

| | |
|---|---|
| <p>Re: President-Elect's Report Pam asked about succession planning. Names were suggested for taking on the role of President-Elect after Daniel. Joy was asked to consider taking on the role.</p> <p>Pam suggested that Martha should assess the new structure of the Executive and Advisory Boards. Martha suggested the Board ask her in the new year as she will be serving as Chair-Elect of SLA's Legal Division.</p> <p>Pam would like some type of job description before she solicits volunteers for the LRC editor position and Daniel offered to write a job description for the LRC editor and post it on the chapter wiki.</p> <p>Re: Event Coordinator's Report Melissa asked if the board had decided on a standard procedure for chapter events as she is chairing the webinar on Nov. 22nd and would like some guidelines. Martha noted that Sandra is creating a checklist for events that will be posted to the wiki.</p> <p>Pam mentioned that the food for the MaRS event must be provided by the MaRS caterer and will cost about \$260 per event. Daniel reminded the board that receipts for events must be sent to the Treasurer.</p> <p>Re: President's Report Joy asked why we haven't received any sponsor information from other chapters, especially after we shared our sponsor information with them. Martha responded that she started the ball rolling, but has received no responses. Martha noted that Mark Schruttt (former Vendor Relations Chair) received an offer from Infomart to sponsor the Canadian reception, but they didn't need the sponsorship. All agreed to let it go for now and Daniel suggested that board members could meet with the other chapters at the next leadership summit.</p> | <p>Daniel – post LRC editor job description on chapter wiki</p> |
| <p>4. New Business</p> <p>a) Membership Melissa shared her concern that we have not received regular membership updates from head office. Pam noted that she received an e-mail reminder about membership, then contacted SLA and received no response from head office. Martha offered to write Jill Calabria and Janice Lachance. Melissa explained that the last membership update we received was from August. Joy noted that she received an automated Community of Practice e-mail inviting her to join the CoP for Treasurer even though she is already a member. Martha mentioned that head office is focused on CoPs as their main communication tool. Pam noted that they used to post information on the CoP more regularly. Daniel mentioned that SLA is devising a new system which may part of the issue as it is still being customized. Pam suggested that we contact SLA and use their current "Recruit-A-Member" campaign as leverage, since we don't have an up-to-date list for recruiting purposes. All agreed that Martha would contact them.</p> | <p>Martha – contact SLA head office on chapter's behalf for latest membership info, especially needed during Recruit-A-Member campaign</p> |

b) Membership Survey - Recommendations

Note: Melissa sent the board a copy of her Membership Survey Report.

Pam noted that she disagrees with recommendation #9 (to rotate responsibility of survey) as she feels it should be the Membership Chair and team's responsibility and Pam suggests that we conduct the survey every other year. Melissa suggested the survey should be a shared responsibility among all members of the board. Daniel noted that the survey used to be the President's responsibility, but it has evolved since then.

Martha asked about the recommendation to post resumes on the website. Melissa explained that she discussed the requirements with Heather and this service is already available on the SLA's main site, so we should let members know about this resume option.

Daniel noted that all of the recommendations need more exploration and mentioned that we could do a feasibility study. Pam suggested that such a study could be project for a future board director.

Martha mentioned that we still need to find out the expectations for mentors before offering this kind of service. Pam noted that a mentorship program can be a lot of work to coordinate. Melissa mentioned that we have received a lot of enquiries from members looking for mentors. Daniel suggested that the board should not establish a formal mentor program, but offer to 'match-make' on an ad-hoc basis and put members into contact with potential mentors.

Pam suggested that the board grow its volunteer pool based on the member's specialty (e.g. mentors, resume-consulting, meeting hosts, etc.).

Daniel suggested that the focus of the survey feedback should be to communicate what we can do for members.

Martha noted that Pam could look into the recommendation to offer discounts for members next year.

Joy asked what "access to raw results" means as she would have liked to see all the comments. Melissa explained that she did not have access to the comments section.

Daniel noted that he likes the ideas to include member's websites and blogs and he will discuss this more with Heather.

Daniel explained to the board that the idea was to have a short survey every year (mainly on programming) and a longer survey every 2-3 years on bigger issues affecting the chapter.

Daniel suggested that Melissa remove the Other statistic under the Chapter Effectiveness section.

Pam suggested that we wait until next year to make decisions about the survey. Joy suggested that we have a separate planning meeting to design the big survey. Melissa noted that she did not like how it was handled this year and would like clarification of the survey's role in the Membership Chair's position next year. Daniel reminded Melissa that her report is

| | |
|--|---|
| <p>bringing knowledge to the table of how we can do it better. Melissa agrees that we need to have a separate survey planning meeting. All agreed that the board should conduct a shorter programming survey next year and wait on doing a larger survey. Pam suggested that we revisit this topic in the new year at our first meeting.</p> <p>Melissa asked for some guidance about what she should say to the membership about our survey feedback. Pam suggested that we create a write-up for the next Courier in January. Joy suggested that Melissa send general feedback to Toronto Chapter discussion list (after receiving approval from the board).</p> | <p>Melissa – write survey feedback draft and send to board for approval before posting on discussion list and in Courier</p> |
| <p>c) Northern Exposure to Leadership Institute Grant</p> <p>Daniel noted that the board received two completed submissions and both were strong applicants. Daniel explained that the board would take a vote and Martha would serve as the tie-breaker if necessary. The board voted for Claire Lysnes, so Daniel offered to send in her application and draft a cover letter from Martha to send with the application. Daniel also offered to contact both applicants with the results. Daniel explained that the NELI grant winner is required to serve on the Executive Board for one year and write one article for the Courier.</p> <p>Martha suggested that Claire could also be a speaker at a future meeting. Daniel explained that the NELI serves as part of the board's succession planning and you learn a lot of valuable information by attending. Martha thanked Daniel for organizing the NELI grant.</p> | <p>Daniel – contact both applicants, draft cover letter from Martha, send in application for Claire</p> |
| <p>d) AGM</p> <p>Martha asked the board about the protocol for soliciting nominations for the annual President's Award (usually someone retiring from the profession) and the annual Member of the Year Award. Daniel suggested that Martha contact Gayle Gossen, the board's Awards Coordinator who can send out a nomination request to the chapter's discussion list. Daniel reminded the board that the Member of the Year Award is given to a member who goes above and beyond the call of duty such as recent past recipients Heather Wilson, Sonia Solomon and Britta Jessen.</p> <p>Martha noted that she has confirmed with Daniela Serban, President of CASLIS Toronto, that registration will be handled by SLA with a link from the CASLIS site to our site. Martha will ask Heather to activate the registration link on our site with the option of choosing member of SLA, CASLIS or both for easier record-keeping by Joy.</p> <p>Martha mentioned that Daniella is drafting a flyer for the event and is trying to connect with some sponsors for door prizes. Daniel suggested that the AGM could be sponsored by Infomart since they recently contact us and were not able to sponsor the Canadian reception. Martha offered to contact Infomart and Evan Vella if needed.</p> <p>Martha noted that she will thank the sponsor(s), invite Daniela to speak, conduct a short meeting reviewing the past year then pass the ceremonial gavel/tiara to Pam who will make a speech as the incoming President. Daniel reminded Martha that she will also need to ask for nominations for board positions. Daniel explained that there is an old checklist posted on the wiki for the procedures at the AGM, but it probably needs updating. Martha asked the board to let her know if she has missed any items.</p> | <p>Martha – ask Gayle to solicit nominations for annual awards through the discussion list and a form on the website.</p> <p>Martha – ask Heather to activate registration for AGM on the chapter's website with membership options (i.e. choose SLA, CASLIS or both)</p> <p>Martha – contact Infomart re: sponsoring the AGM and contact Evan Vella, the new Vendor Relations Chair if needed</p> |

| | |
|--|---|
| <p>e) 2007 Budget Joy asked the board for their feedback regarding the budget – should we continue to use double reporting for another year or collapse it into one report? Joy explained that SLA Headquarters uses Quicken and we use Excel. Pam asked Joy which way was easiest and Joy explained that Headquarters provides a category template for Quicken accounting. Joy noted that she needs to contact Headquarters for more direction on the budget. All agreed to follow Joy’s recommendations for best practices. Joy explained that she will submit the chapter’s year-end report in February. Joy noted that she only needs to answer one question for SLA Headquarters, which is “Does your chapter have a budget?” – Yes. Joy is planning to update the chapter’s wiki with the current financial procedures. Joy noted that she would like to have next year’s budget ready for approval by the board at the December meeting. Joy mentioned that the chapter spent half of what we budgeted last year. Daniel explained that we budget for what may or may not happen, so it’s okay to have a larger budget.</p> | <p>Joy – contact SLA Headquarters re: budget procedures and submit report in February</p> <p>Joy - update the chapter’s wiki with the current financial procedures</p> <p>Joy – provide board members with draft budget report by Dec. 6th for approval at Dec. 13th meeting</p> |
| <p>6. Other Business</p> <p>Martha asked for suggested agenda items for the December meeting which will mostly include the Budget approval, the AGM final notes and a discussion of Pam’s plans for next year’s board.</p> <p>Joy reminded Martha that she needs the letters from the bank in order to transfer the bank accounts from Martha to Pam.</p> <p>Joy noted that she received good feedback about the Oct. 26th meeting (Research Skills: Focus on the Healthcare Industry) which was run a bit differently than past meetings with Martha acting as facilitator and leading the initial roundtable introductions.</p> | <p>All – send Agenda items to Martha for Dec. meeting</p> <p>Martha – give bank documents to Joy for account transfers</p> |
| <p>7. Adjournment Events this month: The Value of Corporate Libraries – SLA Click U Live Webinar – Nov. 22nd (Two locations: Toronto West and Downtown) Library 2.0 in Action – SLA Roundtable Event – Nov. 23rd (@ MaRS)</p> | <p>Pam - motion to adjourn Joy - seconded motion Meeting adjourned @ 1:20 p.m. Next meeting: December 13, 2006</p> |