

**SLA Toronto Chapter Executive Board Meeting Minutes**  
**March 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

**Regrets:** Daniel Lee, Melissa Troemel

<b>Agenda Item</b>	<b>Motions and Action Items</b>
<p><b>1. Approval of agenda for today's meeting</b>  Martha distributed an updated version of the agenda that differs from the version that she e-mailed to the board</p>	<p><b>Pam</b> - motion for approval of today's agenda with addition  <b>Heather</b> – seconded motion  <b>All</b> – approved</p>
<p><b>2. Approval of minutes from meeting of Feb. 2006</b>  Heather and Martha submitted some minor changes which Tylene will make to the final minutes</p>	<p><b>Joy</b> – motion for approval of Feb. minutes  <b>Heather</b> – seconded motion  <b>All</b> – approved  <b>Tylene</b> – make minor changes and post PDF copy of final minutes on website (Britta &amp; Heather provided FTP instructions to Tylene)</p>
<p><b>3. Questions and comments arising from submitted reports</b></p> <p><b>Re: Event Coordinator's Report</b>  Note: The date for the next event should read March 23<sup>rd</sup>  Joy mentioned that she liked the idea of having an executive board speaker designated for each event  Pam noted that she really likes our programming schedule  Pam &amp; Joy suggested that the term 'unwaged' be changed to 'not employed' and all agreed</p> <p><b>Re: President-Elect's Report</b>  Pam explained that she is really trying to arrange for the volunteer reception on April 5<sup>th</sup> at her place of work, but the location may have to be somewhere else and she will keep us posted</p> <p><b>Treasurer's ASIDE:</b>  Joy asked for an explanation of the different ways that the chapter helps students because she needs a breakdown for financial reasons  Pam explained (as past Membership Chair) that she sent forms to students explaining the benefit of belonging to SLA, but other than that, the Membership Chair doesn't really contact students as that part is handled by the student liaisons  Joy explained that since the chapter is paying for some students, she needs to know where to allocate these items for accounting purposes  <i>Note: See <a href="#">New Business a</a> financial discussion section that follows</i></p>	<p><b>Sandra</b> – change unwaged to not employed on programming schedule</p> <p><b>Pam</b> – send evite invitations (to executive and advisory board members) re: volunteer reception once details have been finalized</p>

**Re: President's Report: FIS and FIMS Student & Faculty Liaisons**

Martha explained that she wrote to the student and faculty liaisons at FIS and FIMS to find out what they do exactly and she has received responses from the contacts at FIS but not FIMS

Martha noted that if no one from FIMS responds, she will contact the dean at FIMS to request new contacts

Martha mentioned that she has arranged with Liana Giovando, FIS Student Liaison, to speak at FIS at the end of March

Martha also noted that she plans to invite Judy Dunn, the FIS Assistant Dean, to lunch before the end of the term

**Secretary's ASIDE: Websites of Student Groups**

U of T - FIS - SLA Student Group -

<http://www.fis.utoronto.ca/people/affiliated/sla-tsg/>

UWO - FIMS - SLA Student Group -

[http://www.fims.uwo.ca/organizations/SLA\\_UWO/Default.htm](http://www.fims.uwo.ca/organizations/SLA_UWO/Default.htm)

**Re: President's Report: Career Guidance**

Martha noted that she has contacted Ulla de Stricker and Rachel Dupuis, our Career Guidance co-chairs, and asked them to work together to come up with a plan for promoting their services this year

The board discussed the resume clinic that FIS holds each semester

Martha explained that Ulla and Rachel want the students to use the resources available on the SLA website to write their resumes prior to receiving guidance from them

Heather suggested that FIS could hold a session for students about resume writing and mention the SLA resources so that they are more prepared when they attend the resume clinic

**Re: President's Report: Chapter Subgroups**

Martha mentioned that she attended the New Information Professionals event on Feb. 9<sup>th</sup> and spoke briefly about the executive board to a group of about 20 people

Martha noted that she will be attending another meeting of the Solos group this month and she hopes to attend the Toronto West group's meeting in April

**Re: Event Coordinator's Report**

Sandra asked if evaluation forms should be used to get feedback from attendees after an event and for future event suggestions

All agreed that convenors should distribute evaluation forms at events  
Heather offered to find an old evaluation form that was used at a previous event or to send Sandra a sample one that she uses at work

Sandra also asked if the event convenors could give guest speakers gift cards (from Chapters/Indigo) in the amount of \$25.00

Martha explained that the board has already informed the subgroups that the chapter will not pay for gifts and consistency is needed

Martha suggested that \$25.00 certificates (from Chapters/Indigo) could be purchased for guest speakers who are NOT members of the chapter and all were in agreement

**Martha** – if needed, contact dean at FIMS to request new faculty and student liaisons

**Tylene** – ask Heather if these student sites should be posted on our website and under what section?

**Martha** – ask Ulla & Rachel to e-mail the listserv about our chapter's Career Guidance services once they have finalized a plan for this year

**Martha** – update the Career Guidance section of the Best Practices Wiki once a plan is finalized

**Martha** – make suggestions to FIS contacts about resume guidance program

**Heather** – provide Sandra with sample evaluation form

**Sandra** – finalize evaluation form to be used at upcoming events and distribute to event convenors

**Martha** – update subgroups policy re: gifts and share with board for approval

**Sandra** – update approved gift policy for events on the Best Practices Wiki

**Treasurer's ASIDE:**

Joy explained that there may be income available for gifts  
Joy noted that the New Information Professionals group took in more income than their expenses and the chapter doesn't have a policy of where the profits go or how to reimburse the subgroup  
Joy explained that now she has reviewed our finances, it is much more complicated than we realized and Joy wondered if we should be tracking financials for each event  
Heather noted that some events will be profitable and some will not and she suggested that we track it on a yearly basis  
Joy suggested that she could set up tracking folders to track financials for subgroups and all agreed that this was a good idea  
*Note: See [New Business a](#)) financial discussion section that follows*

**Re: Public Relations Chair's Report**

Martha mentioned Gurvinder Batra's and Daniel's concerns about non-registered walk-in attendees and registered attendees who had not yet paid attending our last event on Feb. 23 – in Daniel's report he asked if we could add in bold at the top of the events page the policy regarding event payment and we all agreed that this was a good idea  
We discussed how it is difficult for the event coordinator and facilitators to arrange for refreshments and seating if they do not have firm registration numbers prior to an event  
We also discussed how it is very hard for the registrar to accept cash payments when we do not have a cash box at meetings and how cheques should be addressed to SLA Toronto Chapter, not directly to the registrar or their company  
We also discussed that in unique cases (e.g. unexpected availability), the attendee should contact the registrar and make arrangements for payment (by cheque)  
Joy (as a past Registrar) explained how the registrar receives the cheques in the mail and the confirmations from the PayPal account  
Martha suggested that Joy check with Gurvinder and send out a note to the listserv to remind members of our policies if there is a similar registration/payment issue at our next meeting

**Re: Membership Chair's Report**

Martha mentioned Melissa's suggestion to have our Sponsored Members volunteer with events and all agreed this was a good idea  
Pam noted that the volunteer requirement is already part of the sponsorship policies, but this may need to be communicated better  
Heather suggested that anyone sponsored for an event (i.e. we pay for them to attend) could write a short summary about that event for the Courier

**Heather** – add policy regarding event payment to the top of each event page and any other locations on the website that seem appropriate

**Sandra** – further communicate the payment policy on the event announcements that she sends to the listserv

**Sandra** – if needed, update the Best Practices Wiki to highlight registration/payment policy for events

**Joy** – follow-up with Gurvinder after our March events and send note to listserv if there continues to be a registration/payment issue

**Sandra** – ask Melissa for names of Sponsored Members who can be contacted as volunteers for events

**Melissa** – if needed, add Sponsored Members policies to Best Practices Wiki

**Heather** – add Sponsored Members names to the Volunteer Pool list online? (not discussed)

<p><b>4. New Business</b>  <b>Note: The board discussed these items in a different order than listed on the agenda</b></p> <p><b>c) Membership Survey &amp; Sponsored Member</b>  Martha explained that Melissa is working with Daniel on setting up the Membership Survey on <a href="http://SurveyMonkey.com">SurveyMonkey.com</a>  Martha noted that Melissa was wondering if the board should postpone sending the survey until Sept. to get ideas for the 2007 program since we have most of the 2006 program in place  All agreed that we should send out the survey soon to get ideas for this fall and next year so that we can set the programs well in advance (like CASLIS does)</p>	<p><b>Melissa</b> – work with Daniel to set up and send out Membership Survey and ask Pam for assistance if needed</p>
<p><b>d) Outstanding Technology Programming Award</b>  <i>"IT is looking for the most inspired, cutting edge chapter technology programming of the 2005-2006 programming year. Because the best programming involves a great deal of time and energy, we'd like to recognize a chapter's accomplishments. Examples of outstanding programming include technology fairs, highly relevant presentations, innovative workshops and continuing education events. Programming will be judged on its innovativeness and impact on members. The fourth annual Outstanding Technology Programming award will be presented to a chapter or region. The award is \$500 to develop additional technology programming. IT will announce the award winner at our annual business meeting at the 2006 conference in Baltimore. The winning chapter president and program planner will be invited to the meeting to accept the award." E-mail your program abstract with the date(s) and any publicity materials to Molly Dinneen, IT Member Services and Awards Chair, at <a href="mailto:molly.dinneen@genmills.com">molly.dinneen@genmills.com</a>. Please include "SLA Chapter Technology Program" in your subject line. The deadline for submission is April 30, 2006.</i></p> <p>Martha received an e-mail from Molly Dineen on Feb. 24, 2006 (see above) asking the SLA Toronto Chapter to consider submitting a nomination for this <a href="#">IT Division</a> award worth \$500 to develop additional technology programming for our chapter  Martha asked for the board's feedback regarding the this award which will be announced at the Baltimore conference during the annual IT Division business meeting  Martha noted Daniel's suggestion to submit the Emerging Technologies Roundtable program for consideration and all agreed  Heather asked if there was an award for chapters who demonstrate technology initiatives like our chapter  Sandra noted that she will keep this award in mind when planning future programming sessions  Martha reminded us to ask Janice Lachance about technology initiatives when she visits in May</p>	<p><b>Martha</b> – submit Emerging Technologies Roundtable event held Feb. 23<sup>rd</sup> as consideration for this award</p> <p><b>Martha</b> – ask Molly if there is an award for a chapter's overall technology initiatives, rather than technology programs</p> <p><b>All</b> – think of technology-related issues to discuss with Janice in May</p>

**b) Programming for Summer & Autumn 2006**

Martha thanked Sandra for her work on the programming and for spreading around the volunteers on different events

Sandra asked about registration for the upcoming virtual seminars and how to submit expenses for events

Martha noted that Sandra is working on a summer event with Greg Barber and that the chapter would like to hold events in Sept., Oct. and Nov. followed by the AGM in Dec.

Martha also mentioned that virtual seminars will probably be offered in each month as well, depending on the topics from Click U Live

Martha noted that she received a suggestion from Connie Crosby about holding programs that cover different industries such as healthcare, pharmaceutical, legal, prospecting, etc. and all agreed that this would be a good idea to hold an industry-specific event every year, including Connie's suggestion for the healthcare industry this fall

Martha asked for the board's additional suggestions for the fall program and ideas included:

- emerging technologies (IM, blogs, RSS feeds, wikis, etc.)
- project management tips
- supervisory skills, performance evaluation
- digitization projects
- networking and/or etiquette skills
- tours of different special libraries

Martha noted that the board will also solicit ideas from the evaluation forms after events and from the membership survey

Heather wondered about the demographics of our membership and what topics would appeal to them the most

Heather suggested that the board read Stephen Abram's article in the Feb. 2006 Information Outlook "[43 Things I \(or You\) Might Want to Do This Year](#)" for emerging technologies ideas

Sandra noted that she was involved in the joint CASLIS / SLA event about etiquette previously and that it can be expensive to hire a speaker on this topic, so she wondered if this should be a joint event again

Martha explained that the SLA Toronto Chapter usually only holds one joint event a year with CASLIS

Martha asked the board to think about whether we want to move the joint holiday social back to December and combine it with our AGM since the turnout at the joint social in January was low

**Sandra** – submit [expense reimbursement form](#) to Joy for Feb. 23 event

**Sandra** – register for Mar. 15 and Mar. 28 virtual seminars and submit expense

reimbursement form(s) to Joy

**Sandra** – supply event convenors with the login instructions for each virtual seminar

**All** – share your event ideas with the rest of the board

**Melissa** – if possible, research and share general demographics data about our membership with the board by e-mail prior to our next meeting in April

**All** – if interested, read Stephen Abram's latest article in Information Outlook

**All** – give board feedback about when to hold our annual meeting and joint social

**a) Budgeting and Financial Planning**

Martha explained that the board is unable to do any long-term financial planning until there is a clear handle on the current financial situation

Joy distributed copies of the budget by e-mail and print copies at the meeting of the SLA Headquarters report categories, and Event Finances Summary sheets for the Jan. 19 and Feb. 23 events and the Leadership Summit

Joy noted that the main item for today's meeting is for her to receive some feedback of how to treat certain financial items, especially the allocation of monies for joint meetings and sub-groups

Joy discussed how taking over the chapter's financials for this year has been a real challenge and very frustrating because of all the inconsistencies and different reports

**Reporting to Headquarters**

Joy mentioned that she is not yet sure what data has been sent to SLA Headquarters

Joy explained that the SLA categories are different from our chapter's categories and she is not sure where to assign certain items under the SLA's categories

**Operating Quicken**

Joy discussed how the chapter's budget items are not reflected in Quicken and she isn't yet sure of the best way to include them Pam suggested that Joy continue to use both Quicken and Excel, but Joy explained that this creates double the work for her

Joy described a couple of the reports in Quicken including the Cash Flow and detailed reports

Joy noted that some 2006 numbers have been included with the 2005 financials and she is trying to sort through the paperwork

Joy expressed how awkward it is for her to work through the numbers when our chapter's bank account has not even been reconciled since the year 2000

Heather asked about generating reports in Quicken

Joy explained that the Quicken program is from SLA and she is not sure if creating a budget report for the chapter will affect the other data she enters for SLA submission

**PayPal Charges**

Joy explained how PayPal charges us a fee, so the chapter only receives \$18.87 of the \$20 registration fee and Joy would like to know if these PayPal fees should be allocated to that event's expenses

Joy noted that bank charges and transaction fees, etc. are tracked differently and not allocated to each event

Pam mentioned that she had bad experiences dealing with Visa in the past and does not recommend that the chapter use Visa instead

**Joy** – send Daniel and Melissa soft copies of the reports that were distributed to the board at the meeting

**Joy** – sign-up for SLA Treasurers' Community of Practice to see if they have suggestions about the financial categories

**Joy** – determine most appropriate methods for including chapter budget items in Quicken

**Joy** – determine most appropriate method for tracking PayPal charges

<p><b>Settling Up with Subgroups or Other Associations</b></p> <p>Joy asked the board for feedback on how to share costs with CASLIS for the joint social in January given that the board does not know how many members from each organization attended or how many were members of both organizations (although this could be retrieved)</p> <p>Joy proposed that SLA split the income and expenses 50/50 as this is easier to track for accounting purposes, but she needs copies of the receipts before reimbursing CASLIS for their expenses</p> <p>All agreed to split the joint social event's income and expenses 50/50</p> <p>Joy noted that she received all the cheques for the New Information Professionals event held on Feb. 15, but not all subgroups submit their income from events and the board hasn't taken into consideration how to handle profits or losses from events</p> <p>All agreed that Joy should set up sub-categories in Quicken to track income and expenses for each of the four current subgroups, New Information Professionals, Solos, Toronto West and Kitchener-Waterloo-Guelph</p> <p>Martha explained that the chapter has recently set a policy for budgets and expenses from subgroups, but the chapter has not set a policy yet for how subgroups submit their income and how profits or losses are handled</p> <p>Martha proposed that the chapter set a policy for virtual seminars so that the chapter and subgroups have consistent charges and communicate the updated policy to the subgroups (i.e. \$10 for members, \$15 for non-members)</p> <p>Martha summarized that although it's going to be difficult for Joy to organize the financials initially, it will be very helpful for future boards and Treasurers</p>	<p><b>Joy</b> – allocate the income and expenses from the Jan. joint social 50/50 between SLA and CASLIS</p> <p><b>Joy</b> – create 4 subgroup categories in Quicken to track income and expenses for each subgroup</p> <p><b>Martha</b> – update subgroups policy to include the various issues the board discussed including virtual seminars</p>
<p><b>5. Other Business</b></p> <p>Martha noted that at Daniel's suggestion, flowers were sent from the SLA Toronto Chapter to Vicki Casey, who is ill - Martha received feedback that Vicki really appreciated the gesture</p> <p>Martha reminded the board to vote by this Friday, March 3<sup>rd</sup>, if they haven't already voted</p>	
<p><b>6. Adjournment</b></p> <p>This month's SLA events: <b>Mar. 15</b> (Market Research Virtual Seminar), <b>Mar. 23</b> (E-Journal Conundrum), <b>Mar. 28</b> (Communities of Practice Virtual Seminar), <b>Mar. 29</b> (Measuring Outcomes Seminar)</p>	<p><b>Heather</b> – motion to adjourn</p> <p><b>Sandra</b> – seconded motion</p> <p>Adjourned @ 1:25 p.m.</p> <p><b>Next meeting:</b> <b>April 5<sup>th</sup> @ 12:00 p.m.</b></p>