

SLA Executive Board Meeting
December 7, 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, Helle Arro

Regrets: Helen Kula

Guests: Sandra Craig (nominated, Events Coordinator), Tylene Reaume (nominated, Secretary),
Melissa Troemel (nominated, Membership), Heather Ritchie (nominated, Director), Tara Zarrin
(volunteered, Registration)

1 -- Agenda

Laura added timeline for AGM on December 8. Daniel wants to talk about the Best Practices documents, and template for Chapter's annual survey template (has extras for non-Board attendees). Agenda was approved.

2 – Minutes

The minutes were approved as sent.

3 – Questions arising from submitted reports

A – Treasurer's report – Helle clarified that the sponsorship money from Micromedia is for the 2006 year.

B – President's report – Laura was advised (when she asked) to get at least one additional price quotation for new Chapter stationery before Board approves expenditure. Laura intends to carry on with this initiative after her Presidency ends.

Laura complimented Martha on her "amazing" report.

4 – New Business

A – Budget and Treasury -- Budget sheet was handed out to Board and others (10 copies on hand); no electronic copy was sent prior to meeting.

The following points were made about the numbers provided (and not provided) in the Treasurer's report:

- Director position used to have a budget of \$500
- Web master position has \$1500 for Internet upgrades.
- Secretary's budget, \$500, for stationery
- Archives position needs budget for supplies, courier services, and binding (back issues of Courier newsletter), estimated at \$1,000
- Allotment for Chapter membership (standing at 535) has been lowered from previous calculation that proved to be high; amount came to \$7655, and was rounded up to \$8,000
- Programming income was lowered to \$4,000 (high last time)
- Student sponsorships (2 times \$99 USF for members who make less than \$35 thousand), set at \$500, or \$250/per
- Membership – welcoming, \$400 for free drinks, etc. for first time attendees
- Vendor Relations – Laura still holds cheque (\$1,500) from Lexis-Nexis, and will mail it to Helle. Other anticipated monies include: Micromedia, \$2,500; Infomart, \$2,500

Discussion followed about whether Chapter is justifying the receipt of these donations from the sponsors. Members may not be sufficiently informed about vendor sponsorship of particular events that Chapter holds. In future, we should maintain a chart of programming event information that correlates events and the sponsors. At the program events, we need to place a sign with vendor's name and logo at the Registration desk, and showcase their literature and promotional materials there. Someone from sponsoring company should be invited to attend. The Vendor Relations position should look after these responsibilities, rather than leaving it to a variety of programming volunteers from the Pool. Procedures will be added to Best Practices for Vendor Relations. Mark could use the Emerging technologies breakfasts as an example of how to showcase the sponsor products.

Helen Katz's process for donating funds to sponsor students at meetings was discussed, as it causes difficulties for the Registrars and Treasurer ("an administrative nightmare"). Helen's motives are not at all in question here, and she will likely continue to top up the sum she has historically provided. We should consider either rolling her money up into the formal sponsorship program, or urging her to do it via the sponsorship option on event registration forms. Helle will speak to Helen in her capacity as outgoing Treasurer.

Helle provided numbers for money held in Reserves, Money Market funds, and Operations budgets (\$23,421; \$10,635; \$17,237). These are large sums, and it would probably be wise to spend some of it. It is useful to have these numbers in mind when passing a budget such as the one presented where the amount budgeted for exceeds income. We have approved budgets like this in the past, and it usually works out okay because some sums allocated on a "just in case" basis are in fact seldom spent in given years.

These questions were asked or comments made: (Martha) It will be more difficult to recognize high-achieving students in future when our AGM is no longer held in month of May. (Martha) We did not send anyone to Northern Exposure Institute for Leadership last fall. (Daniel) Survey Monkey account will cost Chapter \$20 USF per month in months when more than 100 respondents are surveyed.

Helle pointed out that the lines in the budget are inconsistent, with some for positions and others for things. Moreover, neither approach is in line with the SLA corporate categories for reporting. Daniel Lee made a motion to approve the SLA Toronto Chapter budget for 2006. Seconded by Martha Foote. All were in favour, and budget was approved.

Helle will make the necessary changes and send the budget on to the nominated Treasurer (Joy). Changes have to be made in signing authority at two banks, BMO (Operating funds), Royal (Investments). Year-end financial reports are due on February 14, 2006, and Helle needs January statements to complete them. Thus it is more realistic that she turns over the Treasurer position in February.

B – President-Elect – Martha outlined planning of events:

- Mark Schruttt, February
- Sandy Iverson, March
- Frances McManus, date in April will soon be finalized
- Virtual Seminars to be held in February and April, and October and November
- Martha first proposed a May event on the topic of "Tips for getting the most out of your attendance at an SLA Annual Conference", and Board thought idea was a good one
- June, no programming due to Annual Conference (Baltimore, MD)

- July and August, summer get-togethers like the one arranged by Greg Barber last August
- December, AGM

She thanked current volunteers—all positions are filled, and no one is allowed to bow out! Courier volunteer columnists are Jennifer Burns and Anna Fredericks. Martha intends to keep on making visits to the groups affiliated with the Chapter. She has gone to several Solo events, will attend one of the Waterloo events (coordinated by Sandra Keys), and try to find a Toronto West event that fits within her schedule.

She has asked for continued use of the meeting room at FIS.

Does anyone need guidance as to their future roles in 2006? At least one of the attending nominated persons answered in the affirmative (yes!). It is imperative that Board members visit the wiki and update the Best Practices documents for the positions they are vacating as well as those that were reporting to them over last year or year and a half. People new to positions can use these to learn about their new positions once access is opened to more members.

C – Survey – Annual survey is due to be done again in January 2006, and probably towards the end of the month. This time reminders should be sent during the period before the deadline for completion. The ‘closed’ list from SLA headquarters should be used so that people are not sent the survey to more than one of their email addresses.

The purpose of the survey as Daniel Lee sees it is as follows:

- 1) Educate the members about how we do business

Necessary to do the “About you” section each time or just periodically? Decided that every other year would be sufficient, as the information is relatively stable. Meaningful to ask if one is working as an information professional, with phrase so undefined? Useful to membership chair to know where members live and work, but can any use actually be made of the varying responses? Useful to ask whether they are subscribed to listserv? Suggest that everyone periodically be re-subscribed, with the onus on them to unsubscribe themselves if they wish to.

- 2) Get measurement of member satisfaction with various aspects of what we do (Courier newsletter, web site, listserv, events). Laura – we should use evaluation sheets at all our program events or ascertain using Survey Monkey after events. Daniel – leave in all questions about events (e.g., 12 and 13, but revise items on the list).

- 3) Elicit ideas for programming events.

Disposition of questions is as follows:

	Keep	Keep and re-word, re-do	Delete
Qu. 1-8			X
Qu. 9		X	
Qu. 10			X
Qu. 11		X	
Qu. 16		X	
Qu. 19			X
Qu. 20	X		
Qu. 21			X
Qu. 22		X	

Notes: Question 11, add to list the (use of) services and programs provided by Headquarters. Add a question on use of or approval for continued use of PayPal for attendance registration.

Responsibility for the survey should be moved from President (who did it last year) to Membership Chair, as it more logically belongs there.

5 – Other new business

Laura went over the timeline for the AGM tomorrow night.

Registration from 5:30 pm.

6:15 pm, start business meeting (for convenience of guests attending for that purpose only).

- a) Take nominations for board positions from the floor. Vote in slate.
- b) President's outgoing speech.
- c) President-Elect's incoming speech.
- d) Introduce slate.
- e) Thank Rong Wu for organizing event(s).

6:45 pm, serve meal.

Introduce speaker before dessert.

Speaker and dessert.

Treasurer is still getting complaints about PayPay from people who are reluctant to share banking information with them. They should be told that it is not necessary to become a Verified Buyer (that is when banking information is required) in order to use PayPay to register for Chapter events.

Meeting was adjourned at 1:55 PM

Next meeting: January 4, 2006