

SLA Executive Board Meeting
October 6, 2004 (12 noon)
1 First Canadian Place, 9th Floor

Attended: Gayle Kiss (Past-President), Laura Knapp (President), Helle Arro (Treasurer), Daniel Lee (Director), Joy Shanfield (Secretary)
Observer: Denise Roeleveld (Co-Registrar)

1. Agenda -- Laura added to the Agenda, under President's Report, Action Items from Executive meetings; under Treasurer's Report, Quicken software. Gayle moved to accept the revised agenda, seconded by Daniel.
2. Minutes of previous meeting, September 1— Gayle moved to approve the minutes of the previous meeting, with two corrections. The proposed date for SLA at Information Highways is April 6th (not April 7th), and there is to be no Reception. Seconded by Helle.
3. President's Report

A – Vendor Technology Night – Laura started to discuss the format for the event, a panel of speakers discussing technology trends, plus an exhibit of vendor booths within the room. Mark Schruft had asked the Board to suggest people he could ask to speak on the panel, but in the course of the discussion, the format for the evening became less clear. The matter was tabled until Laura can get additional details from Mark.

B – Canadian Reception – Barbara Slawek will continue as point person for this event. The Indian Motorcycle Club is being considered as a venue because it is less expensive at \$1,200. than is the conference hotel. They have a large second floor space. Everyone thought that the Club might be a more interesting venue. Other suggestions were: Steamhouse (Breweries) used by OLA, the CBC atrium or other space in building.

Planning is to be based on 500 attendants, with a budget of \$15,000. (or \$30. per person). All agreed that it should be free to attendees, but that pre-registration should be required (i.e., it will one of the ticketed events).

Micromedia ProQuest would like to be the sole sponsor, but wants to work with a sliding scale for less than 200, 201 to 400, 400 and up persons. Their contribution is as yet unconfirmed.

C – Information Highways – The April 6th Workshop programming will be turned over to the Programming Committee. They will have to find a sponsor, and write up something on the speaker from information that is supplied to them.

D – Letter to the SLA president, follow-up – Receipt of the letter was acknowledged by phone. The President was supposed to call back at an appointed time, but never made the call. Possibly this will not be resolved until the mid-Winter session.

E – LISC proposal – Various sections of the proposal they wrote were discussed in turn.

#3 – They will not retain their current "separate identity," as there is no precedent for this.

#4– Add “open to all”; i.e., wording that makes it clear that SLA members are free to attend their programming meetings. Add “try other formats and times”; this would enable others outside their immediate community (the rest of us) to attend. Take out “autonomous”; they would be a Committee (e.g., possibly the Toronto West Programming Committee) under the main Programming Committee, which in turn is under the President-Elect. There is no precedent for regional representation on our Board.

#5 – This section sounds as if there would be two more or less equal bodies; do they view themselves as a mini-Board under the Chapter umbrella?

#6– There can be no separate subsite, and they would use the Courier on the same basis as do others.

#8– There is no position Communications (Chairman, or otherwise). Function is covered by Advisory Board under Programming Committee. Discussion ensued about segregating areas of site for particular groups, e.g., Solos, Information Professionals (IP's), Managers, Regions. Daniel said that this could be done, but that it might not result in achieving the overall goal of getting more people out to events in general. Part of the problem is that our events are not advertised far enough in advance.

#9 – They have proposed financing their activities by running cost recovery events, and the Chapter providing them with a proportion of the total money available for Programming. They would need to ask, in advance, for a total amount, which would roll up in to (be part of) current Programming Committee budget.

F – New suggestion – Laura suggests that the Secretary prepares, during the course of Board meetings, a list of action items that each Board member takes away from the meeting, and that these be reviewed at the end of the meeting.

4 - Director's Report

A – Web site, feedback to date – Daniel received positive feedback about the look of the web site from such people as Lindsay Coolidge, Teresa Croscup, Peter Asseltine, and Rachel Smeijers. They also like its navigability, streamlined look, colours, CN Tower design, and link to SLA corporate.

Viable links from the Knowledge Management page will be incorporated within the LRC area.

In the About Us section, he will change heading from ‘Chapter’ to ‘Executive Board’, to make it easier to find.

- i. He asked members of the Executive to provide him with more feedback before the next meeting (anything that is out of date, should be moved, should be added, should be changed).

B – Directory and LRC update – The files for (the Directory?) were received from Andornot, and we owe them \$500. Daniel and Tim are setting up a new database with a different interface, and adding fields. They hope to be finished by the end of November.

Question arose as to who should be considered part of the Internet Committee, as many people have worked on aspects of it (e.g., Jan Moffatt, audit; Tim Tripp, Directory).

C – Presentation to Toronto Students Group (TSG) at U of T – There are additional presentations that will be made to this student group, e.g., by Laura Knapp, and Sandy Iverson from CASLIS. Daniel asked about the message that SLA speakers should be promoting with this group. Some answers included making them aware of: 1) the 2005 conference taking place in Toronto; 2) the low student fee rates for membership while they are still students; 3) the services of Chapter's Career Advisor, Ulla de Stricker; 4) the Virtual Seminar on preparing for the job hunt.

Daniel plans to cover: how to prospect for contacts, how to approach people for a meeting, how to build alliances within SLA, and the importance and necessity of professional alliances for those who work in solo job settings.

5 – Treasurer's Report

A – Budget – Helle sent out a document in WordPerfect before the meeting, but some recipients had trouble opening it. Consequently, she did not get the responses she had hoped for. These dollar amounts were proposed for some of the budget line items:

Internet: \$1,500

London: take out, part of Programming Committee

Welcoming/Membership: \$100. (they should pay for free drinks, not Programming)

Programming: \$6,200. (should show vendor donations separately)

Public Relations: \$400.

SLA Conference 2005: to be discussed later in meeting (\$10,000. less \$1,300. already spent)

Add line for: Career Advisor (Helle can add and delete lines as needed)

Other potential or problematic expenses were discussed:

Updating Quicken: cost is \$200., not including training for Helle

Updating Internet software: cost \$1,500.; Andornot

B – Investment and Banking accounts – Laura and Helle had an appointment at the Royal Bank to discuss services charges. The two U.S. investments have been rolled into one, to mature on November 15th.

ING has been contacted as an alternative to the Royal. They give a good rate of return (2.5%) and charge no fees. However, some documentation will be needed to set up an account with them. They require that a federal BIN (Business Identification Number) that can be applied for on-line, as well as various supportive documentation, like bylaws or equivalent. Laura will ask Linda Broussard from Headquarters for help with some of the items that are needed, and Daniel will look in to obtaining the BIN.

We will still require a traditional bank account with along with Bank of Montreal or Royal Bank in addition to the ING savings accounts (for initial deposit of investment returns prior to placing them in the ING account.

There was some discussion about how profitable the Virtual Seminars and programming events have been thus far (this year). Helle raised the issue of recognizing in one way or another the fact that some people pay to attend meetings at which they work more or less continuously throughout the time span of the event. It would be difficult to say who really falls in to that category. Gayle made a motion that registrars be given free admission to the meetings. Seconded by Helle. Passed. Gayle will write this in to the Best Practices.

Another suggestion that will be tried is selecting a less popular Virtual Seminar topic and offering it free to all. We could buy one or two of these per year. The survey that Don did should help with selecting the topic(s).

We will continue to consider discounting regular meetings for the volunteers.

6 -- Past-President's Report

A – Leadership planning

Gayle reported that she has not found anyone who is willing to accept the President-Elect position. Of those who were asked, only two took any time at all to think about it. Responsibilities for this current year have been divided between Laura, who will take Membership, and Gayle, who will take Programming. However, the biggest impact will be felt next year and in the one after that.

The group analyzed what led to this crisis. It is obvious that many of the people who have served on recent Boards would not have considered moving up. Some moved over to another association, still others have chosen to work on the Conference.

Gayle asked the Leadership list for help, but received few responses and none that were positive. The Chapter Chairs at HQ were particularly critical of our Chapter for failing to plan for succession, and for a variety of other failings. They implied that Gayle could just take on all the work herself. She is feeling particularly bitter about this interchange, and plans to take it to the Cabinet meeting.

Group then looked at the current Board. Helle and Daniel's terms will be over, unless they exchange roles in order to stay on. Joy has one more year as Secretary.

These roles would have to be filled for 2005-6: Chairing meetings and ensuring that everyone does their jobs. Portions of the job could be assigned to Co-Chairs. Perhaps the President-Elect role has to be redefined to be shorter in time, but it is hard to see how this can be done. The appeal for a (Chair or President - ?) for next year will be made at Volunteer Appreciation Night. In the year following, there will be no one to take on Awards and Nominations. Another possibility is adding more Directors to the Board, to be able to shift some of these roles to that person. The Programming Committee could be filled with more experienced people than we have had recently; at least some of them should not be new graduates.

Board members were asked to write up a plan of action for the two-year gap created by not having a President-Elect this year. These will be compared and considered, if no volunteer comes forward at the Volunteer Appreciation Night event.

Laura is working on her communication to the Chapter about the lack of a President-Elect. One person is considering taking it on at this time.

B – Best Practices – the document is finished and spell-checked. It will be posted on the web site as is, and then changed as needed. The deadline was missed by about two weeks. Revisions should be submitted to Gayle, for transmission to Britta.

C – Survey addition – A question will be added to the survey, how members like the new web site.

7 – Secretary's Report – Joy spoke to Patrizia Brasch, who said that she was not impressed with having been asked to do the Archivist role last year and then given nothing to do. She may be willing to do it anyway, but is unable to find time to start the work before her courses are finished (end of December). Everyone felt that we should accept her terms.

Lindsay may have visited the Archives site at OLA, and noted that there was a lot of duplication and things out of order. We will have to develop a plan, using the information on the SLA website and the Best Practices document we just created for Archivist. Nothing has been added to the OLA files since 1993-4, when the web site was created. We could also consider asking people who were in past positions what material they may have retained and have for us.

Joy said that she may be able to find some time to do some planning for the Archivist prior to January 2005.

8 -- Other business – There was no other business

The meeting was adjourned at 2:15 pm.

Next meeting: November 3, 2004 (at 12 noon) at LexisNexis office, 181 University Avenue, 2nd floor.

