possibly incorporate the purple sphere as well.

Pro's and con's of asking the membership to submit designs of their own (no more than one per person), or of restricting their participation to voting on the four designs from Blundell and MacQuillan were discussed.

F – Approach by TALL (Toronto Association of Law Librarians)

TALL is planning a party to celebrate their 25th anniversary, and have asked permission to advertise the event on the Chapter web site. Gayle moved to give them permission to advertise the event with us. Seconded by Helle. Pros and cons were discussed; we don't want certain types of advertising to permeate our web site, but this instance could be seen as furthering the goal of partnering with other associations. They have limited means of their own; their newsletter is published sporadically, and their listserv is used primarily for ILL. It was noted that the Legal division is the fastest growing within SLA, and that other law library associations are not totally pleasing the law firm libraries.

A sub-motion was added, to work on getting, in return, more crossover between our groups, such as more SLA membership among TALL members, and an interview of Laura Knapp for the TALL newsletter. Wendy Reynolds is the TALL President-elect.

G – Volunteer appreciation evening

This event is being planned for mid-August; no firm date yet. Speaker will be Michael King, the "life coach" who spoke at the event held in Burlington.

H – Examine ongoing projects (in Appendix to the last minutes)

- i) Revision of the sponsorship letter
- ii) Yasmin Chandra will work with Pam Casey on membership.
- iii) OLA relationship needs to be redefined (May 11 email from Gayle). OLITA wants access to our membership. A consensus vote on this was held (date, group?), and no one disagreed.
Some aspects of this include: Chapter could attend OLITA's meetings which are frequent and lengthy; programming content could be shared jointly; they could adapt our membership survey; payment method for SLA members at OLA (full day only option now) could be reformulated (they have already agreed to track SLA attendance at OLA).

I – Set goals for next year

Laura's (President's) goals include: communications, web page, communities of practice (COP), outreach and in-reach (i.e., more analysis and personal, proactive contacting), increase number of members attending meetings, work on 2005 Annual Conference with the organizers.

Barbara's (President-Elect's) goals include: outreach and in-reach, help with regional meetings and feature members' content in Courier, showcase more than city of Toronto at Annual Conference (GTA (Blundell, Keys), central Canada, upstate New York) and engage these areas.

Daniel's (Director's) goals include: get new web site up, finish updating Directory, LRC (Librarian's Resource Centre) updated by original architect, Tim Tripp, redefine Director's role.

Helle's (Treasurer's) goals include: resolve PayPal issues, respond to outside inquiries about how PayPal works, report financial outcomes after meetings.

Joy's (Secretary's goals) include: contribute views to Board as new member, enable smooth transition for D and H taking on Registrar role and suggest how it can best be shared.

Gayle's (Past President's) goals include: document why it is time to do a Strategic Plan, work on Chapter's as well as one for Business & Finance division, be at Laura's beck and call for whatever she needs.

J – Next meeting

Laura proposed holding meetings on the first Wednesday of every month. If noon hour is inconvenient for anybody, meetings could take place prior to program events. She also congratulated Joy on safe arrival of her second grandchild, and the first granddaughter. The next meeting will take place on August 12th.

4. President Elect Report

Barbara is seeking to balance programming for Toronto and outside Toronto, to incorporate the new Book Club idea, and to select more Virtual Seminars from different streams that are available. Vicki Whitmell, Legislative Assembly, is willing to co-host them, and a minimum of 20 persons at \$15/person is needed to cover our cost (\$225. US Funds). Information packages associated with the seminars could be purchased for sale subsequent to the events.

Laura Knapp left the meeting, and Barbara Slawek assumed the Chair.

Other aspects of programming were discussed, including our participation in conferences (OLA and SLA Annual). The Local Arrangements Committee (LAC) will have a presence on the web site, with links. They will provide important information about Toronto, such as the exchange rate (Bank of Canada), weather, and a countdown to the June 2005 dates.

Our partnering could be extended to: other SLA Canadian Chapters (Eastern, Western), Ontario Government Libraries Council (which is still in existence, and headed by Simon Loban), CASLIS/CLA, and TALL. Some programs could be done in partnership with others, but some should be just for us. We should take care not to over-program; 17 was a high number last year, particularly in the year when the Annual Conference takes place here. It was suggested that web casts might be tried for programs like the Annual General Meeting (AGM). Regional groups (e.g., Burlington and Kitchener areas) should be encouraged to stay in touch through the Courier.

Ways to reach meeting participants were discussed. We no longer do mailings, but rely on the listserv and the web site. Enrolment in the listserv is not automatic, and it is probably time for Sue to re-subscribe everyone. Pam Casey could send welcoming letters, and keep

records straight in conjunction with Sue (as people come and go from listserv). Most members who leave the listserv do so because of job changes.

Helle reminded Barbara that when budgeting for programming she should take into account the fact that PayPal registrations cost the chapter, as do the associated bank transfers. She also asked for documentation about agreed upon venue costs throughout the programming year, in order to more easily reconcile the catering invoices that come in lacking excessive detail.

5. Treasurer's Report

Helle asked to receive Committee budgets at the September meeting, for transmittal to SLA in October. Programming Committee can work with a figure of \$5,000. Last year's Committee made money, although it was showing losses all year. The Conference has a slush fund.

6. Secretary's Report

Joy will pass on the Registrar's information for budgeting, recording registrations, preparing name badges and receipts, meeting and greeting, and reporting on finances and statistics. Denise Roeleveld and Heather Brunstad will share the job, and likely will do alternate events.

The Archives aspect of the Secretary's job was discussed. Current paper archives reside at OLA offices on Lombard, in a single file cabinet. Material was last added approximately 10 years ago. Patrizia Brasch previously volunteered to maintain the archives after someone else worked out the policies and procedural aspects (set-up). Barbara suggested that Linda Fair might be interested in the set-up job. Joy will contact Patrizia again. Materials consist mainly of lists of who did what each year (Presidents, volunteers, etc.). Helen Katz and Daniel both currently have material to contribute.

The possibility of having an electronic archive was discussed. Some material from the 10 years is actually on the web site, and should be removed.

7. Director's Report

Daniel reported that work on the web site is underway and on track for November or sooner. Heather Ritchie has done templates for the LAC part of the site. If it is true that *Information Outlook* will no longer do feature articles on host cities, then LAC will need writers of content for the web site. Pro's and con's of accepting restaurant reviews or event descriptions from members were discussed. Perhaps each member could write up just one favourite restaurant of theirs located in the city or its environs.

Daniel has a volunteer, Jennifer Trainer from Dalhousie University, for Communities of Practice (COP) (content management software?), but he has reservations about giving it to her because it is so stone age, clunky, and time-consuming to use. The only use that seems to be made of it is to post Best Practices (BP) documents, but it could be used for minutes of meetings and as a secure place for historical information. HQ wants Chapters to use COP, but there was no roundtable on it in Nashville. It was resolved that Daniel find someone to see what others chapters are doing with it and report back.

Daniel would prefer to offer Jennifer a role that is more challenging and rewarding, in order to keep her interested.

8. Past-President's Report

Gayle reiterated her intent to work on the Best Practices and the Strategic plan, and to help Laura wherever she is needed.

9. Other business

There was no other business, and Gayle moved to adjourn at 1:50 pm.