

**SLA Executive Board Meeting**  
**April 6, 2005; 12 noon**  
**181 University Ave., 2<sup>nd</sup> Floor**

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

**1 -- Agenda**

Laura added LISC to her agenda items. Gayle added to her report two items, Andornot, and concern about money not collected from attendees at meetings earlier in the year.

Board members should note these changes to contact information: from April 23<sup>rd</sup>, Helle's email address changes to: [hellearro@rogers.com](mailto:hellearro@rogers.com), and her home address can be used for Canada Post mail. Effective April 8<sup>th</sup>, Gayle's email address becomes: [gayle@rightcontent.com](mailto:gayle@rightcontent.com).

**2 – Minutes**

No one had any corrections to the minutes from March 1, 2005 meeting. Gayle moved and Martha seconded that minutes be approved. Carried.

**3 – President's report**

A -- **PR Proposals, updates** -- Laura told Anthony Danko that his request for budget was approved. He is willing to serve on the Board from June 2005 to December 2006 (18 months). She is waiting for his reaction to her draft email to Chapter membership regarding his function.

B -- **Leadership document survey results** -- Twenty-three (23) persons replied to survey about proposed changes re Chapter year and method of governance (bigger Board, Volunteer and Expertise Pools). All were in favour. This will be reported back to membership once survey content can be checked one more time when Don returns to work on/after April 19<sup>th</sup>.

C -- **Upcoming programs and Board attendance** – Gayle thought that the Information Highways session on April 5<sup>th</sup> was awesome. Michelle Havens and Susan Hodges spoke about their portal and information centre respectively. Rebecca as moderator gave top 10 reasons why libraries / librarians succeeds. The audience was engaged and split in to groups for networking. Thirty-eight (38) persons attended; Pam Casey has the list.

Laura was able to promote the Chapter, its programs and the Annual Conference in June to this group. It generated apparent interest in membership, even from an accountant among the registrants.

As for programming at Information Highways for April 6<sup>th</sup> (today), one speaker cancelled due to illness. There was no booth set up this year (we were assigned to a joint table with ARMA), but we used our sign to promote the Chapter web site.

Pam Rollo's visit – Laura will send out an evite to encourage attendance at the evening event on April 21<sup>st</sup>. We still intend to have a lunch session for her with the Board; time and venue for lunch was discussed (late lunch, 1:30 pm and on; restaurant at John and King Sts.).

We do not have anything to do in regard to LISC event on copyright (April 28<sup>th</sup>), or the Joint meeting with SCIP.

Board members are encouraged to come to the "AGM" event with Gary Price. Although the Chapter year is no longer ending in this month, Gayle proposed that we do the "Member of the Year" award on this occasion. Mary Hum nominated the LAC (Local Arrangements Committee) for this award. Members felt that LAC members were simply doing their job, and that this is not the quality to look for in a recipient. Sonia Solomon's name was proposed, because she stepped in and coordinated the Programming Committee and Registrar efforts during a difficult year. Board members were in favour of this nomination.

Some discussion ensued about content of programming (groups that feel their needs are not well represented). It also came to light that someone on the Board should be assigned to look after out-of-town speakers after the events that we bring them in for.

D -- **65<sup>th</sup> Anniversary pins** – Kolette Taber offered to get 600 of the pins made up, but had questions about source for artwork and number of colours to be used. Banner / Margot's artwork were suggested for the former, and the intent was expressed to keep the cost down (someone recalled a price of \$.68/each). Helle will check to see where money for the pins was placed in the annual budget. Martha moved that \$500 be set aside for the pins, Helle seconded the motion, and all were in agreement. Pins will be distributed at the Conference's Canadian Reception.

E -- **Membership sponsorship fund** – Details were worked out about how this fund will work in practice. Gayle moved, and Helle seconded, that the Chapter establish this fund, and that in work in the following way: - two information professionals who are not currently employed, belonging to SLA previously or not, will be given a fully-paid one-year membership in SLA and Toronto Chapter. They will be required to submit a resume with application. If selected, they will be required to serve in one of these ways: (1) attend two Chapter events and report on these by writing articles for Courier newsletter; or, (2) participate on a Chapter committee; or, (3) write two articles on any topic, for publication in Courier. Motion was approved. Laura will send details on to Pam Casey.

F -- **Survey review** – This agenda item was deferred until the next Board meeting on May 4, 2005. Board members should print it out and compare it with the one done a year ago. They should pay particular attention to suggestions from members that Board may want to implement. Perhaps we will try the Summer Volunteer Summit that Jane Dysart suggested.

G – **Pam Rollo's visit** – She is now scheduled to arrive by plane from New York at 11:50 am on Thursday, April 21. Laura is thinking of suggesting that she take an earlier flight, in order to have time for lunch with the Board now due to start at 1:30 pm. At the conclusion of the evening program, Stephen Abram and Juanita Richardson will be with her. On Friday, she will meet with Joan Cherry, Assistant Dean, FIS (University of Toronto) at 10 am. Afterwards, Vicki Whitmell will show her around the library at Ontario Legislative Assembly. Laura will provide her with transportation throughout her stay. She will put together an agenda and distribute it to Board.

H -- **LISC** – Group is working out details of how they will implement the Chapter's Best Practices. Their subcommittee (of Programming) will have a single Chair person, and 2 conveners. In September they will experiment with an evening meeting. They indicated that feedback from Board about their direction would be appreciated. (Details in attached document, provided by Gayle.)

#### **4 – Past President's Report**

#### **A – SARC award nominations**

Gayle is still trying to submit a SARC (student achievement) award nomination, but her emails have bounced back to her (to Diana, Linda). She will try Janice Lachance this time. Nominees are Western (UWO) panel, for programming, and FIS/UT for re-design of web site.

#### **B – Student Stipend award nomination requirements, changes to**

Gayle asked if changes she proposed to Best Practices for the Student Stipend were acceptable to Board, and they were.

The student winners for this year were informed, and an announcement was made. It will be in next Courier. Gayle recently met Melanie Sellar from UWO, and was really impressed. She is starting up Libraries without Borders to collect and ship books. Pictures of recipients will be taken with Laura at Conference, and students' endeavours will be publicized. They will receive the money prior to the Conference, and submit receipts for expenditures (e.g., for travel, accommodations, meals, etc.) after it is over.

Gayle proposed that we try to make the students feel very welcome at this year's Conference in Toronto, and one of the ways is taking them to tea just prior to the Canadian Reception at 5 pm on the Monday.

#### **C – Volunteer issues, Registration and Programming**

Gayle will herself handle the registration for April 21<sup>st</sup>. Jennifer and Heather both offered to help, and their help was accepted to the end of May.

She is continuing to recruit volunteers for the period after that, with expectations that volunteer recruits will serve from June 2005 to end of December 2006 (18 months). These people have accepted positions:

Mark Schrutt	Vendor Relations
Anthony Danko	Public Relations
Pam Casey	Membership
Don Kruger	Survey
Liz Malik	Courier newsletter
Jennifer Trainor	Registrar

Unconfirmed commitments from:

Heather Brunstad	Registrar
Patrizia Brasch	Archivist
Britta Jessen	Webmaster
Heather Ritchie	Webmaster
	Discussion list
	Programming

She will continue contacting people when she has a chance to look at the interest expressed in volunteer positions in the recent survey material. Daniel offered to pull it together for her while Don is recuperating. Martha Foote will try to interest Greg Barber in taking on a position.

#### **5 – Director's Report**

Daniel reported that the Andornot project (Membership Directory and Librarians Resource Centre) was delayed because the time went to the LAC web site. It will continue on in the summer. Meanwhile, we have not paid them.

Re discussion list: Sue Callaway Thomas is nominally in the position, but has been unresponsive since last year.

Re LAC web site: most of the articles submitted are of high quality, but some volunteers are being very picky about wording, particularly of titles. They seem to expect that he will make these changes on demand, but he is standing firm that that is not his role (he enables articles to be posted to the site).

## **6 – Treasurer's Report**

Helle just had some time away from work (12 days), and she was able to clean up (out) mail from the Chapter's Yahoo mail account, and take receipt of PayPal payments (there are not too many of these).

It is her sense that the programs run between January and March lost money (exception was OLA programming). She does have figures for these, session by session.

She will have trouble reporting accurately on the budget position overall because of the poor quality of figures submitted to her by the former Registrar for series of meetings that took place between November and December 2004. Unpaid persons may have contacted her (sent payment) while she was away from work recently, and email piled up. Her advice is that Programming volunteers be given more guidance about quantities of food to order. It should also be a requirement of the role that they are able to speak at meetings.

She still does not have a working version of Quicken. She has not yet reimbursed Erika Steffer for use of her Survey Monkey account, pending sorting out exactly what amount is owed.

## **7 – Secretary's report**

Joy offered to help out with Registration or to provide training to new volunteers. Shortcomings this year were identified:

- Spreadsheets are not useful if they contain incorrect data/information

- It would be useful if registration process were to generate an acknowledgment of registration email form (eVite and Survey Monkey should be investigated to see if they do this)

- Volunteers are unable to see Registration data on the system, if anything goes wrong.

Registration may have fallen off by as much as 20% this year.

## **8 – Other business**

Laura revealed who some of the successful candidates for office at the national level were, as it had just been announced.

The meeting was adjourned at 1:30 pm.

Next meeting: May 4, 2005. Place to be announced.

