

**SLA Toronto Chapter Executive Board Meeting Minutes
December 13, 2006 @ 12:00 p.m.**

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

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

Agenda Items	Motions and Action Items
<p>1. Approval of agenda for today's meeting</p>	<p>Melissa - motion for approval of today's agenda Pam - seconded motion All – approved</p>
<p>2. Approval of minutes from November 2006 meeting</p> <p>Minutes approved with some minor revisions.</p>	<p>Daniel – motion for approval of Nov. minutes Joy – seconded motion All – approved Tylene – make minor changes and post PDF copies 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: President's Report Martha noted that she is currently revising the standard vendor documents for Evan Vella, our new Vendor Relations Chair and she will also send sponsor suggestions to Joy for Evan. Martha noted that she sent partner updates for the website to Heather and she also asked Heather to check the technical specifications for partners (i.e. what advertising do they get with their sponsorship?). Martha passed around the response she received from the Western and Eastern chapters regarding their sponsorships.</p> <p>Re: Public Relations Chair Report Martha asked Daniel if Claire will inform us if she is accepted for the NELI and Daniel will let us know when he hears from Claire Lysnes. Daniel noted that he spoke to someone who is interested in being the LRC Editor, but he needs to do some background work first including getting a report from Andornot Consulting.</p> <p>Re: Director's Report Daniel and Martha offered to help Heather, Tylene and Britta with the broken link updates on the website.</p> <p>Re: Membership Chair's Report Martha suggested that Melissa send the info about the resume service to the discussion list as well as include it in her Courier article about the survey results. SLA Career Services Online - http://sla.jobcontrolcenter.com/ Daniel mentioned that all our current volunteers should be current SLA members and we may need to check into this more.</p>	<p>Martha – pass along vendor/sponsor information to Joy for Evan</p> <p>Heather – check policy for partners advertising on website</p> <p>Daniel – arrange for report on LRC from Andornot Consulting; give instructions to new LRC Editor when ready</p> <p>Heather – send broken link info to Daniel and Martha if help needed</p> <p>Melissa – submit final article to board before submitting to Courier; post resume link and info on discussion list in Jan.</p>

<p>Joy is concerned that we are losing members and there is no clear audit trail. Pam noted that SLA Headquarters used to send a list of new members and lapsed members every month, but Melissa has not been receiving the same info this past year.</p> <p>Martha suggested that a board member approach Jill Calabria at the Leadership Summit about our ongoing membership data issues.</p> <p>Re: Treasurer's Report</p> <p>Martha noted that she really likes Joy's suggestion to train a successor for the position of Treasurer and the board agreed that this was a good idea. The board also discussed how to handle non-payments from members and it was agreed that Joy will e-mail these members and remind them that they can not attend a future event until they pay the money owing from previous event(s).</p> <p>Heather asked the board for their consensus on the cancellation policy, so that she can post it on the website.</p> <p>Joy explained that she loses fees with PayPal, cheques and administrative stuff, etc. and Pam noted that many organizations hold back a percentage. Joy suggested that if members cancel in time using the web cancellation form, then they can receive a refund minus a 10% registration fee.</p> <p>All agreed to Joy's motion and Heather will update the website with the new policy (see Joy for exact wording).</p>	<p>Pam – investigate membership data issues in the New Year</p> <p>Joy – follow-up with non-payees</p> <p>Joy – motion to finalize cancellation and refund policy as discussed</p> <p>Pam – seconded motion</p> <p>All – approved</p> <p>Heather – post new cancellation policy on website</p>
<p>4. New Business</p> <p>a) AGM – December 14th</p> <p>Martha gave thanks to Daniela Serban, President of CASLIS for all her work setting up the Joint Holiday Social which is set to go for tomorrow evening. FPIInfomart has offered to sponsor the event and they have also donated an iPod for a door prize. Barbara Fingerote has kindly secured some theatre tickets as door prizes. Joy and Gurvinder Batra will be staffing the registration table and each attendee will receive one drink ticket.</p> <p>The tentative schedule is:</p> <p>6 pm – welcome speeches from Martha, Daniela and sponsors 7 pm – AGM 8 pm – prize draw</p> <p>Martha asked Daniel to function as a whip for the AGM to keep it on time: 7 to 7:15 pm – Martha welcome, Daniela welcome, Martha short speech, Martha presents President's Award to Vicki Casey's son who may make speech 7:15 pm to 7:30 pm – Pam announces slate, takes any nominations, holds vote, Pam intros board, Pam short speech, Pam thank you and wrap-up</p> <p>Martha noted that some associations present a final financial report, but we usually don't present one at the AGM.</p> <p>Martha mentioned that there will be no Membership Award presented this year, but the President's Award will be presented posthumously to Vicki Casey, who passed away earlier this year. Vicki's son Patrick will be accepting the award on his mother's behalf. The chapter will cover Patrick's costs and send him the plaque later on.</p> <p>Heather reminded Martha to set up a table for any sponsorship handouts. Joy noted that a few people have paid to sponsor students for this event. Daniel mentioned that the board previously decided to accumulate sponsorship money in a fund to be used as determined, rather than try to match students at each event.</p>	

<p>Melissa suggested that we could e-mail the FIS mailing list to solicit students interested in attending this event. Joy noted that some students have already registered and paid for this event. All agreed that, for this event, Joy could reimburse some of the students who have already registered to attend the meeting.</p>	<p>Joy – reimburse some of the students registered to attend the AGM/social event</p>
<p>b) 2007 Budget and Financial Matters Martha thanked Joy for all her hard work this year with the chapter's financials and noted that it sets a strong precedent for future Treasurers. Joy asked the board to make a decision based on her report about which way we should budget out of two possible approaches: Approach A – to structure the budget by function as we currently do and maintain a second report that follows the structure from Headquarters or Approach B – to align the budget with the categories used by Headquarters for one single report. Heather noted that she likes Approach B, the single reporting structure, and all agreed. Martha suggested that it is best to keep the work of the Treasurer as simple as possible in order to recruit members to the position in the future. Joy mentioned that she is planning to talk to other treasurers at the SLA Leadership Summit to see how they handle their financial reporting. The board discussed the miscellaneous awards/membership categories and Pam suggested that they would be okay, as long as we specify what is included under these misc. headings. There was also some discussion about the Leadership Summit expense cap of \$2000 given the location for this year is twice as expensive as last year. The board also discussed some event planning ideas as part of the budget discussion: Martha suggested that the board continue to offer the virtual seminars next year because of their lower cost and easier setup and all agreed. Pam noted that we should check to make sure that we are not competing with the SLA Toronto West sub-group for the same events (as occurred on Nov. 22nd with the virtual seminars offered in two locations). Daniel suggested that we adjust the type of events we are offering this upcoming year by focusing on 'pure' networking events and less formal events as we are missing out on connecting with members. Sandra noted that some members have mentioned they still want formal programmes as well. All agreed that Sandra should register for the upcoming Web. 2.0 two-part virtual seminar series being offered by Click U Live. http://www.sla.org/content/learn/learnmore/distance/07clickU/index.cfm</p>	<p>Joy – implement Approach B (the single budget report)</p> <p>Sandra – register for Click U Live virtual seminars</p>
<p>c) Melissa's article re: survey results Melissa sent the latest revision of the article to the board by e-mail. Heather suggested that we add a line about reviewing recommendations. Daniel confirmed that we have an ad-hoc mentoring programme in place where we can facilitate partnerships with other members. Heather noted that we can include information about posting resumes and the link for SLA Career Services Online - http://sla.jobcontrolcenter.com/ Heather suggested that we think about a policy for including member sites on our chapter site and Pam suggested that we put in on the agenda for a future meeting. Daniel mentioned that we should leave members with the impression that "we heard you and we are working on it."</p>	<p>Pam – include discussion about member sites as future agenda item</p> <p>Melissa – submit article to board for final approval before submitting to Courier; post career</p>

<p>The board suggested that Melissa write the article for the Courier and then send the resume info and link to the discussion list in the New Year.</p>	<p>link and info on discussion list in Jan.</p>
<p>d) Remarks from President-Elect Pam mentioned that her two main goals as President are:</p> <ol style="list-style-type: none"> 1) to establish succession planning for the executive board 2) to network and make further connections with other associations that may or may not be in the library field <p>Pam noted that the slate for next year will be announced on the discussion list and at the AGM tomorrow as:</p> <p>President – Pam Casey President-Elect – Daniel Lee Treasurer – Joy Shanfield Director – Heather Ritchie Events Coordinator – Sandra Craig Membership Chair – Melissa Troemel Secretary – Tylene Reaume</p> <p>Pam noted that next year’s meetings will be held on the following Wednesdays: Jan. 10th, Feb. 14th, March 7th, April 4th, May 2nd and June 13th.</p>	<p>Pam – send slate announcement to discussion list Pam – send meeting invitations to board members Heather – post executive updates and meeting dates on website</p>
<p>5. Other Business</p> <p>Martha asked what items she should send to the Archives and the board suggested that unique items such as photographs or other memorabilia from the past year could be stored in the Archives collection.</p> <p>Pam and Daniel thanked Martha for her enthusiasm and commitment during this past year as President.</p> <p>Pam mentioned that Stan Orlov has received some requests from SLA Headquarters to post content on the discussion list and he wondered what procedure he should follow. The board agreed that Stan should forward any requests from Headquarters to Pam for screening so that Pam can send them on to the appropriate board member.</p>	<p>Pam – inform Stan to send any discussion list posting requests from SLA Headquarters to the President for screening</p>
<p>6. Adjournment</p>	<p>Daniel - motion to adjourn Heather - seconded motion Meeting adjourned @ 1:20 p.m. Next meeting: January 10, 2007</p>