

**SLA Toronto Chapter Executive Board Meeting Minutes**  
**January 4, 2006 @ 12:00 p.m.**  
**Katharine L. Ball Cataloguing Lab, Room 418**  
**140 St. George St., Faculty of Information Studies**

Attended: Sandra Craig, Martha Foote, Daniel Lee, Tylene Reaume, Joy Shanfield  
 Regrets: Pam Casey, Heather Ritchie, Melissa Troemel

<b>Agenda Item</b>	<b>Motions and Action Items</b>
<p><b>1. Approval of agenda for today's meeting</b></p>	<p>Approved with no changes</p>
<p><b>2. Approval of minutes from meeting of Dec. 2005</b></p> <p>Note: Some corrections have been sent to Joy from board members via e-mail</p>	<p>Joy to add Jennifer Burns on pg. 3 as volunteer columnist</p> <p>Joy to adjust a few additional items before final submission for website posting</p> <p>Approved with corrections</p>
<p><b>3. Questions and comments arising from submitted reports</b></p> <p><b>Executive Board Reports</b></p> <p>We had a brief discussion about Joy's previous suggestion to post the executive board reports along with the minutes on the chapter's website since the minutes refer to the reports. Martha expressed concern about posting the executive reports for discretionary reasons. We were all in agreement that members could contact the executive board members if they have any questions about the executive board reports referred to in the minutes and a note will be included with the minutes. We also decided that the Secretary will compile the submitted reports into one document and keep it on file for reference purposes.</p> <p><i>Note: Members are welcome to contact an executive board member if they have any questions about the submitted reports referred to in these minutes.</i></p> <p><b>Website Updates</b></p> <p>Martha shared Pam's suggestion that all website update requests be sent to the Director, Heather to coordinate and send off to the Webmaster, Britta, to eliminate the duplicate requests that Britta currently receives. Martha asked the board if this could become a new policy and all were in agreement. Martha asked Heather to update the Best Practices Wiki to reflect the new policy,</p> <p><i>Note: Going forward, all website update requests should be submitted to the Director (Heather Ritchie), who will then coordinate them and pass them on to the Webmaster (Britten Jessen).</i></p>	<p>Motion by Tylene that we do not post the submitted reports on the chapter website; seconded by Joy; carried by all</p> <p>Tylene to compile all submitted reports into one document for our files</p> <p>Tylene to include note about reports with minutes</p> <p>All to submit website update requests to Heather who will send them to Britta</p> <p>Heather to update the Best Practices Wiki for Chapter Director and Chapter Webmaster to reflect new policy for website updates</p>

<p><b>Salary Survey</b>  Martha asked for the board's feedback on purchasing a copy of the SLA Salary Survey for Inter-Library Loan. Daniel noted that Kolette Taber at Canadian Life and Health Insurance Association library at (at 1 Queen St. E., Suite 1700) has an old one available (from 3 years ago) and Kolette has offered to index and lend out the latest one to Toronto members if we purchase it. We all agreed that an updated salary survey would be useful and Martha offered to purchase it.</p> <p><b>Public Relations Chair's Role and Event Publicity</b>  Daniel explained how it is difficult for the Public Relations Chair to be involved in every detail of an event's publicity because it requires too much back and forth communication and it takes longer for items to be finalized this way. Daniel found there were too many people involved in the publicity of events in the past and he would like to see the process more streamlined. Daniel proposes that individual event publicity (promotion on website, discussion list, etc.) be handled by the event volunteer(s). Joy suggested that any additional publicity of events could be handled by Daniel's role as PR Chair. Daniel offered to create a general checklist for events using checklists from previous events. Martha asked if there were any objections from the board to Daniel's proposal and since there were none, Martha offered to update the promotion section of the Best Practices Wiki.</p> <p><b>Reporting Structure and Best Practices Wiki</b>  Martha noted that she previously e-mailed the executive board the Reporting Structure and reminded the board to contact the members that report to their position. Martha also asked the board to update the Best Practices Wiki as soon as possible for their position and their reporting member's position(s) and to include the reporting structure in their write-ups. Martha explained that the Wiki is helpful for procedures and is very useful when new people take over positions. Martha suggested that board members only update the Wiki page for their position and their reporting member's page (or have them update their own), and we should contact other board members if there are changes needed on their pages.</p> <p><b>Chapter Relations</b>  Martha reminded the board that she will be getting in touch with the student and faculty liaisons from FIS and FIMS. Martha is also planning to meet with the Kitchener-Waterloo-Guelph group (Sandra Keys), the Toronto West Programming Subcommittee group (Carolyn Sidey), the New Information Professionals group (Clair Lysnes) and the Solos group (Gillian Clinton or new chair).</p> <p><b>Event Programming</b>  Martha passed around a chart with tentative programming dates up to June 2006 and asked for our suggestions for future events. Martha would like the board to finalize a schedule as soon as possible so that the board can promote events ahead of time on the chapter's website. Martha asked Sandra to maintain the programming chart.</p>	<p>Martha to purchase the latest Salary Survey and submit the receipt to Joy this month</p> <p>Kolette to offer ILL of survey <a href="mailto:ktaber@clhia.ca">ktaber@clhia.ca</a></p> <p>Daniel to define what the PR Chair's role will involve if event publicity is handled by the event convenor</p> <p>Daniel to update event checklist for Sandra and the volunteer convenors</p> <p>Martha to update the Best Practices Wiki to reflect the changes for promotion of events</p> <p>All to contact their reporting members</p> <p>All to update their respective sections on the Best Practices Wiki</p> <p>Martha to schedule initial meetings and maintain contact with related SLA groups</p> <p>Martha to give master copy of event programming chart to Sandra for her to maintain going forward</p>
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<p><b>Event Programming, cont'd.</b></p> <p>Martha noted that Jan Moffatt has volunteered as the convenor for the March event, but we still need convenors for the February, April and May events.</p> <p>Martha suggested Juanita Richardson as a possible speaker for the May event about SLA Conference Tips, but we would like to have at least two speakers. Daniel suggested Gayle Gossen and Heather Wilson as possibilities for a second speaker.</p> <p>Martha also proposed that we hold a joint social with CASLIS in the Summer and Fall and she suggested that Sandra contact Greg Barber about setting up a social in June like they held last year.</p> <p>Martha asked Sandra to contact Marjan Farahbaksh with CASLIS to confirm the details for the January 19<sup>th</sup> joint social and to appoint someone from our executive board to give welcome remarks.</p> <p>Martha noted she would like the executive board to be more visible at events and she would like to have a representative from the board attend each event to bring greetings from the board and remind members of upcoming events.</p> <p>Daniel explained that he sent out a survey to the Toronto Chapter members to find out which virtual seminars and locations would be best to schedule and he will share the results with the board soon.</p> <p>Martha explained that the SLA virtual seminars are now called "<a href="#">Click U Live</a>" and are offered as part of the <a href="#">Click University</a>. Martha mentioned that the list of seminars on the SLA site look good and asked Sandra to coordinate volunteers to host a seminar in February and April or other months based on the feedback from the survey.</p> <p>Martha reminded us that CASLIS has already planned their 2006 schedule so we should check for any conflicts before booking our events.</p> <p>Martha suggested that Sandra e-mail the listserv and ask for volunteers who might be interested in hosting an event, etc.</p> <p>Sandra mentioned that Helen Kula asked her if the board could offer free attendance to organizers of events. Martha explained that this topic has been discussed by the board before and they decided not to offer free attendance to the event convenors. Joy noted that the registrar usually receives free attendance because they do so much work. Daniel pointed out that free attendance for organizers of events doesn't necessarily encourage people to volunteer because they sometimes feel more responsibility if they have to pay. All agreed that free attendance for event convenors would not be offered.</p>	<p>Sandra to solicit and finalize convenors for upcoming events</p> <p>Martha to ask Juanita, Gayle and Heather if they are interested in speaking at our May event</p> <p>Sandra to contact Greg about possible joint social event in June and/or the Fall</p> <p>Sandra to contact Marjan from CASLIS to confirm details of joint social event and arrange for an SLA board member to welcome attendees</p> <p>All board members to attend as many events as possible to promote upcoming events</p> <p>Daniel to send board summary of responses to virtual seminar survey</p> <p>Sandra to coordinate volunteer(s) to host virtual seminars in February and April</p> <p>Sandra to check the CASLIS schedule for any conflicts before booking SLA events</p> <p>Sandra to solicit event volunteers using listserv</p> <p>Event convenors to register and pay for their event</p>
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<p><b>4. New Business</b>  <b>a) Volunteer appreciation event</b>  Martha suggested that Pam Casey, as the President-Elect organize this event in February if possible.</p>	<p>Martha to contact Pam about volunteer appreciation event</p>
<p><b>b) Janice Lachance</b>  Martha explained that Janice Lachance, the current Executive Director of SLA, has offered to visit our chapter and that this offer was a result of the technology initiative that Daniel and Laura were involved in last year. Martha asked for the board's suggestions about when she should invite her to come.  Daniel suggested that as when Pam Rollo visited Toronto, we could have Janice attend one of our events and we could take her to lunch that day. Daniel also suggested that we ask key members of SLA Toronto Chapter to attend an event to meet Janice and we could also arrange a meeting with her and the FIS Dean. Martha noted that it is a great opportunity 'to have the ear' of an SLA director.</p>	<p>Martha to send Janice e-mail before she leaves for the Leadership Summit and suggest dates in February, March, April or May</p> <p>Martha to contact key members to meet with Janice once a date is finalized</p>
<p><b>c) Requests for money from chapter subgroups</b>  Martha explained that the Solos group has submitted a request for money to cover the cost of flowers for a guest speaker and Martha would like us to set a policy to handle these types of requests. Martha noted that money is available to spend on these groups, according to the documentation she received from Helle, however, Martha suggests that the chapter only cover expenses for an event if the event is open to the entire chapter.</p> <p>Joy wondered how often these special interest groups would be able to organize an event for the whole chapter. Martha suggested that groups submit proposals and we could evaluate them on a case-by-case basis. Daniel reminded the board that the SLA Toronto Chapter made a 'deal' with the Toronto West group that the chapter would sponsor some events at the beginning because we could get new members and then the group will be self-financing after that. Martha also expressed concern about giving funds to groups that aren't 'official.'</p> <p>Joy mentioned that Pam Rollo was impressed with the chapter's subgroups when she visited Toronto last year.</p> <p>Daniel suggested that the chapter's relationships with subgroups need to be strengthened to encourage more interaction. Daniel also noted that the chapter does provide other ways of support through the website, courier, listserv, etc.</p> <p>The board agreed to decline the Solos group request at this time as the board prefers to sponsor educational/programming events that benefit the chapter as a whole.</p> <p>Martha has asked Joy to focus on cost recovery by tracking subgroup expenses more clearly going forward.</p>	<p>Martha to investigate the subgroup funds request issue further and draft a policy for the board to review before our next meeting</p>

<p><b>d) Awards</b>  Martha explained that Gayle Gossen is the board's current Awards Coordinator and the chapter has decided to nominate Juanita Richardson to become an SLA Fellow. Daniel nominated Anthony Reinhart for an SLA Media Award for writing about librarians in a Globe &amp; Mail article last June during the conference.</p>	<p>All to suggest future award nominations to Gayle</p>
<p><b>e) Student memberships</b>  Martha reminded the board that they usually cover the cost of a student membership for a student from FIS and a student from FIMS and we would like to keep this tradition ongoing. Martha will investigate coverage of student memberships closer to the start of school in September.</p>	<p>Daniel motioned to sponsor 2 students each year; seconded by Joy; carried by all</p> <p>Martha to follow-up with universities about SLA student membership</p>
<p><b>f) Other Business</b>  Martha noted that Helen Katz wanted her to mention the job shadowing program at FIS – see the <a href="#">FIS Job Shadowing website</a> for more details.</p> <p>Daniel asked if we could go through the Action Item list at the end of meetings to confirm what each board member needs to do before the next meeting. Joy explained that she used to keep a separate sheet at the meetings to write down all the action items and Tylene suggested that she might include the action item list with the minutes going forward.</p> <p>There has not yet been an announcement made about the committee that Daniel is involved in as part of Chapter Cabinet.</p> <p>Martha explained that the board will review the budget at the February meeting.</p>	<p>All to promote that Helen Katz needs volunteers for the FIS Job Shadowing Program by Jan. 6<sup>th</sup></p> <p>Tylene to record Action Items for board members to confirm prior to adjourning the meetings.</p>
<p><b>5. Adjournment</b></p> <p>Reminder: Martha, Pam and Daniel will be attending the <a href="#">SLA Leadership Summit in Houston</a> from Jan. 18 to Jan. 21 and will not be able to attend the SLA/CASLIS Joint Social on Jan. 19, but Martha would like there to be representation from the executive board at the social.</p>	<p>Meeting adjourned @ 1:20 p.m.</p> <p>Next meeting Feb. 1<sup>st</sup> @ 12 p.m.</p>