

SLA Executive Board Meeting
November 2, 2005; 12 noon
Katharine L. Ball Cataloguing Lab, Room 418
140 St. George St., Faculty of Information Studies

Attended: Laura Knapp, Daniel Lee, Joy Shanfield, Pam Casey, Martha Foote
Regrets: Helen Kula, Helle Arro
Guests: Tylene Reaume (Secretary, 2006); Iana Georgleva-Kaluba;Carolyn Sidey,
Programming West

1 -- Agenda

Laura added, under New Business, Secretary's report on Archivist. Agenda was approved.

2 – Minutes

Daniel asked Joy to correct the minutes as to Juanita Richardson's response to Toronto Chapter Board's submission to Headquarters regarding technology. The minutes were approved as amended.

3 – Questions arising from submitted reports

A – President's Report no. 3, re violation of discussion list policy – Daniel commented that a recent violator of our rules had submitted to many different library discussion lists in order to drum up business for himself before he was taken to task by Daniel and others. He responded rudely when told that he was being removed from our list.

B – Treasurer's Report no. 1, re difficulty submitting mid-year statements (balance sheets) – Daniel noted that he is aware of the ongoing problems Helle is experiencing using Quicken as supplied, and it is one of matters raised in our technology submission.

C – Director's Report, Courier no. 2, re RSS feed – Laura asked Daniel if he could explain what the RSS feed will mean to her as a member. He replied that it was just a matter of the *Courier* (newsletter) being deliverable in a different format for those who prefer to read data within a reader. Carolyn affirmed that it certainly was easier for her to receive and review the content here when she attends to the various feeds that she has coming in. When asked, Daniel replied that the ability to draw statistics of use of the RSS feed has yet to be set up.

Laura commented on how fabulous the WIKI looks. Best Practices document will be sent to Britta for placement there, and at first, members of the Board will be able to double-click to get to it, change it, then save and effectively republish it. They will be sent a password, and training will also be arranged. Pam suggested training using WebX, but not everyone has it.

Each board member was asked to review their own position in the Best Practices document, as well as the ones for positions that each oversees. This should be done prior to the start-up of the next Chapter year in January.

D – Events for Chapter and West Group – The workflow around coordinating both Chapter (downtown) and West (Mississauga group) events by volunteers (Programmers, Registrars, Convenors), the Events Coordinator (Helen), and the Webmaster (Britta) was discussed. Carolyn went over her lists for the balance of 2005 and all of 2006, indicating which programs were firm, waiting for venue confirmation, or still tentative as to details (most of the ones for 2006 fall in to this category). She agreed to keep Helen better informed, and also to provide the Treasurer with spreadsheets of moneys received and dispersed. She pointed out that she needs

a mailing address for Helle (who is no longer working) in order to send cheques on to her, and Pam replied that she could probably furnish it from her own records. Most of the West's programs break even financially. Laura asked Carolyne to prepare a budget submission for 2006 before December 2, for consideration at the December meeting.

Various problems related to this workflow for events were also brought up. West is experiencing problems with use of registration Webforms; if these are not received initially (due to spelling errors in Carolyne's name), it is impossible to get them back after the fact. The fact that their programs have different convenors is also a problem (same for Chapter's new process of using members of Volunteer Pool). This could be solved through use of a generic registration address (to be explored by Daniel). A related problem is the use of changing mail addresses for receipt of physical cheques. Pam said that she is unable to use the Webform registration form from home (Daniel will explore this through Britta).

Overall, Carolyne felt that her group had more or less mastered the Chapter's system for running programs, and that this was made easier by the fact that it pre-existed and worked well for the Chapter. She asked what the difference was between the Calendar (includes events sponsored by other organizations and associations locally) and the Events Listing, and suggested that it might be easier and better if all program events were listed in a single place. The fact that there are no Chapter events listed now should be addressed immediately. Maura Matesic is in charge of the External Calendar of Events.

4 – New Business

A – For December meeting, review survey questions – Board members were asked to review last year's survey questions for the December meeting, as January is the month to send out the annual survey.

B – Archives -- Patrizia Brasch is willing to continue on as Archivist in 2006. She told Joy that she needs more filing cabinet space for all that is presently stored there and all that is being sent in by members. Joy and Daniel recalled that the office containing the one cabinet that we are using is very tightly packed with furniture. It is a single cabinet with 4 drawers and these contain 4 decades of stuff, much of which is newsletter Courier. She may also need to have a budget figure established for 2006.

C – Holiday Joint Celebration in January – It has come to light that the date for the New Year Joint Celebration (January 19) falls during the week of the Leadership Summit, but it is too late to do anything about it. Regrettably, Executive who will travel to attend it (Martha, Daniel and Pam) will have to miss out on the social event happening at home.

Question arose whether door prizes should be part of the event. Laura and Martha both felt that it wasn't worth approaching sponsors for these, and that giving them out did not contribute in any way to the networking objective of the program. Although door prizes were generally liked by members, it was agreed that these could be skipped. It will have to be discussed with CASLIS (Marjan Farahbaksh), as they may have already obtained some gift items or certificates. Marjan was congratulated for the Gomery (inquiry) timeline research that was she was credited with recent newspaper coverage.

As an alternative, we could do little games instead, such as reconstructing a photograph that has been cut in to little pieces and handed out to the registrants on entry to event.

D – Technology Submission – Daniel reported that the submission was rejected as expected, because the Headquarters Board does not investigate anything. A Committee will be struck to

look in to technology issues within the units, that is, the geographic Chapters and the subject Divisions. A general call for volunteers has been made to members in the Information Technology Division. Our Director, Daniel Lee, will chair the Committee.

Laura went on the record to say that she was proud of the fact that our Chapter had taken the initiative and put forward these issues for resolution, as many of them had been bothering us for a long time. We can expect to see results by June 2006, and if positive steps are taken, then all of SLA stands to benefit from them.

E – Awards – Work has to be done on the criteria for awards both new and old that are being considered for future. As time is before the upcoming AGM on December 8, we will not consider giving out new category awards this year. It will be possible to award Member of the Year and the President's Award, if there are candidates for these. Heather Wilson was recommended for Member of the Year for her efforts with the Conference's booth. President's award is usually given to someone who has just retired, and Amanda Valpy (check sp.) Globe & Mail was put forth as a suggestion.

A call for nominations will be sent out electronically immediately following the meeting.

F – Members on the Move (Courier) column – No one has been found to take on this suggested role. Person responsible would be covering changes in job positions, appointments, and other recognition given to members. Persons featured will be involved and given the opportunity to approve the information for accuracy before anything is published.

G – Standards re Board response to inquiries – After discussion, it was agreed that the Board (typically the President) should take no more than 48 hours, or two business days, to reply to inquiries presented by email or telephone. This will be incorporated in the appropriate place in the Best Practices document, WIKI version.

H – Departure of Helen Kula as Events Coordinator -- Laura informed the Board that Helen Kula will not continue on as Events Coordinator in 2006. She agreed to continue to work on the January Joint Social, and to whoever is found to replace her. She indicated to Laura that she felt overwhelmed in the position, and had not expected not to be given any line-up of programs to start with.

The board then discussed whether the current set-up of Events Coordinator, Registrars and Volunteer Pool is workable. The Coordinator should only have to watch over the programmers. In fact, three people have contributed programs since Helen began, Greg Barber, (Sandy Iverson?), Rong Wu, and Jan Moffatt. Two Registrars also helped to make these programs happen. How much should the programming volunteers expect to receive from the Board or Coordinator? A template of proposed timing and content such as the one(s) we received today from Carolyn (Western Toronto) would be perfect to get the programmers started. Martha (as President or as President-Elect?) could line up speakers, and leave scheduling and organizing to the volunteer programmers.

What we do have in the works was summarized: December, AGM; January, Joint Social; February, Frances McManus; no date, Mark Schruett, Technology panel; March, Sandy Iverson, e-journals. Martha would welcome any suggestions for filling Events Coordinator position. Someone suggested Sandy Iverson (Ebsco). She is also looking for a Membership Chair, and Pam said that she could continue doing this as needed until person is found.

5 – Other new business

A – OLA participation – Laura said that she has not heard from OLA regarding our participation in their annual conference in February 2006, and she was considering contacting Larry Moore. Last year we had the two half day programs all arranged for OLA organizers by the end of the summer. They have never followed through on our request for statistics about how many of our members attended. We did not do a social event at OLA last time. Laura is not keen on continuing the Chapter's involvement with OLA, with which we seem to have little in common.

Pam Casey knows Larry, and offered to talk to him if we decide to participate.

B – Programming for senior manager members

Now that we are no longer offering Book Club events, we need to find something else to meet the needs of senior manager members who find our usual programs too basic for their needs. Daniel learned from Cynthea Penman that this group would like to get together once every 6 months to interact about issues that concern them. Chapter might be willing to look for a volunteer to organize their events, and to consider financing breakfast meetings if these are preferred. Daniel will take these ideas back to Cynthea.

C – Laura on Expertise Pool

She has confirmed that all the persons who volunteered to be part of the Expertise Pool have agreed to continue in 2006.

6 – Old business

A – Janice Lachance – She is unable to come to Toronto for the AGM in December or the Joint Social in January. We will advise her of the dates for our February and March program events as soon as these are known.

Meeting was adjourned at 1:27 PM.

Next meeting: Wednesday, December 7, 2005 (Budget, Programming, Survey)