

SLA Toronto Chapter Executive Board Meeting Minutes
June 7, 2006 @ 12:00 p.m.
Rm. 306, 140 St. George St., Faculty of Information Studies

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

Regrets: Daniel Lee

Agenda Item	Motions and Action Items
<p>1. Approval of agenda for today's meeting</p>	<p>Joy - motion for approval of today's agenda Sandra - seconded motion All - approved</p>
<p>2. Approval of minutes from meeting of May 2006 Martha & Daniel submitted some revisions which Tylene will make to the final minutes before posting online.</p>	<p>Joy - motion for approval of May minutes Sandra - seconded motion All - approved Tylene - make minor changes and post PDF copy of final minutes on chapter website All - review action items from minutes and include a status update in your monthly report to the board</p>
<p>3. Questions and comments arising from submitted reports</p> <p>Re: Public Relations Chair's Report In his report, Daniel suggested that the PR Chair become an Advisory Board position in 2007 and be removed from the Executive Board. All agreed with Daniel's recommendation and a motion was carried. In his report, Daniel also reminded the board to submit policies which can be posted on the Best Practices Wiki in a "Policy Central" section.</p> <p>Re: Membership Chair's Report Based on the member numbers that Melissa submitted in her report, Martha noticed that the chapter's membership levels are dropping off and she wondered if Melissa could follow-up with members. Martha suggested that Melissa draft a form letter and send it out to those whose membership has recently lapsed (did not renew by deadline). Martha also suggested that Melissa contact Jill Calabria after the SLA conference is over to discuss the different renewal dates for members and how best to track and contact members who do not renew by their annual deadline. Melissa explained that she helped the new survey coordinator, Laura Anderson, send out the survey to members on June 2nd with a June 13th deadline. Melissa noted that she has received 77 responses to the Membership Survey since Friday and she will report on the results at the July meeting. Pam noted that she did the survey already and that she noticed a few spelling errors and that the Sheridan Park Association no longer exists because it has become the Toronto West subgroup now. Melissa mentioned that she did not receive any feedback from the board after she asked Martha to send the draft version of the survey, but after some discussion, it was recognized that the board never received a copy of the draft survey to review prior to it being sent out.</p>	<p>Pam - motion to move Public Relations Chair position to Advisory Board level Joy - seconded All - approved All - send Daniel chapter policies for posting</p> <p>Melissa - contact Joy Calabria to discuss membership renewals Melissa - draft a standard letter that could be sent to members to encourage them to renew their memberships and share draft with exec. board for feedback before Sept. meeting Melissa - share survey results with board in July</p> <p>Melissa - if possible, remove Sheridan Park listing from survey</p>

<p>Re: Treasurer's Report Joy reminded the board to send her expense receipts from events. Martha offered to contact Helle about getting copies of cancelled cheques which should be retained by the Treasurer according to SLA policy. Martha noted that she has already talked to Carolyne in the Toronto West subgroup about the updated subgroups policy.</p> <p>Re: President's Report Martha mentioned that she will be reading Thomas Pellizzi's report which includes a suggestion for a unified fundraising strategy for all US chapters to see how that could be applied to the Canadian chapters. Martha reminded the board that she will be meeting in Baltimore with the West and East chapter presidents to discuss fundraising ideas and those attending the conference are welcome to join them. Martha noted that she will contact Laura Knapp about the status of the stationery quotes for the chapter and if needed, Pam could get a volunteer to look into stationery for the chapter. Joy mentioned that she has some of the older stationery if needed. Martha informed the board that she will be traveling to London (by train) to visit the UWO on July 4th and speak to Robert Craig's SLA class and other students about the benefits of SLA involvement. Martha explained that she has asked the chapter's Career Guidance Chairs, Ulla de Stricker and Rachel Dupuis, to talk with each other and submit a plan by July for the chapter's career guidance programme. Martha asked the board to please submit their monthly reports by the deadline so that all board members have enough time to read the reports prior to the meetings. Martha also mentioned that she appreciates the thoroughness of the submitted reports.</p> <p>Re: Event Coordinator's Report Sandra distributed a summary of the evaluation forms the May 4th event and informed the board that she is in the process of finalizing the summer and fall events which the board discussed under Programming in New Business.</p> <p>Re: President-Elect's Report Pam noted that she would like the board to start thinking about what positions will be needed for the executive board and advisory board in 2007 and asked board members to let her know if they will be staying on in their current positions. Pam requested that the board to use her home e-mail address only now for SLA-related correspondence.</p> <p>Re: Director's Report Heather noted that the Courier deadline has been extended to allow submissions from SLA Conference attendees and a July release is expected.</p>	<p>All - send event receipts to Joy Martha - contact Helle about cancelled cheques</p> <p>Martha - let the board know about the outcome of her meeting with the other chapter presidents</p> <p>Martha - check with Laura about status of stationery</p> <p>Ulla & Rachel - submit career guidance plan to Martha by July</p> <p>All - submit monthly reports by deadline to give others time to read the reports prior to the meeting</p> <p>All - let Pam know if you will be staying on in your executive board position for 2007 All - please use Pam's home e-mail address only until further notice</p>
<p>4. New Business a) AGM and b) CASLIS Toronto Martha noted that she met with Daniela Serban, current President of CASLIS Toronto to discuss common concerns such as the drop in attendance at events, the possibility of combined events, and the importance of not scheduling conflicting events. Martha explained that she will give Daniela a copy of the chapter's planned events and dates and ask the subgroup chairs to do the same, so that CASLIS does not schedule overlapping or similar events and Daniela will provide a copy of CASLIS planned events and dates.</p>	<p>Martha and subgroup chairs - provide CASLIS President, Daniela Serban, with list of SLA's planned events</p>

<p>Martha mentioned that she is a past-President and current member of CASLIS and both groups are important for special librarians, so it's appropriate for us to work together.</p> <p>Martha asked the board if they would like to have a no-registration joint summer social with CASLIS and all agreed that this would be an appropriate event to combine with CASLIS for the networking potential.</p> <p>Martha noted that Daniela asked if SLA would be interested in joining CASLIS to offer 'brown-bag' lunches. The board discussed this idea and all agreed that the SLA chapter does not want to participate in brown-bag lunches with CASLIS at this time.</p> <p>Heather mentioned that she would like to see more distinct programming offered by SLA rather than too many combined events with CASLIS.</p> <p>Martha asked the board to think about possibilities for the chapter's AGM and suggested that the date be moved back to December and the event be offered as a joint holiday social event with CASLIS following the chapter's AGM. Martha suggested that the AGM could be held at the Arts & Letters Club on Elm St. using the smaller room for the meeting and then having the joint social in the larger room. Martha asked the board for other venue suggestions.</p> <p>Heather asked if the AGM needs to be held near the end/beginning of the calendar year (i.e. Dec. or Jan.).</p> <p>Joy explained that the AGM is used more to formalize the 'changing of the guard' for the executive board, rather than for finances (which are usually submitted in mid-February).</p>	<p>Sandra - contact CASLIS re: joint summer social event</p> <p>Martha - inform Daniela of board's decision not to participate in brown-bag lunches with CASLIS</p> <p>All - think about preferences for the AGM (date and location) and bring suggestions to July meeting or send to Martha</p>
<p>c) Programming</p> <p>Martha thanked Sandra for organizing a great event in May when Janice Lachance (SLA's CEO) was here and that it was a neat setting in the Legislative building.</p> <p>Sandra asked the board for their ideas for future programming as the event dates are already tentatively set for the third Thursday in the month (Sept. 21st, Oct. 26th and Nov. 23rd).</p> <p>As discussed above, the board voted to have a joint summer social with CASLIS and Sandra will contact CASLIS to see what dates are best.</p> <p>Martha noted that she has a contact from Toastmasters that could present the topic of public speaking in the fall and she will e-mail him and provide Sandra with the details.</p> <p>Pam suggested that the board wait for the results of the recent membership survey and discuss programming more at the next meeting and all agreed.</p> <p>Martha mentioned that she sent Mark Schruett, the Vendor Relations Chair, two new potential sponsors.</p> <p>Sandra asked us for the board's feedback about event ticket prices.</p> <p>Heather noted that the current \$5 price difference between members and non-members is not enough to justify membership.</p> <p>Joy mentioned that the chapter has made some money on recent events.</p> <p>Event ticket prices were discussed by the board and it was agreed to charge \$15 for members, \$25 for non-members, \$10 for students/non-employed for future events regardless of sponsorships per event with exceptions allowed for AGMs and special events.</p> <p>Pam suggested that the Toronto Health Libraries Association (THLA) might be interested in doing a combined event in the fall.</p> <p>Heather suggested that Sandra create and maintain a list of past topics offered by SLA.</p> <p>Pam suggested that Sandra (with board input) keep an ongoing list of ideas for interesting events or successful events offered by other groups.</p>	<p>Sandra - contact CASLIS re: joint summer social event (as above)</p> <p>Martha - contact Toastmasters friend re: fall event</p> <p>Sandra - motion for approval of event ticket price change to \$15 for members, \$25 for non-members and \$10 for students/non-employed</p> <p>Joy - seconded motion</p> <p>All - approved</p> <p>Pam - send contact name from THLA to Sandra</p> <p>Sandra - to create a list of past events and ideas for future events (with ongoing board input)</p>

<p>d) Student Sponsorship Joy explained that in reviewing the finances for the chapter, it would be very helpful to have a clear policy regarding student sponsorships. Joy noted that the chapter currently sponsors 2 students to attend each meeting/event, 2 students to have SLA memberships and 1 student to the SLA conference. Joy explained that this does not include outside sponsors too and asked the board for their advice on the best way to market and account for these student sponsorships. Martha asked Joy to draft a student sponsorships policy by July to be included in the Policy Central section of the Best Practices Wiki. Martha noted that having a policy will help her market the benefits to the students at FIMS when she visits UWO in July. Sandra suggested that more information about student sponsorships be included on the chapter website once the policy is finalized.</p>	<p>Joy - draft student sponsorships policy to be included on Best Practices Wiki in the Policy section by July Heather - add some info about student sponsorships on website once policy finalized</p>
<p>5. Other Business Martha informed the board that she is the acclaimed Chair-Elect-Elect of SLA's Legal Division. Martha informed the board that Stan Orlov is moving to Halifax in Sept., but has offered to stay on as the chapter's Discussion List administrator. Martha explained that the chapter needs a new volunteer to write the "On the Move" column for the Courier and asked Pam to get a volunteer. Martha explained that the chapter also needs a volunteer to do a phone interview with Rebecca Varga, incoming President of the SLA regarding her goals/ambitions with a summary of the interview to be included in the Courier. Martha offered to find out the protocol and procedure regarding interviews of SLA executives. Martha asked the board to think about succession planning ideas for the chapter and bring their suggestions to the July meeting. Joy asked if the current model and volunteer pool has been working well. Sandra responded that she has contacted everyone on the volunteer pool to help out with an event this year. Heather noted that more members would probably be willing to contribute to the executive board, advisory board and volunteer pool if the time commitment was less or incentives were provided. Martha reminded the board that the chapter usually pays for the President to attend the SLA conference, but since her employer is paying for her attendance this year, the board voted for the Treasurer, Joy to be sponsored. Martha explained that the chapter usually pays for the President, President-Elect and one other board member to attend the Leadership Development seminar each year, but this varies depending on who shows interest. Martha mentioned that McGraw-Hill Ryerson took her to lunch and they had two ideas for the SLA Toronto Chapter members to consider regarding wholesale materials and best rates for digital content. The board discussed the idea a bit, but most members felt that their employers would never approve any type of joint vendor relationship. Martha offered to share the McGraw-Hill-Ryerson idea e-mail with the board.</p>	<p>Heather - update Stan's e-mail address on the website Pam - solicit volunteers for "On the Move" column and Rebecca Varga interview Martha - find out procedure and protocol for interviewing SLA executives All - think of succession planning ideas for chapter and bring suggestions to July meeting Martha - add policy re: chapter sponsorship of board members for SLA conference and SLA Leadership Development Seminar to Best Practices Wiki Martha - forward McGraw-Hill Ryerson idea e-mail to board</p>
<p>6. Adjournment Martha explained that she would like to have an executive board meeting in mid-July and will contact board members soon with a possible date.</p>	<p>Meeting adjourned @ 1:15 p.m. Next meeting: TBA</p>