

## SLA Executive Board Meeting

Date: Tuesday March 1, 2005

12-2 p.m.

Location: 181 University Avenue, Suite 200 (LexisNexis office)

Attendance: Sonia Solomon, Gayle Kiss, Daniel Lee, Laura Knapp, Martha Foote, Helle Arro

Regrets: Joy Shanfield

1 -- Gayle and Daniel (as second) accepted agenda.

2 -- Passing of previous minutes. Laura provided corrections Gayle will send to Joy and Martha with Helle as second passed the minutes.

3 -- **Program updates** – Sonia Solomon requested clarification on May meeting format with proposal to have board extend to end of December. Laura felt we should have a physical vote at the meeting but Gayle thought we could do the vote in advance via Survey Monkey. Sonia needed to know to advertise the meeting and “special chapter meeting” was suggested. This matter was parked to later in the meeting under leadership discussion. Gayle promised to get back to Sonia.

Gayle indicated that Programming needs volunteers with just Hong helping Sonia with general population meetings. Sonia felt 2 reliable, motivated people is all that is necessary and that the board needs to count on people. Daniel felt the only complications are getting a speaker and venue but that Programming is not that challenging. Sonia reported that the promo person is additional work and that the Program Chair should take over promotion in the future. Discussion on recruitment was postponed until leadership discussion.

Helle reported she heard a comment that the event plan of always the 3<sup>rd</sup> Thursday would be welcome as the flurry of events on different days is difficult to accommodate. Gayle felt that our messaging was missed about using Programming to reach out to different audiences. Daniel agreed that not every meeting needs to be attended.

Sonia reported the Lynn Howarth event is ready to go and that all plans are final for Pam Rollo’s visit. The only outstanding item is the menu for the May meeting with Gary Price.

Laura announced the OLA Update. 70 people attended the Helen Katz event of which 7 were SLA members. Daniel noted that Helen made an error about Micromedia that the Chapter sponsor did not like. March 7 is the next OLA planning meeting for 2006 conference. Liz Malick recommended that we attend this meeting to partner early on with OLITA and ensure we get SLA statistics on registration – something Gayle pointed out we did last year. Martha questioned the value of attending OLA but the board agreed it was worthwhile to attend. Daniel felt the Friday was very worthwhile with the lunch, evening reception with drink ticket and keynote and he always attends and considers it a positive experience. Liz reported she can not attend the March meeting for personal reasons which Laura said was OK. Laura pointed out we did not do much promo and effectively got out what we put in. Daniel suggested another model of participation like a room donation.

Sonia Solomon left the meeting.

4 -- **President's Report** -- Privacy policy - Stephanie Blundell asked Laura if publishing new member names in the Courier was a privacy infringement. Laura read the SLA policy (information could only be disseminated by HQ) which was not helpful in this case. Gayle stated that her understanding was that business information was not protected and that is how directories could continue. Daniel agreed.

A -- **PR proposal** – Daniel and Gayle submitted comments to Laura about Anthony's proposal. Gayle made a motion to accept the proposal including the \$200 budget request. Daniel seconded the motion.

**B -- Leadership document**

**Proposed Leadership Structure for SLA Toronto Chapter - 2005**

At a recent Board meeting, the current Toronto SLA Chapter leadership prepared a proposal for a new approach intended to make it more appealing for members to volunteer and contribute. It is recognized that in today's environment, some of the "positions" on the Board are sufficiently onerous-sounding that they may fail to attract the talent we know exists in the Chapter.

The proposed new leadership structure is based on the key activities in the Chapter, as shown below. The most important innovation is the formation of an "Expertise Pool" of seasoned members who agree to be available for ad hoc advice, and a "Current Volunteer Pool" of members who make themselves available to be approached by a Board member and agree to undertake at least one task during a year.

Durations of Board positions are suggested as follows: President and Elect 1 year; Treasurer 2 years; all others renewable to a maximum of 3 years.

Those holding a Board position are responsible for certain outcomes and activities but are not necessarily supposed to perform the work themselves. They may engage any number of volunteers to achieve the goals of the position.

Board Position	Functions (Note: All positions recruit replacements)
President	Represents Chapter to SLA HQ; chairs Board meetings; approves budgets; delegates activities; delegates nominations.  Liaises with Expertise Pool.
Pres-Elect	Intended to be a light-duty position in which the PE can learn about the Board's procedures.  Liaises with Volunteer Pool, Newsletter editors, and looks after communications with the Chapter membership.
Treasurer	Manages the Chapter's finances and books according to HQ guidelines.

Programs Coordinator	Plans the topics for the upcoming year's programs and delegates the practical work to a group of volunteers agreeing to undertake such work.
Technology Manager	Has responsibility for the maintenance (including software) and development of the website, the listserv, using such volunteers as are necessary.
Membership Coordinator	Oversees welcoming activities, the Registrar, and the Career Committee.
Secretary	Records decisions at Board meetings and oversees Archives.
External Relations Coordinator	Maintains active communication with LIS and LibTech faculties, other associations, HQ, and other relevant entities. Monitors the press and alerts the chapter to any relevant news.
<b>NON BOARD Positions and Groups</b>	
Newsletter (+ similar activity)	Editors solicit and edit material for publication on the website.
Registrar	Receives registrations for events, issues receipts, and creates statistics of attendance
Career	Works with the FIS Students; participates in events at FIS and other educational institutions; reviews resumes.
Archives	Gathers "historical evidence" of the Chapter's work.
Awards	Works with the President to nominate award recipients.
Vendor Relations	Manages the relationship between the Chapter and vendors, seeking to gain exposure for vendors in return for donations,
Listserv Manager	Ensures the listserv is operational (not an editorial function).
Webmaster	Manages the technical aspects of the website.
Expertise Pool	Group of experienced members who agree to be available for ad hoc consultation. Past Presidents are considered to be members of the Pool automatically.
Volunteer Pool	Group of members who agree to accept light-duty assignments.

Laura clarified that the President-Elect had to recruit for their board. Gayle questioned if the board still needed to be an odd number of people as she remembered discussion on this issue in New Orleans. If that is the case, was it possible to take out any position. Martha was opposed to taking out the Secretary so that there could be consistent meeting minutes. Gayle felt the Technology person was also important and the "face" of the chapter communications. Daniel questioned Membership but Gayle reported how the Business and Finance Division just voted to add this position to their board so that membership could always be represented at the board level.

Gayle noted the board was big which could lead to issues meeting. Laura felt this proposal was solid and that future boards would have to work around it.

Gayle approved the proposal with changes and Helle seconded.

The discussion moved to practical matters with this new structure. The conversation came back to how we would tell the membership. Laura will construct a message for the website, discussion list and Courier. The Survey Monkey vote for the chapter to accept this proposal will move forward.

Each Board member needs to check with the people who report into them to see if they wish to remain to December. A report will be provided to Gayle at the April meeting so she can start to recruit while people are in positions to train the new volunteer. Some positions already need to be filled. They are discussion list moderator (Daniel volunteered to take over those duties until December and Gayle reminded Laura to get the passwords from Sue), Courier Editors (Liz Malick expressed interest already) and Programming Chair.

**C -- Upcoming programs and Board attendance** – Laura will attend cataloguing event as will Daniel. Laura has Dr. appointment and so will be late for West Programming/LISC event on Friday morning, if she can attend at all. Martha will attend the solo lunch. Gayle and Laura will attend Info Highways. The entire board will attend May 8. Daniel and Laura will attend the volunteer night which has over 50 people registered.

**D -- FISAA partnership at Canadian Reception** – FIS Alumni Association proposed that they "sponsor" the Canadian reception. It is an opportunity for the association to promote themselves. Micromedia stated they wanted to be exclusive sponsors but FISAA could place flyers. Barb Slawek suggested truffles as a gift and found them for a reasonable price. Daniel is against antagonizing the sponsor and made a motion to reject the FISAA proposal stating that there were other venues for them to promote themselves. Gayle seconded.

**E -- Canadian Reception update** – Martha and Barb Slawek went to Indian Motorcycle and found it a good environment with friendly and helpful staff. There was an extensive food and beverage menu that Martha felt wouldn't be needed. Food and drink have been settled. We would have the second level and could spill into the third level if necessary. Micromedia is going to come forward with one free drink ticket for everyone. SLA HQ advertised it on the website as a \$40 ticketed event but the \$40 is off now. The contract has been signed and delivered and paid. The event is from 5 – 7:30 and we have to pay for waiters and security. Indian Motorcycle is offering a \$25 discount to stay for dinner. Security will check for the

conference badge although we can vouch for people should they forget their badge. They will play Canadian content music and there is a plasma screen TV if we want to show something (Gayle suggested perhaps Pam's collection of chapter pictures). Martha will send a note notifying east and west chapter. Promo plans with Peter Asseltine will start shortly.

F -- **Career Guidance position** – Rachel Dupuis wanted feedback on her proposal and Gayle and Daniel responded via e-mail that the proposal was good except for links to articles from the chapter website. They both felt that it would be more maintenance and these articles could go out via discussion list. Rachel has contacted the schools and found resume advisors. The plan also involves links to job sites, the SLA HQ career site and Courier articles Rachel plans to write. Promotion is needed as employers need to know how to contact her so Rachel needs to hook up with Anthony in PR.

#### 5 -- **Past President's report**

A -- **Student stipend** – Gayle reported that she extended the deadline to Friday and that she had already received 2 entries. She asked that everyone read the entries and vote via e-mail prior to next meeting so she could announce the student winners.

B -- **Program Committee Recruitment** – Gayle will wait and recruit for all positions once they are collected at next meeting.

6 -- **Director's Report** – LAC website is up and running. Gayle asked Daniel to take YYZ out of restaurant reviews as it is closed. Alex Barry is doing the layout on the pamphlet.

7 -- **Treasurer's report** – Helle reported she does not have updated financial picture because Registration is consistently late to get her their money and numbers. Gayle questioned what the issue is and money is still being collected at the door. Helle will remind Registration of the policy and ask for more timely statistics. Laura suggested that Registration hand anything to Board member in attendance so that they can pass to Helle at next Board meeting.

Helle continues to have issues with Quicken so she faxed the 2004 statements to Lynn who hasn't got back to her. Helle is to follow up. Helle can enter into Quicken but doesn't function and she is waiting for new software.

8 -- **Secretary's report** -- Daniel reported for Joy that Laura, Joy and Patrizia Brasch met on January 25 to discuss archives. Pat sent an appeal for items to the Chapter and she has received response. On February 12 Daniel, Patrizia and Joy went to OLA to view the archives. They are mainly procedure manuals, bound Courier (back to original issue) and Daniel asked for money to bind remaining issues. Helle will check how much was budgeted for Archives. Pat felt we should formalize agreement with OLA as it is currently informal. Daniel felt it would be best not to rock the boat for now.

Daniel produced a report on past officers and will have Britta post after a few more empty spaces are filled in. Daniel also found a skit reproduced in the Courier from a dinner meeting.

The Chapter started in 1940 from a group of Insurance librarians and the Toronto hotels wanted the conference. Laura suggested that articles be written for the Courier. Gayle suggested items come out for conference and security issues were discussed so that these valuable pieces of history would not be lost.

Martha left at 1:55 pm.

9 -- **Other business** -- None. Meeting adjourned at 1:56 pm.