

SLA Executive Board Meeting  
December 1, 2004; 12 noon  
181 University Ave., 2<sup>nd</sup> Floor

Attended: Gayle Kiss, Laura Knapp, Joy Shanfield, Daniel Lee, Martha Foote (President-Elect)  
Regrets: Helle Arro

1 -- Agenda -- Laura accepted revisions to the Agenda that was distributed, as follows: Gayle said that Treasurer's report should be tabled and budget left as is until succession planning is complete; Daniel asked to speak about Chapter's history as Other business. Gayle moved to accept the agenda as revised, seconded by Martha.

2 -- Minutes of previous meeting, October 6—with corrections as noted, Gayle moved to approve the minutes, seconded by Daniel. Corrections include:

- clarify that the proposed new student award was dropped from LAC budget rather than tabled for further discussion;
- explain that Gayle will speak to Gillian about the Chapter subsidizing the Solo group's meetings because other groups do not receive similar financial assistance;
- add to the motion on student programming that the final decision on whether a given programme event is open to general membership rests with the student Liaisons.
- correct phrasing to indicate that the link to the correct governing document has been fixed on the Chapter web site.

### 3 –President's Report

Laura welcomed Martha Foote, who becomes the Chapter's President-Elect for the balance of the 2004-2005 year. It was noted that the name of Martha's employer should be changed to Sunlife Financial on the web site, as requested by Martha's manager. The division of President-Elect responsibilities between Laura (membership) and Gayle (programming) will remain in place, while Martha spends the next five months preparing to assume the Presidency.

### A – LISC

Laura, Gayle and Daniel met with four representatives of the LISC group on November 23<sup>rd</sup>. They were concerned about the wording of the Best Practices document (Programming Committee), and the amount of autonomy that it allows them. The document was changed accordingly, and sent back to them on November 30<sup>th</sup>. Once they accept the document, both groups can vote to implement the arrangement.

B – President-Elect's visit – Pam Rollo has agreed to visit Toronto on Thursday, April 21 and Friday, April 22, International Special Librarians Day. Martha suggested that we arrange a Thursday evening event at which the membership can meet her and get answers to questions collected in advance. In addition, we want to have a separate meeting (dinner after the evening event, or lunch the following day) for Pam and the Executive. We are hoping to point out our differences as a Canadian Chapter, express what we feel are desirable changes, and talk up the forthcoming Annual Conference. Visits to employers are not realistic in Canada, as there are no issues to discuss with them. The library schools are not in session then, but the Dean of FIS will be invited. Venues discussed were Hart House, Sigfried's at George Brown, or something near the airport in Mississauga.

C – PR plan – Anthony Danko has raised his uncertainty about how the Chapter wants to use his skills and resources. Although Gayle thought this had been thoroughly discussed in August, she reiterated that PR should focus on dealings with both the Public and with members, and that he

could help develop promotional materials, seize on suitable opportunities for marketing the Chapter and raising its profile, and work closely with both Membership and Programming. Laura will meet with him and provide some ideas, e.g., we need both materials and a sign for HIS. She will suggest that he do a PR audit to see what relationships need bolstering and improvement.

#### 4 -- Director's Report

##### A – LAC web site

Daniel reported that work on the LAC web site is proceeding smoothly and according to the time line established. Only a small amount of insubstantial feedback (e.g., re colours) was received. The launch date has been moved to [fill in/Kolette Taber]. Collecting restaurant reviews will end today, and articles on neighbourhoods are still coming in. Unfortunately, there is no new logo as planned, because the initiative with Jo-Ann McQuillan got sidetracked.

##### (6) – Past-President's Report

##### B – Student Stipend

Because conference attendance does not involve travel this year, the sum of \$1,500. can probably cover other expenses for up to two students. If one of the students does not reside in Toronto, there will still be hotel expenses. They will be asked to write an essay after their conference experience, and then to become Student Liaison (if still in school) or work for the Chapter in some capacity in the coming year. Gayle is readying the announcement and posting it this week.

##### A – Succession plan

Both Jane Dysart and Ulla de Stricker approached Gayle separately and offered to help with proposals for the Chapter's succession planning and thoughts on grooming future leaders. Gayle prefers that they work on documents independently of each other, submit them to the Executive before the January 12, 2005 Board Meeting, and attend the January Board meeting. Gayle will send the same email to both of them, to make them aware that they are both working on the same thing.

##### C – Leadership training

Gayle moved to set aside an additional \$4,000. in annual budgets to send a second person to Leadership Summit (January) meetings. Seconded by Daniel. Approved unanimously (Helle recorded her vote before the meeting).

There was some discussion about what would be the basis for choice of additional person to attend along with current President. Gayle moved that the Board should determine each year, in September, which other Chapter member will attend the Leadership Summit. The person chosen subsequently agrees to serve on the Board in some capacity the following year. Seconded by Daniel. Approved.

##### D – Programming

Future programmes being planned include: cataloguing with Lynn Howarth, to be scheduled (Gillian and Philip); I.P. programme (Rani); panel discussion in April for Information Highways on the topic "How I did a great new thing" (Susan Hodges is a confirmed speaker for this, and Michelle Havens can be asked to speak about her portal).

##### E – Miscellaneous

The membership survey is set to go for January 1, 2005. Daniel should look at expanding the membership form feature that now sends meeting registration to Microsoft Outlook. Gayle

herself uses and prefers calendaring through her PalmPilot technology. This link should be promoted so members will not miss it (new feature of site).

#### 7 – Secretary's Report

The meeting with Patrizia Brasch, who will assume the role of Archivist in January 2005, is still to be scheduled.

#### (5) – Treasurer's Report

Treasurer Helle Arro did not attend meeting, but Gayle discussed some financial issues.

A – The blocks of money donated in previous years by Helen Katz for student participation in meetings has tended to go unused. Gayle will speak to Helen about changing the donation method to registering per event for herself and a student or students. This will end the handing over of a sum of money in advance, and the necessity for a line item in the budget. Gayle will instruct Marjan (student liaison, FIS) to spend the accumulated \$300. in any way that she can this year, to clear out the backlog.

B -- Helle will be asked to improve the appearance and readability of the budget template by adding in lines.

C – Gayle moved to increase the budget for President by \$4,000. to cover sending second member to Leadership Summit. As well, the motion includes adding \$6,000. on the revenue side, under Vendor Relations. Seconded by Joy. Approved. Helle will be informed.

#### 8 – Other business

Daniel presented the idea of pulling together information about the Chapter's history for the 65<sup>th</sup> Anniversary year. He is looking for and recording the names of Board members and President's Award winners over the years, using Courier (newsletters), minutes of Board meetings, and the membership Directory as information sources. He approached Sam Felder and John Latham at Headquarters for help with this, but they said that such information is the purview of Chapters not Headquarters.

Joy said that she also tried to collect this information in order to provide Patrizia with a list of persons who may be holding archival material at their homes or workplaces. Daniel will send Joy his spreadsheet, and approach Sonia Solomon to help.

The LAC Committee acknowledged the change in budget sourcing for the Anniversary pins, but they continue to fuss with whether it is economical to print such small quantities of Restaurant Guides / giveaways. They are continuing to use non-members as volunteers rather than members with the requisite skills who have signed on.

Forthcoming events were listed to ensure that a Board member would be present at each. Laura will attend the January 13<sup>th</sup> programme. A student event is planned for January 17<sup>th</sup>.

The meeting was adjourned at 1:25 pm.