

SLA Executive Board Meeting
September 7, 2005; 12 noon
Faculty of Information Studies, St. George Street

Attended: Laura Knapp, Helle Arro, Daniel Lee, Joy Shanfield, Pam Casey (by telephone connection)

Regrets: Martha Foote, Helen Kula

Guests: Gurvinder Batra, Stan Orlov (not there for the whole meeting)

1 -- Agenda

Daniel added Annual Conference 2005 to agenda. Agenda was approved.

2 – Minutes

Gayle Gossen's corrections to minutes were incorporated in version sent to Executive on Friday, September 2. There were no further corrections or amendments. Minutes were approved.

3 – Questions arising from submitted reports

A – Awards – Daniel questioned whether having awards for Distinguished Member of the Year and Volunteer of the Year (President's report) constituted reverting back to rewarding people just for doing the jobs that they took on. Board was criticized for this in the past.

B – Pins -- President was asked who paid for the Chapter pins (Board did), how many were left over after the Canadian Reception, and what would be done with them. They will be handed out at the Chapter's September opening event.

C – Membership – Membership Chairman was asked about her problems with COP (Communities of Practice) spreadsheets. Pam explained that she currently lacks the expertise to bring her spreadsheet and theirs into alignment as to field, but her husband will help out. Headquarters version has some names appearing multiple times (e.g., Daniel Lee), and they are changing their practices as to what they sent to Chapters (no more pdf or labels arrive).

Pam was counseled to work towards actively involving the new members who signed up prior to the Conference, rather than running a Fall Membership Campaign. She will also go after persons whose membership is near to expiry.

D – Membership Sponsorship Fund – This was explained to those who asked. The two un- or under-employed persons sponsored by the Chapter could be asked to take pictures at events with disposable cameras that can be purchased for approximately \$6 from membership budget.

E – Events Coordinator Report – AGM still needs a venue; St. Lawrence Hall is preferred, but insurance is required. Helen is waiting for Martha to allocate volunteers to coordinate specific events. Someone (Laura?) will inform Micromedia that the format for the Chapter's December event has changed to an annual meeting rather than a holiday social, and presumably they will continue to sponsor it. Pam advised Board that she will be asking each of them to call and invite some new members to the opening event.

F – Treasurers Reports – Some information in the reports was discussed, e.g., the fact that two costly meetings with speakers brought in from USA lost a lot of money; that some vendor money (\$2500) was never received (Mark S. is following up; treasurer should stay on top of his invoicing); less income from membership than expected; Joint Social lost only a small amount;

Conference expenses date back to 2004, and probably too many guide books (Do North) were printed and left over.

4 – New Business

A – Transfer Best Practices document to wiki

Daniel explained what a wiki is (text-based, easy to edit and publish, maintained on a server like a mini-website) and what its advantages are. Unfortunately, the application is not supported by headquarters. Daniel Lee moved to receive Board support for moving the Best Practices document to wiki technology. Seconded by Helle. All were in favour.

B – On the Move (Courier) column

Daniel Lee proposed that an On the Move column become a feature of every other issue of the Courier newsletter. All in agreement. It was not decided who the column's writer would be.

C – Member Interviews for Courier – Also proposed is a series of member interviews, or small biographical pieces. Could feature the members' work or SLA experiences over the years. It could be done for all retirees or people who move out of Toronto / leave the Chapter for valid reasons. This would add a human element to the Courier. Greg Barber's name came up as someone who might do this job, but he is already involved in events planning and as member of Volunteer Pool should only have one job to do.

D – More free networking events without registration – On the success of the August 24 evening, more of such events should be held. Greg has agreed to do two more before December 2006. These are easy to plan, with nothing committed to place that is advised it will receive minimum of 20 persons if space is allocated. No registration is done, so it is hard to say afterwards who the attendees were.

E – Reporter and photographer for events – It was agreed that our events should be better documented via write-ups and pictures. Stan Orlov will offer these jobs to the students first. They will get known as piece authors, and they will get free admission. If he doesn't get enough volunteers, we will move on to recruit from the librarian group. Pam Casey already lined someone up for photography on Sept. 21. If persons can't attend, they should be responsible for finding their replacement.

F – Chapter stationery – Laura wants Chapter to have more professional looking stationary. It can be used for thank you's, membership correspondence with members without email, and correspondence with banks. It will not incorporate an address. The initiative to design a new logo was dropped last year, and headquarters logo is not to our liking. She will inquire about rights to the logo(s) designed for the Toronto Annual Conference. The three squares could be moved closer together, and the text kept simple to ... "SLA Toronto Chapter". Helle moved that the Chapter have stationery designed and that use of the Conference be clarified. Seconded by Daniel. All in favour. How much to print can be decided later.

G – Technology brainstorming (Blogs, RSS feeds, etc.) – The Courier now can be delivered as an RSS feed if members want it that way, and have RSS reader applications to receive it. Use of RSS feed could be expanded to include Event announcements. Daniel also proposes turning the web site front page to a blog for posting blurbs without any waiting, and then rationalizing which forum (Courier or blog) should host which types of items. For example, longer articles and interviews for Courier, announcements, On the Move, photos, summaries of Couriers, all for blog. There may be sponsorship for a Google Blogger account for the Chapter (Jane Dysart). Members would need accounts to post to the blog. All were in favour.

Laura asked Daniel to speak to the attendees at the Sept. 21 meeting about some of these initiatives. Changing Webform technology for registration process to Evite will be on the next agenda.

H – Book Club – Book Club has to be rethought, as last year's were not well attended and Linda Fair is no longer in Toronto to do it for Chapter. A selected article containing some controversy could be substituted for reading whole books. Would ensuing discussions have to be in person, or could they be virtual? How few people would warrant getting together in person; five? Could be done at lunch hour. Perhaps we could do both. Laura agreed to investigate technology that might be suitable for this. (Instant messenger, chat rooms, MSN, etc.) Pam suggested Conversate (www.conversate.org). Daniel suggested we could do 2 per year, or both over duration of year.

5 – Old Business

A – Awards

Juanita Richardson was nominated for SLA Fellow.

Five award categories were proposed. Daniel – it will be hard to find people to nominate for all, each year. Perhaps we should re-think each category and its criteria for nomination. Laura – nominations could come from membership, and awards need not carry expenses (plaques). Tabled for next meeting.

B – PR position

Gayle has been unable to fill the Public Relations volunteer board position. If people are scared by time commitment, perhaps position could be removed from Board. But there were good reasons for placing it there that are still valid. Gayle should provide us with the list of people she approached who turned down the position, so that we don't ask them again.

C – Virtual seminars

Eight or two per month until December; we're too late for the September ones, so six is the number. Can we afford to purchase them all? This is where we made our money last year, with 15 persons minimum. Compromise; ask Don K. to ask membership which ones (of six) are of interest, with SurveyMonkey. We may be able to get DIALOG premises to host them (on Wellington St.).

6 – Additional business

Time ran out to discuss the Annual Conference in Toronto, but everyone present agreed that it as a great event. Local volunteers did a wonderful job with the web site, the "Do North" guide, and with making visitors to our city feel welcome and looked after. Thanks to all involved.

Meeting was adjourned at 1:37 pm

Next meeting: Wednesday, October 12, 2005
(changed from October 5, 2005)