

**SLA Toronto Chapter Executive Board Meeting Minutes  
October 4, 2006 @ 12:00 p.m.**

**MaRs, 101 College St., South Tower  
Report to Suite 800, 8<sup>th</sup> Floor, then Meeting Room on 6<sup>th</sup> Floor**

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

<b>Agenda Items</b>	<b>Motions and Action Items</b>
<p><b>1. Approval of agenda for today's meeting</b> With addition of new regular item for board to follow-up from to-do lists of previous meeting(s) in a roundtable format.</p>	<p><b>Joy</b> - motion for approval of today's agenda <b>Heather</b> - seconded motion <b>All</b> – approved</p>
<p><b>2. Approval of minutes from meeting of September 2006</b> This item has been postponed until our November meeting to give the board time to review the minutes which were submitted late.</p>	<p><b>All</b> - review action items from minutes and include a status update in your monthly report to the board</p>
<p><b>3. Follow-up from to-do lists (September meeting)</b> Daniel and Heather suggested that we keep a running roster of action items still to be completed from all the meetings.</p> <p>In roundtable format, board members then gave a status of their action items (as mostly summarized in their monthly reports):</p> <p><b>Pam</b> reported that she still needs to solicit a volunteer to be editor of the LRC; finalized Evan Vella for Vendor Relations position; finalized board members for 2007; still needs to finalize advisory board members – asked board to e-mail her about positions that report to board.</p> <p><b>Heather</b> reported that Heather and Elizabeth will still do the Courier and Britta will still be the Webmaster; upcoming events have been posted; she is working on the registration tracking options; she will be revising the registration form for the combined event in Dec.; and she has not received a sponsor update yet, so no changes have been made on the sponsor page.</p> <p><b>Joy</b> reported that she completed collection of registration monies and asked us to refer to her report for more details; she made the donation to the PMH fund in Vicki Casey's memory; and she gave Sandra spreadsheet of all programs from Jan. to Aug. of this year.</p> <p><b>Daniel</b> reported that the Directory update is moving along; he attended Vicki Casey's recent wake with Erika Steffer and passed our condolences to her son Patrick; he sent out an invitation to NELI applicants (through listserv and website) and sent reminder to listserv today and he will have a list of potential candidates at our November meeting.</p> <p><b>Sandra</b> reported that she has a volunteer, Annie Belanger, helping with feedback forms; she is working on a past events list with attendance numbers to be posted on the wiki; she has secured locations for both virtual seminars and will be purchasing them shortly; she has contacted Anthony about Dialog sponsorship promotion at the Oct. 26<sup>th</sup> event; she is working on finalizing speakers and locations for the rest of the fall events (Susan and Beata are set for Oct. 26<sup>th</sup>) and she has contacted Connie Crosby about the November event and has received some other names from board members). In response to Sandra's status update, Heather suggested that we add "how long have you been an SLA member?" to the feedback forms at meetings</p>	<p><b>Tylene</b> – create master list of action items for board members</p> <p><b>Pam</b> – solicit volunteer to be editor of the LRC; solicit volunteers for advisory board as needed</p> <p><b>All</b> – contact advisory board members that report to you and confirm their commitment for next year</p> <p><b>Sandra</b> – update feedback forms to include length of membership</p>

<p>and Heather suggested that Sandra use the past events list from the website if needed. Heather explained that the Programming Committee handled event registrations in the past before registrars were assigned.</p> <p><b>Martha</b> reported that she contacted Linda Broussard re: Vicki Casey and Linda is going to write a memorial tribute to Vicki in the Fall Courier; she continues to work on the joint fund-raising initiative with the West and East chapters; she will be finalizing the AGM details soon; she still needs to post some policy info to the wiki; she will be speaking to FIS students on Oct. 12<sup>th</sup>; she will be giving suggestions to Donna Chan at UWO for getting students more involved in SLA such as offering a resume clinic by Rachel and Ulla, connecting students with SLA members in the London area, speaking to students about the value of special libraries, etc.</p> <p><b>Tylene</b> reported that she is still waiting to hear back from OLA and FIS regarding the archives and hopes to have an update by next meeting.</p>	<p><b>Martha</b> – post sponsorship policy to wiki (for conference and leadership summit)</p> <p><b>Martha</b> – provide suggestions to UWO FIMS about increasing interest in special libraries (and SLA)</p> <p><b>Tylene</b> – report to board on status of chapter archives</p>
<p><b>4. Questions and comments arising from submitted reports</b></p> <p><b>Re: President-Elect’s Report</b>  Martha asked the board to submit two possible interview questions for new SLA President, Rebecca Vargha, to Pam by the end of this week so that she can provide the volunteer with several questions.</p> <p><b>Re: Public Relations Chair Report</b>  Martha asked the board to update their respective postings on the chapter’s wiki as mentioned in Daniel’s report.  Daniel stressed that without an up-to-date wiki, the board has no guidance for future chapter leadership and it is imperative that we take ownership of our wiki pages.  Martha noted that sub-groups are more laissez-faire in their approach, but we still need some direction in those sections.  Pam asked Daniel to re-send the wiki instructions and password to board members.</p> <p><b>Re: Event Coordinator’s Report</b>  Pam and Martha thanked Sandra for following up with TALL and posting information about our SLA events to their newsletter. Pam suggested that we do this with other related organizations too.  Daniel noted that we shouldn’t expect high attendance at niche topics like the upcoming health care event.</p> <p><b>Re: Membership Chair’s Report</b>  Daniel asked if there is a template or any guidance in the wiki yet about what should be submitted by the membership chair following a membership survey. Daniel suggested that the board should receive a summarized report about the membership survey results which includes some analysis and recommendations. Daniel noted without feedback to our membership regarding their opinions, the survey is a lost opportunity. The board agreed with Daniel’s suggestions and Martha offered to ask Melissa to report to the board and also to the membership by posting a summary in the Courier.</p> <p><b>Re: Treasurer’s Report</b>  Pam asked Joy how we are doing financially as compared to the past, but Joy explained that there is no exact way to track a point-in-time from the past, however, it appears that we are doing okay for now.  Heather asked what the Awards item was and Joy explained that it’s the</p>	<p><b>All</b> – send Pam two suggested interview questions for Rebecca Vargha by Oct. 6<sup>th</sup></p> <p><b>All</b> – continue to update your respective pages on the chapter’s wiki</p> <p><b>Daniel</b> – re-send wiki instructions with password to board members</p> <p><b>Martha</b> – ask Melissa to write a report about the membership survey for the board and also provide survey feedback in the Courier</p>

<p>\$600 for the Baltimore conference sponsorship as there was no other line item to account for that award.</p> <p>Joy asked how we are planning to budget for next year and Pam suggested that we include this as an item on the next meeting agenda.</p> <p>Martha asked Joy to send deadline for budget submissions to the subgroups, but Joy explained that she would like a framework first.</p> <p>Daniel suggested that the board recommend a set budget (i.e. this is what you are getting – what do you think?) and ask the subgroups to respond and make a case for more or less. The board agreed with Daniel’s suggestion and planned to set budget amounts at the next meeting. Martha reminded the board to think about budget amounts since Joy will soon need to answer the question, “Does your chapter have a budget?”</p>	<p><b>Martha</b> – include Budget Planning as item on next month’s meeting agenda</p>
<p><b>5. New Business</b></p> <p><b>a) Attendance at Meetings</b></p> <p>Joy explained that she attended the Sept. 21<sup>st</sup> meeting and was disappointed in the poor attendance (only 12). Joy noted that she was a bit embarrassed because the event also seemed poorly organized due to a few unforeseen factors (proper chair for speaker, board member intro., etc.). Heather suggested that we ask volunteers to write event summaries for the Courier which would also be helpful for marketing purposes.</p> <p>Pam noted that there were also only 12 attendees at the SLA West Sept. 28<sup>th</sup> event and suggested that we might need to market to non-librarians too because our association membership is shrinking and we may need to “think out of the box.”</p> <p>Heather asked who is attending the meetings on the board’s behalf and wondered if we should be offering some incentive (like waived fees) to have them write a summary article for the Courier.</p> <p>Sandra agreed that it’s not easy to recruit a student/volunteer to attend a meeting and write an article (as suggested on wiki) without an incentive.</p> <p>Daniel asked the board to think about “What is the problem that we are trying to solve?”</p> <p>Pam agreed with Daniel’s approach to step back and look at the issue – is the problem really attendance or programming? – she would like to see the survey results.</p> <p>Sandra asked if we are satisfying the people who do attend the meetings? Daniel asked if we are losing money on events and also asked if we are receiving any negative feedback on feedback forms or membership surveys? Joy pointed out that we often use past attendance numbers to plan future events which isn’t really the best way.</p> <p>Martha noted that we have arranged for good speakers on universally-appealing topics like public speaking, which the membership asked for in the past, but we can’t make everyone happy.</p> <p>Pam agreed that despite our good speakers and good topics, we still have a drop in attendance.</p> <p>Daniel suggested that the chapter perhaps offer fewer and better programs instead.</p> <p>Heather pointed out that we need ‘intelligence’ from the membership survey to make a better decision.</p> <p>Sandra mentioned that she has also been marketing the events as an opportunity for informal networking.</p> <p>Tylene shared some feedback from her colleagues who don’t attend meetings because of past bad experiences, poor food, and not enough time for networking. Tylene mentioned that she prefers the format of Toronto West meetings when they go around the room with introductions and also share something with the group if they want.</p>	

<p>Heather agreed that proper facilitation is the key to a good meeting. Pam noted that at SCIP meetings, they have a networking part where you find two people you don't know and exchange business cards. Daniel suggested that the chapter offer more free networking events such as quarterly socials. Heather asked if we currently have guidelines for the board member's role and expectations at meetings (i.e. welcome speaker, thank you, introductions, etc.). Heather suggested that a board member do introductions rather than a volunteer from the chapter. Sandra will write draft guidelines for the general role of board members at events. Daniel reminded the board to add any created guidelines to the chapter's wiki.</p>	<p><b>Sandra</b> – write draft of guidelines for role of board members at chapter events and include in wiki</p>
<p><b>c) Board Visibility</b>  Daniel suggested that our appearance is important as in how we approach members and guest speakers – we need to create a welcoming environment through our manners and hospitality is a key part of board visibility. Martha agreed that the board needs to socialize more with members at meetings. Pam suggested that the board wear name tags at each event that also state our position and Martha mentioned that there are ribbons available to chapters for this purpose. Daniel mentioned that people who are members of the chapter should know who the board members are and Daniel asked how well we are doing in this respect – are we too insular? Daniel suggested that we need to be more purposeful. Heather agreed that board members need to be proactive at events and Heather suggested that we could profile a different board member on each Courier with a short bio. Pam offered to organize the profiles for the new board. Daniel suggested that we do more interacting with other related associations. Heather suggested that we promote the Oct. 26<sup>th</sup> Health event to the CHLA, THLA, MLA, etc. and Pam and Joy who are members of some of these organizations offered to post e-mails on the various listservs.</p>	<p><b>Pam</b> – organize board member profiles for next year's Courier</p> <p><b>Pam &amp; Joy</b> – advertise Oct. 26<sup>th</sup> event to various health library associations</p>
<p><b>b) Expense Guidelines for Chapter Events</b>  Sandra explained that there are very few free venues in the GTA and she is finding it difficult to arrange for programming at free venues and wondered if we had a set amount that we are willing to spend on a venue. Pam noted that we might be able to arrange for rooms at MaRS at a reduced price since she works in the building. Daniel mentioned that we need some market research of room availability and costs in downtown TO and suggested that Martha assign this type of research project to a volunteer. Martha offered to ask the volunteer pool to provide a list of possible TO locations/venues for chapter events. Tylene mentioned possibly advertising chapter events on the recently created <a href="http://TorontoWorkshops.ca">TorontoWorkshops.ca</a> which promotes free and premium workshops across the GTA. Daniel noted that it's hard to create specific guidelines for event expenses because it comes down to input/output for each event. Joy agreed that she's not sure how to answer Sandra's question since each event is so different. Daniel suggested that the board create general guidelines/rationale for event venues/locations (i.e. accessibility, close to subway, ideal room setup, availability of refreshments, cost, etc.)</p>	<p><b>Sandra/Martha</b> – create general guidelines/rationale for event venues/locations</p> <p><b>Martha</b> – ask volunteer pool to provide a list of possible TO locations/venues for chapter events based on above guidelines</p>

<p><b>6. Other Business</b></p> <p>Sandra noted that we still need to finalize speakers and the venue/format for the November event.</p> <p>Daniel suggested that we offer a “Technology Speed Dating” format, rather than a panel discussion since people may be unwillingly to share info due to proprietary/copyright reasons. Daniel explained that you could ask people to bring screenshots of what they are currently working on and they could then spend 5 minutes with each person sharing their ideas in an interpersonal discussion. Daniel thinks that people would leave this type of meeting with lots of practical ideas and it also helps for people who are nervous speaking in public.</p> <p>Heather suggested that rather than having everyone repeat their stories on a one-to-one basis, the format could be a roundtable overview from each person with a Q &amp; A session instead to avoid repetition. Heather suggested that we could ‘plant’ certain guest speakers in the circle to keep it interesting. Daniel noted that people should leave the event feeling energized and taking away something valuable. Daniel suggested that there should be no charge for this type of event in order to get people to share knowledge.</p> <p>Sandra asked the board members (like Daniel and Heather) to attend the November meeting to share their own ideas and questions.</p> <p>Heather pointed out that the format and facilitation of the meeting is very important.</p> <p>Since the meeting was going over the scheduled time, Sandra, Daniel, Heather and Tylene agreed to finalize a meeting format and speakers for November by e-mail.</p>	<p><b>Sandra/Daniel/Heather/Tylene</b> – finalize meeting format and facilitator for November tech event.</p>
<p><b>7. Adjournment</b></p>	<p><b>Pam</b> - motion to adjourn  <b>Heather</b> - seconded motion  Meeting adjourned @ 1:30 p.m.  <b>Next meeting:</b>  <b>November 1, 2006</b></p>