

SLA Executive Board Meeting  
November 3, 2004; 12 noon  
181 University Ave., 2<sup>nd</sup> Floor

Attended: Gayle Kiss, Laura Knapp, Joy Shanfield, Daniel Lee, and Helle Arro

Invited guest: Mary Hum, Local Arrangements Committee, 2005 Annual SLA Conference

1 -- Agenda -- Laura revised the Agenda that was distributed, adding: Programming under Past President's Report; conversation with Scott Smiley and attendance of non-students at student member meetings, both under Treasurer's Report. Gayle moved to accept the agenda as revised, seconded by Helle.

2 -- Minutes of previous meeting, October 6—with corrections as noted, Gayle moved to approve the minutes, seconded by Daniel. Corrections included: decision was taken to roll Knowledge Management's viable links in to the LRC when it is updated; bank accounts with RBC were not closed, but poor service was discussed with the bank; Laura is working on the communication with Chapter members regarding the lack of a President-Elect; the Best Practices deadline was missed by approximately two weeks.

3 -- Budget for Local Arrangements Committee – Mary Hum – Laura welcomed Mary, who thanked her for the invitation to present budget options. Options One and Two, as sent, are now withdrawn since the Committee decided not to print guides at the booth during conference hours.

Mary handed out copies of two options called Option 3 and Option 4, and discussed line items contained in these in turn. Among expenses she commented on were: the re-useable sign, couriering charges for the sign and brochures, Path maps if these were not donated by Tourism Ontario, prizes (examples were gift baskets and cookbooks). She was asked to try to get prizes donated, and not to courier anything that might not be used, i.e., that would have to be scrapped at the end of the Conference. The plan to produce an Events Guide has been abandoned.

One line item in the LAC budget, Option 3 pertained to the creation of a new student subsidy to attend this Annual conference. Members of the board thought this might conflict with the existing student stipend that is sponsored by Dialog (value. \$1,500.00), and competed for with the writing of an essay. There was also no consensus that good use could be made of the students to help out with Booth or odd jobs while at the conference. Accordingly, it was dropped from the LAC budget. However, it was agreed that it would be useful to know the number of students that attend annual conferences (Mary can get this from HQ), and the numbers of student members in our Chapter.

Kolette Taber's project to produce and distribute 65<sup>th</sup> Anniversary Chapter pins to members at a Conference event was discussed. As this is not really a Conference expense, Kolette can proceed with it but the Chapter will pay from its budget.

Discussion about proposed number of Restaurants guide for pre-printing, took place under both Options Three and Four. Option Four differed from Three in that it had a fewer number of copies, and no student stipend. It will not be possible to distribute guides to all attendees through the registration bags, as HQ will not add these in for us.

It was proposed that 500 restaurant guides be printed initially. Additional copies can be ordered in increments of 250 as needed, with no printing on the final conference day (Thursday). The

LAC will check with the New York Chapter about the numbers that they produced and gave away. Other considerations are access to copy facilities near the Convention centre (at John and Wellington Sts.), and the price differential for large quantities.

#### 4 -- President's Report

##### A – LISC

Laura said that it is time to meet face to face with LISC representatives, and she will set up the meeting at the SLA location for later this month. Daniel and Gayle (and possibly Joy and Helle) are also interested in attending. No one had any dates at this point in time that did not work for them.

What we stand to gain from a successful negotiation is geographically expanded programming, to the west of downtown Toronto, arranged by them, but open to full Chapter membership. In addition, it is likely that through their participation we will come to see more clearly what it is that we do not do well, and learn from it. What they stand to gain is access to our structure (web site, newsletter, registration practices), and the ability to continue to provide programming for their own members (9 companies, 1 academic institution) with an identity that is separate and achievable through COP (Communities of Practice).

Gayle commented that they have become increasingly more accepting of the terms we are proposing. The naming issue, or what they should be called, is one that is likely to be difficult to resolve.

B – Membership Report – HQ has a new campaign to promote membership, and a new membership form. Pam should involve Anthony Danko in providing publicity for these. Inactive members can be contacted to renew or explain why they are not renewing.

C – Message to membership about President-Elect – discussion is postponed until later in the meeting.

D – New Registrar – Heather Brunstad gave birth by c-section last week, and Laura will send a card of congratulations from the Chapter. Elizabeth Malczak has agreed to be Co-Registrar with Denise Roeleveld.

E – President-Elect visit – The Chapter will be getting a visit from Pam Rollo. We have proposed that it coincide with ISLD (International Special Librarians Day), but she has not yet replied. We can have her meet the Board at a lunch, and then accompany her on a limited number of visits or tours at her request.

#### 5 -- Director's Report

##### A – Web site, feedback to date

Britta is aware that she still has to simplify the navigation in the section "About us -- Executive and Advisory Boards". People are still unable to find the biographical information about people filling these roles. It may also be confusing to have both "About us" and "Contact us" sections, as the content is hard to differentiate.

Tim is still intending to update the Members' Directory and the LRC (Librarians' Resource Centre).

##### B – COP

Jennifer reported back that so few Chapters are using COP (Communities of Practice) that she was not able to draw any conclusions about use that our Chapter might make of it. It seems that

SLA HQ missed an opportunity to roll it out to all Chapters for use on their web sites. Helle pointed out that it is being used to house information of use to all SLA Treasurers that is not suited to being publicly available.

Jennifer needs more direction from us about how we intend to use COP in order to take this any further. She is willing to continue working on this, or she would still volunteer in another capacity if we decide to put this initiative on the back burner. We would not use it to replace the listserv or to house documents, but we might try using it to solicit member feedback on a few selected, key topics.

Gayle moved, and Daniel seconded, that we table COP for this year, as we have limited resources at the Board level without a President-Elect. Meanwhile, some other Chapter may take it on to a greater extent and lead the way for us (e.g., it is already being used by Chapters from Boston, Michigan, etc.). Approved.

#### C – LAC website

This is coming together, and looking really good already. It will be rolled out on November 22<sup>nd</sup>. It will include marketing the solicitation of restaurant reviews for the Restaurant Guide (to be accepted until January 2005), under Melanie Brown, a non-member.

It may be a problem that some potential volunteers who are members have not been contacted by Mary or Kolette, and feel they are being overlooked. It may be that a few people are doing all the work, while many volunteers are doing very little or nothing. At the same time, non-members are being assigned key roles. If the Executive had a list of these volunteers, their talents could be put to good use working for the Chapter. Laura agreed to talk to Mary Hum about this problem (Co-Chair, Kolette Taber, appears to have been taking a less active role in recent weeks).

#### 6 – Treasurer's Report

Helle spoke to Scott Smiley (HQ), and he agreed to forget about the small discrepancy in interest amount (\$17.). Thus the statements can be accepted, and Chapter can receive its allocations. He will send a copy of the latest version of Quicken to Helle (not yet received), so Chapter will not have to purchase an upgrade. All Treasurers will be required to learn how to use COP; instructions have not yet been sent.

#### A – Budget

Expenditure side: Programming has been adjusted for two divisions; the Conference sum is now down to \$8,300.; the cost of the Anniversary pins can be added to Membership, bringing it to \$1,200.; the President's amount is increased by \$200. for Volunteer Appreciation, bring it to \$5,090. Total is \$31,390. Gayle made a motion to accept this budget sum, seconded by Daniel. Approved.

Incoming side includes: vendor donations from LexisNexis \$1,500., Mergent \$500., and Micromedia ProQuest \$10,000. (total \$12,000.), and the Chapter allotment from SLA, (480 members x \$6. each) \$2,880. U.S. Funds.

#### B – Free attendance at events for volunteers

This was discussed under Past President's Report.

C – Attendance of Board members at Events -- As the Chapter is running 4 to 5 programs per month (main programming events, Virtual Seminars, Book Clubs, Solo meetings, Student

meetings), it is no longer feasible for members of the Board to attend all of them. If no Board member attends, then someone from the Programming Committee can introduce the speakers (only some of them will be comfortable doing this). Board members can divide up events so that each is covered by one of them, but this is difficult to do when there is not much notice between the announcement and the occurrence of events. We will start reviewing programs month by month, at Board meetings, for who on Board can attend. The Best Practices document will have to be changed; it says that the President and President-Elect attend all events.

## 7 – Past President's Report

### A – Programming

Gary Price will be the speaker, in person, at the AGM in May. Other events have now been scheduled for 2005 portion of the year; see attached 2005 Programme Agenda. Venue for March 8<sup>th</sup> event with Jenny Levine was discussed, and use of one of the Ontario Club's smaller rooms was proposed (it must have technology capability, and capacity for serving finger food).

Gayle will speak to Gillian Clinton about discontinuing the practice of subsidizing the Solo group's lunch hour meetings, as this is not being done for other groups.

Student events are planned for University of Toronto, and University of Western Ontario, and these have not traditionally been open to non-student members. Discussion revolved around whether students would be intimidated by the participation of regular members, whether some programs only should be opened up to the general membership, after student registration was complete and there was space. Gayle made a motion that the Student Liaisons be the ones to decide if their programmes are open to the chapter membership. Approved.

### B – Best Practices document

These have been posted on the Chapter web site, and volunteers reporting to Board members should be advised that they are there to be read.

### C – Succession Planning

Laura will send out by email the document that she has prepared for re-assigning tasks among existing Board members. There is still no President-Elect for either this year or next, and the latter, if on board, will have no President to work with. Recruitment for next year's positions is ongoing.

## 8 – Secretary's Report

A – Archives position – Laura and Joy plan to meet with Patrizia Brasch in December. In addition, Laura will speak to her about her expressed negative impressions from last's year's experience.

## 9 – Other business

Micromedia has agreed to sponsor the Conference Reception, on a sliding scale based on attendance.

It was brought to Daniel's attention that the link to Chapter's Governing document on the web site is bringing up the wrong document, and to get this fixed.

Daniel attended a recent CASLIS program event with speaker Stephen Abram, and he was most impressed. The food was delicious and inexpensive (they use the same caterer and venue for all

their events), and Stephen was a great speaker as always. Attendance was good at approximately 40 persons.

The Joint Holiday Social has been posted on the site, but the registration link is not working. Also, there are no separate buttons for registering as members of other organizations (Britta did not send the page to Gayle prior to posting it). Only first 100 persons to register can be accommodated.

The meeting was adjourned at 2:15 p.m.

