

SLA Toronto Chapter Executive Board Meeting Minutes
February 1, 2006 @ 12:00 p.m.
Katharine L. Ball Cataloguing Lab, Room 418
140 St. George St., Faculty of Information Studies

Attended: Pam Casey, Sandra Craig, Martha Foote, Tylene Reaume, Heather Ritchie, Joy Shanfield, Melissa Troemel and Guest: Liana Giovando – FIS Student Liaison
Regrets: Daniel Lee

Agenda Item	Motions and Action Items
<p>1. Approval of agenda for today's meeting Melissa requested to add item 4. f) Chapter website under New Business section of today's agenda.</p>	<p>Joy - motion for approval of today's agenda with addition Melissa – seconded motion All – approved</p>
<p>2. Approval of minutes from meeting of Jan. 2006 Martha noted that the SLA Survey has been purchased and Kolette Taber is the contact for members who are interested in borrowing the survey.</p>	<p>Melissa – motion for approval of Jan. minutes Pam – seconded motion All – approved Tylene – send PDF copy of final minutes to Heather for posting on website</p>
<p>3. Questions and comments arising from submitted reports</p> <p>Re: Treasurer's Report Heather noted her concern over the Treasurer's Report regarding the 'in limbo' status of the account transfers. Joy explained that the transfer should be taking place on Feb. 6th, because Feb. 15th is Helle's deadline to file the final financial report. Joy noted that it is awkward for her to keep track of current financials without a copy of the final report from last year. Heather suggested that Martha and Joy create a checklist of financial items needed when another Treasurer is appointed and send this list to Helle noting which items have priority. Pam added that it would be good to include this type of checklist for the Treasurer in our Best Practices Wiki.</p> <p>Re: President's Report: Problems with SLA Headquarters Martha explained that Pam and Melissa are having problems accessing the SLA membership data they need to contact our new members and Melissa has not yet been able to access the Community of Practice for Membership Chairs. Martha noted that she met Jill Calabria, SLA's new Director, Membership Marketing at the Leadership Summit and she has already contacted her about our issues with the membership data. Pam explained that the membership data has been provided in various formats (hard copy, PDF, Excel) in the past and that it's a bit time-consuming to extract the info we need from the data provided. Pam noted that she received four reports yesterday, but the Toronto (CTOR) members are not extracted for us, so she will show Melissa how to extract the new membership data we need.</p>	<p>Martha – remind Helle and Laura about our financial deadlines</p> <p>Joy – send prioritized list of items she needs to Helle</p> <p>Joy – add checklist of financial items for former Treasurer to provide new Treasurer in our Best Practices Wiki</p> <p>Pam – show Melissa how to extract the membership data she needs from the reports that SLA sends us</p> <p>Pam – show Melissa how to set up notifications for the Membership Chairs Community of Practice online</p> <p>Martha – follow-up with Jill Calabria about our membership data issues</p>

<p>Pam mentioned that the change over to the new calendar year might be part of the problem with the membership data updates. Martha noted that she has submitted the list of new officers and volunteers for our chapter. Joy added that the Leadership Details portion of our member records has already been updated in the SLA Membership Directory online.</p> <p>Re: President’s Report: Members Who are Between Jobs Martha mentioned the discussion on the Leadership listserv recently about the services that are offered by chapters to members who are between jobs. Martha noted that she would like our Career Guidance Chairs, Ulla de Stricker and Rachel Dupuis, to communicate more with each other and she would like us to promote their services more on the website and on the listserv.</p> <p>Re: President-Elect’s Report: Volunteer Appreciation Reception Pam noted that she is currently looking at holding the volunteer appreciation reception at her new workplace location (NPS Pharmaceuticals located at MaRS Centre, 101 College Street) and it might be catered by Pumpnickel’s or Spring Rolls restaurant. Martha noted that we should invite all members of the 2005 and 2006 Executive Boards, Advisory Boards and Volunteer Pools and suggested that Heather provide the list of 2005 members to Pam. Martha offered to speak at the reception and asked Pam to set an agenda and submit her budget request. Pam noted that she will create certificates to be handed out to all in attendance as these were received well in the past by volunteers.</p>	<p>Martha – talk to Ulla and Rachel about promoting their career guidance role more and ask them to come up with suggestions and plans</p> <p>Martha – send note to listserv about services offered to members between jobs</p> <p>Heather – ask Britta for list of 2005 volunteers for Pam</p> <p>Pam – finalize date of volunteer reception, set agenda, submit budget quote, send out invitation and create certificates to distribute to all chapter volunteers</p>
<p>4. New Business</p> <p>a) Leadership Summit Martha noted that Toronto had one of the best turnouts at the Leadership Summit in Houston in January with her, Pam, Daniel, Stephen, Juanita and Ulla in attendance. Martha mentioned that Christina Zeller, President of the Western Canada Chapter attended, but there was no representation from the Eastern Canada Chapter. Martha briefly summarized the leadership summit and how they really enjoyed the opening and closing receptions (including the unique Texan potato dish), and the keynote speaker, Doug Lipp, from Disney, who talked about motivating people (presentation online). Martha shared one of the tips from the membership strategies session about not having your executive board members sit together at meetings, but having them circulate and meet new people. Martha noted that the overall content and presentations at the leadership summit were excellent and she recommends that the board sends three representatives each year, preferably the President, the President-Elect and a future ‘leader’.</p>	<p>Martha – photocopy handouts for Melissa with tips from membership session</p> <p>Martha – add Leadership Summit representatives recommendation (i.e. send 3 people) to Best Practices Wiki</p>

<p>Related Topic – Public Speaking and Toastmasters: Martha noted that she was a member of Toastmasters for six years and that it was a great experience and she highly recommends it for all SLA members and suggests that we have it as a seminar topic. Heather suggested that perhaps the seminar could be held in two parts because public speaking is such a popular topic. Tylene mentioned that Scotiabank’s library held a Lunch & Learn seminar last year about public speaking with guest speakers from a Toastmasters club and it was very well received.</p>	<p>Martha – if needed, provide Sandra with information about Toastmasters for possible seminar(s) on public speaking in the fall</p>
<p>b) Policy re: subgroups Martha distributed the new policy that she drafted for the chapter’s subgroups which clarifies the board’s position on funding and how all monies are to be used for programming (and not gifts or refreshments).</p> <p>Heather thanked Martha for creating a policy especially as it concerns promotion of subgroup events on the web, since we often don’t receive information to post on our website and sometimes don’t know the details about a subgroup’s event until after a message is sent to all members on the listserv.</p>	<p>Melissa – motion to approve policy as submitted Joy – seconded motion All – approved motion</p> <p>Martha – communicate policy to subgroups and ask them to send any web updates to Heather and to submit their budget requests to the board by early March</p> <p>Martha – post the new chapter subgroups policy on the Best Practices Wiki</p>
<p>c) Janice Lachance’s visit Martha explained that she has finalized the visit by Janice Lachance, SLA’s CEO, for Thursday, May 4th when we hold our SLA event on conference tips with guest speakers, Juanita and Gayle. Martha invited the executive board members to meet Janice over lunch that day if they are available. Martha noted that this is an honour for the chapter to host Janice and she would like to invite key people to attend our May event to meet Janice and to join us for drinks following the event. Martha explained that we can also set up additional meetings that afternoon for Janice if required (i.e. with FIS Dean). Pam mentioned that she would like to hear more about Janice’s experience with the UN as a delegate to the World Summit on the Information Society.</p>	<p>All – let Martha know if you can join her and Janice for lunch on May 4th</p> <p>All – provide Martha with contact information of members who should meet Janice on May 4th</p>
<p>d) SLA Election Martha asked the board for their feedback on how to promote Stephen Abram’s candidacy for SLA President-Elect. Pam explained that he is the only Canadian candidate for the 2006/2007 board. All agreed that Martha would mention Stephen’s name in an e-mail to the listserv and remind members to vote by March 3rd.</p>	<p>Martha – promote Stephen’s candidacy for SLA President-Elect through listserv e-mail reminder</p>

<p>Related Topic – Programming and Board Representation: Martha noted that she would like a board member to attend every SLA event and she asked Sandra to send us a list of upcoming events, so that we can arrange welcome speeches at each event. Heather asked Sandra to provide her with the name of the registrar for each event as soon as possible for posting on the website. Joy noted that she has some concerns about the number of 'complimentary' registrations at the last joint social event and she suggested that instructions be added to the Wiki for the event's registrar to send the Treasurer the list of attendees prior to each event, along with a final report after the event. Heather noted that she discussed with Britta about arranging for the webmaster to receive copies of the registration forms because only the registrar receives them currently and we might need a backup. Joy asked Heather if there was a way to validate registrants for events on the chapter website (i.e. if they check that they are members, then it would indicate what amount they should pay, etc.).</p>	<p>Sandra – send the board a list of upcoming events All – let Sandra know which events you will be attending Sandra – set schedule of welcome speakers based on event attendance response Sandra – submit event registrar's name(s) to Heather</p> <p>Joy – add instructions to Best Practices Wiki for the event registrars</p> <p>Heather – consult with Britta about Joy's event registration website question</p>
<p>e) Financial planning Martha explained that we need to discuss the board's financial plans for the year once the finances from last year are finalized, so we will postpone this discussion until the next meeting.</p>	<p>Martha – include financial planning on next month's meeting agenda</p>
<p>f) Website Melissa asked about the new members section on the website as she noticed that the columns don't line up in some cases. Pam pointed out that our chapter really needs to be a technology leader and the site should be as up-to-date as possible. Heather explained that her and Britta are trying to be proactive. Pam mentioned that she really likes the RSS feed for SLA Courier. Pam suggested that the html page for the newsletter be removed and that we just provide the PDF version.</p>	<p>Heather – check with Britta about updating the membership section of the site</p> <p>Heather – check statistics of website, especially hits for newsletter in html format</p>
<p>g) Other Business Tylene asked about the policies for virtual seminars (i.e. can libraries share replay seminars with each other). Martha suggested posting a note to the listserv to see if other libraries are interested in sharing a seminar. Sandra offered to check the SLA site for related policies.</p> <p>Martha asked who would be attending the SLA Conference in Baltimore this year. Pam noted that her and Daniel will be attending the conference. Melissa mentioned that she is thinking about going to the conference.</p> <p>Pam ask the executive board to send messages to both her home and work e-mail (pcasey@npsp.com).</p>	<p>Sandra – check into SLA policies about virtual seminars</p> <p>All – let Martha know if you will be attending the SLA conference this year</p> <p>All – update your address books to include Pam's work e-mail</p>
<p>5. Adjournment This month's SLA events: Feb. 8 (West – Emerging Technologies Virtual Seminar), Feb. 13 (Solos – Wellness), Feb. 15 (NIP: Knowing Yourself) and Feb. 23 (Emerging Technologies Vendors Roundtable)</p>	<p>Adjourned @ 1:15 p.m. Next meeting: March 1st @ 12:00 p.m.</p>