

SLA Executive Board Meeting
September 1, 2004 (12 noon)
1 Queen St. East, Suite 1700

Attended: Gayle Kiss, Laura Knapp, Barbara Slawek, Helle Arro, Daniel Lee
Regrets: Joy Shanfield

1. Agenda -- Laura added to the Agenda, under Section 8, Other Business, that she had other business but did not want to share the content at this point. Gayle moved to accept the revised agenda, seconded by Daniel.
2. Minutes of previous meeting, August 12— Gayle moved to approve the minutes of the previous meeting with the corrections that had been noted. Seconded by Daniel.
3. President's Report

A – Survey questions – Gayle compiled comments from the past month about the survey with the end result being:

1. Keep.

2. Change to:

If YES:

full-time, permanent

full-time, contract

part-time, permanent

part-time, contract

self-employed / independent / freelance

other

If NO:

leave of absence (disability, maternity, sabbatical, etc)

unemployed

retired

student

other

3. Keep.

Leave 4 and 5 but change industries in question 5 to be similar to SLA divisions. Add 2 new questions about size of company and library.

6. Take out anything not administered by the chapter and rank from 1-6.
7. Keep it.
8. Eliminate
9. Eliminate
10. Eliminate
11. Eliminate
12. Eliminate
13. Keep but include the competencies.
14. Keep.
15. Barb has other organizations she would like to include.

16. Must change topics and include others more specific to the profession such as blogs, RSS, portals. Provide examples.
17. Eliminate – but offer a separate survey to gauge interest for this year's program.
18. Eliminate
19. Eliminate
20. Ask where live, work and preferred place to attend a program.
21. Keep
22. Eliminate. Joy should have metrics.
23. Keep.
24. Eliminate.
25. though 29. Make one question. Please check off if you are willing to volunteer (if so, what role), write articles for Courier, and speak at a program. Write in all positions.

Also agreed to add question to attend SLA conference – yes/no/undecided.

B – Change of logos – Laura reported no progress on this project.

C – Committee info – Laura to send not to board with names of people she does not have contact info for. Helle said she cannot send out the budget until this is completed.

4 - President Elect's Report

A – Programming updates

September 23 Meeting -- Original venue backed out for September 23rd meeting so it will now be held at HotHouse. Marketing of event is delayed by Registrars who have not yet decided who will be responsible for each meeting. Helle said she would check with them to get the answer so the marketing could get out Friday. Helle also to ask them to liaise with Kathleen and Britta in the future.

New IP meeting -- at Spa Ha on Harbord.

Technology panel -- no progress to report

Holiday Social -- Barb pushed back the joint social contract because the Textile Museum put her name on it. Barb asked for Erika Steffer's name to be added. Daniel pointed out that all contracts should not be in our personal names but "SLA Toronto Chapter, care off..." to protect against liability.

Book Club -- November 4 and February 24. Barb indicated marketing should start soon so that people had time to read the book in advance.

September 14 Virtual Seminar -- possible location Queen's Park (midtown) and Dialog office (downtown). Etobicoke location backed out. Difficult to obtain venues because of mix of space, host requirements and technology.

OLA -- nothing new to report. February 4 is SLA day.

Luncheons/Networking – Gillian Clinton thinking of hosting.

President/President-Elect Visit – HQ declined a visit this year to the chapter. Pam Rollo will come if we pay her expenses, which the board unanimously decided against. Gayle

pointed out that Janice LaChance said she would come as a pre-conference site visit. Daniel, with Gayle seconding, wanted a formal objection sent regarding the decision. Laura said she would be happy to send it.

B – Information Highways – Laura and Barb met with David Shinwell and Virginia Roy regarding SLA participation in the April 5-7, 2005 conference. SLA day proposed for April 6. The conference is changing again this year with half-day pre-conference workshops being introduced with no fee or a limited fee and \$2500 sponsorships. Exhibits open April 5 and 6 so pre-conference attendees could see the exhibits. This year will see a content shift from technology to content.

David proposed becoming more involved and offered to advertise SLA events to help bring in non-members. Virginia will send Barb last year's programming. SLA could sponsor one half-day workshop on topic of our choice. Laura pointed out the survey taught us people would like half-day sessions and this was an opportunity to provide one, with some of the work done for us, as well as reach potential members.

Discussion began on \$2500 sponsorship fee for the half-day workshop and the board decided with the conference coming in 2005 that we could not spare the money this year. Laura to tell David we could participate but had no funding.

5 - Director's Report

A – Courier – Daniel reported that the summer Courier is delayed due to Jo-Ann's busy schedule. She has not had time to compile her end of it. Laura would like to skip the edition and resume with Fall. Laura and Barb's articles need to be updated. Daniel will speak to Jo-Ann and see if she will continue to stay on board or possibly find a replacement. Gayle said she would send her AGM notes to Daniel so he could complete the AGM article. Laura said she would send her summary notes as well.

Gayle thought the published deadlines need to be brought back this year or post article and posting deadlines. The articles are coming in too late considering that it often takes a month to get them online.

B – Website – Britta worked frantically the last couple of weeks and Daniel has seen a mock-up he will send to the Board. He asked that the Board limits comments to content, not the architecture. Colour choices are SLA purple with a caramel colour. Daniel asked Gayle to follow up on banner but Barb pointed out it won't be posted until January anyway.

Daniel said about 30% of the content could be updated, the rest being the Courier, meeting minutes and programs, etc.

Laura said we could launch the website with the 23rd social. Daniel said he would tell Britta.

LRC/Directory – No word from Kathy Bryce so nothing to report on this project. It is stalled with Kathy. Should be easier and nicer with Britta's templates.

C – Annual Conference Site – Gwen Harris proposed the site be hosted by Andrew Ross as his server will provide more functionality resulting in a more dynamic site. However, the Chapter needs to register a domain name – SLATORONTO2005.CA for \$26.75. The Board approved the expense to come out of the LAC budget.

Daniel did not know if Andrew plans to charge for use of the server so he will confirm for next meeting's approval.

6 – Treasurer's Report

A – Budget – Helle reported \$14,230 in operating budget with \$43,193 in long-term savings.

Quicken -- Helle requested help with Quicken. She cannot balance \$17.44 in the budget and Scott Smiley has not yet assisted in a meaningful way despite many e-mails. Our mid-year books are not approved. Helle will phone Scott to get this matter settled. Laura said she would look into Quicken training for Helle. Helle is also not sure if we are using the most current version and Gayle said the Chapter could purchase newer software if necessary.

Investment Account – Royal Bank is difficult to deal with the 2 GICs that automatically roll over every 2 months are an issue. Gayle thought that was overly complicated and suggested we pull all our money and open an ING account for the Canadian and US money. Helle is to look into it as we would continue with Bank of Montreal for our transactions.

7 -- Past-President's Report

A – Best Practices documents

Gayle reported that she still needs 11 and has received 5. Gayle will start to send gentle reminders directly to those who are late. She will then compile by adding changes into existing document and send to the board electronically for vote prior to October 6 meeting. Gayle still aims to meet September 30 deadline.

Barb questioned some edits Pam made to Membership and Gayle explained how they would be incorporated.

8 -- Other business

Local Arrangements Committee – Barb reported high interest staffing the booth in Toronto. The LAC has ideas of a student free registration in return for staffing. The website, due December will be personal and local. Approximately 500 are estimated to attend the Canadian reception this year so cost is a concern. We will need extra effort with sponsors and they won't be exclusive this year. Some idea to charge for it (immediately voted against) or free but ticketed. LAC is waiting for program to come out to plan library tours. Mary asked all committee members to prepare a budget for next LAC meeting.

Public Relations – Anthony will have a PR plan for next meeting. LAC will recruit their own person as they have so many plans.

Barb – Laura announced that Barb will step down from President-Elect position due to personal reasons. She will continue to work with programming and LAC.

The meeting adjourned at 2:00 pm.

Next meeting: October 6, 2004 (at 12 noon) at LexisNexis office First Canadian Place, 9th floor.