

**SLA Toronto Chapter Executive Board Meeting Minutes
January 10, 2007 @ 12:00 p.m.**

**MaRs, 101 College St., South Tower
Meeting Room on 6th Floor**

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

Agenda Items	Motions and Action Items
<p>1. Welcome and approval of agenda for today's meeting</p> <p>Pam welcomed the 2007 executive board to the first meeting of the year. Agenda approved with addition of Budget Approval for 2007 and Other Business item (instead of Misc.)</p>	<p>Heather - motion for approval of today's agenda Melissa - seconded motion All – approved</p>
<p>2. Approval of minutes from December 2006 meeting</p> <p>Minutes approved with some minor revisions.</p> <p>Pam asked the board to include an Action Items heading on their monthly Executive Reports, because she would like to see more follow-up of outstanding items this year.</p> <p>Daniel suggested that the Executive Board members all adapt a similar report style and Pam offered to create a template (that might be similar to Heather's usual report).</p>	<p>Daniel – motion for approval of Dec. minutes Heather – seconded motion All – approved Tylene – make changes and post PDF copies of final minutes on chapter website Pam – provide board with template for monthly Executive Reports 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: Event Coordinator's Report Heather asked Sandra to provide her with more information about the February negotiation seminar (i.e. will the focus be on negotiating resource contracts with vendors?)</p> <p>The board discussed possible locations for the Jan. 31st Networking Night. Daniel noted that Hot House as well as some pubs can be quite noisy. Pam suggested that the location be central downtown, close to the GO and subway stations, like Joe Badali's on Front St. - http://www.joebadalis.com/ Melissa mentioned that hotel lounges might be more expensive than a pub for drinks and appetizers. Heather suggested booking the basement side room at The Duke of Westminster pub in First Canadian Place at Adelaide - http://westminster.thedukepubs.ca/ Daniel suggested that the invitation be opened to members and non-members and the group discussed having stick-on name tags and icebreakers.</p>	<p>Sandra – to clarify focus of Feb. negotiation event</p> <p>All – send social location ideas to Sandra ASAP</p>

<p>Daniel commented that it is a great idea to have a joint event with other associations like TALL and CASLIS and something for Special Libraries Day would be very appropriate. Daniel noted that he questions the suggested guest speaker and the appropriateness of the topic, as James Bartleman’s presentation about literacy initiatives might be better suited for the public library sector.</p> <p>Heather agreed that it is good to have high profile speakers, but perhaps he could speak at a different event or suggest his topic to the OLA. The board asked Sandra to check into the possibility of having James Bartleman speak at a different meeting – perhaps something combined with the OLA?</p> <p>Pam mentioned that she would like to see other organizations involved in Special Libraries Day like the THLA. The board agreed to hold a combined event with other library associations during International Special Librarians Day on April 19, 2007. Pam suggested that the board establish a Special Librarians Day planning committee soon with representatives from all organizations that will be involved.</p> <p>SLA International Special Librarians Day – Thursday, April 19, 2007 Part of National Libraries Week – April 15-21, 2007 - http://www.ala.org/ala/pio/natlibraryweek/nlw.htm</p> <p>Re: Director’s Report Pam thanked Heather for updating the website and asked her to change the 2006 to 2007 on the main page for Upcoming Events and on the Executive Board page. Pam would also like the Feb. 7th meeting to be changed to Feb. 14th.</p> <p>Pam inquired about the outdated forms that are linked from the top of the Executive Board page - http://units.sla.org/chapter/ctor/about/executive.asp Daniel offered to post more updated forms, which includes the Chapter Org. Chart, Governing Document, Best Practices Document and Chapter Expense Form.</p> <p>Re: Treasurer’s Report Pam asked for some clarification about the cash flow statement and Joy explained that it shows money flows in and out of the chapter during the year, whereas the balance sheet shows the chapter’s assets and liabilities. Joy noted that we have more assets this year than last year and we are in a fairly good financial position, however, there will be less money in this year due to a drop in income from memberships and sponsorships.</p>	<p>Sandra – follow-up with colleague about James Bartleman</p> <p>Sandra & Pam – setup Special Librarians Day event planning committee that includes members from other orgs.</p> <p>Heather – make website updates as requested</p> <p>Daniel – post updated chapter forms on website</p>
<p>4. New Business</p> <p>a) SLA Toronto West Programming sub-group</p> <p>Pam noted that Carolyn Sidey has informed her that the upcoming January 16th event might be the last one for the Toronto West subgroup, because no one has offered to take on the planning responsibilities for this group. Pam would like direction from the board on how to help the Toronto West subgroup.</p> <p>The board discussed the late notice of the Jan. 16th event featuring a topic that was recently covered in November (Library 2.0) and although the guest speaker is great (Stephen Abram - note: spelling of Abram is correct on chapter site, but was incorrect in discussion list announcement), there have only been about 5 registrations for this event as of today.</p> <p>Pam mentioned that past event attendance for the SLA Toronto West subgroup was larger, but has dropped off to approx. 10-15 people per event in the past few years.</p>	

<p>Joy noted that the SLA Toronto West subgroup meetings have not been profitable and the same people usually attend the meetings.</p> <p>Daniel suggested that the main chapter still provides support, but the Toronto West events could be more ad-hoc and less organized from now on – similar to the New Information Professionals and Solo Librarians subgroups.</p> <p>Sandra pointed out that in event planning, securing a location is half the battle and they seem to have access to a great location with the Oakville Public Library and its proximity to the GO station.</p> <p>Pam offered to talk to the former planning team (the same people for many years now) with the board's suggestions.</p>	<p>Pam – talk to SLA Toronto West planning team about future events and the board's suggestions</p>
<p>b) Sponsorship Policy</p> <p>Joy shared Martha's suggestions with the board, including a re-worked sponsorship package that includes sample letters to solicit sponsors and to thank sponsors and a list of potential sponsors. The board reviewed the prospect list and Joy explained that contact information is incomplete or incorrect for some of the vendors.</p> <p>Joy noted that CASLIS invoiced FPIInfomart for the joint social, so she will take that into account when doing the finances for the social event. Joy noted that FPIInfomart is a company of CanWest Interactive, so the chapter may not be able to solicit funds from both of them.</p> <p>The board reviewed Martha's recommendations and agreed that they would prefer to focus on vendors who have a Canadian presence. The board discussed when to approach vendors who have turned down chapter requests for sponsorship funds and it was agreed that the chapter would approach them again after two years (rather than never again).</p> <p>Daniel suggested that the chapter might have a higher success rate in securing sponsorships if the board used higher profile members within the chapter to contact the vendors for us. Daniel noted that Evan Vella, as Vendor Relations Chair, could then focus on coordinating all of the vendor and member contacts, rather than having to make all of the contacts himself.</p> <p>Pam mentioned that Martha is willing to help out the board and she also updated the vendor relations guidelines on the wiki. Pam noted that she would like a list of potential companies and advocates for the February meeting.</p> <p>Heather suggested that Martha could list potential "sponsorship champions" or names of prominent members who could 'go to bat for us' with certain sponsors. Heather also wondered if the vendor relations part of the wiki could be updated to track vendor contacts or perhaps Evan could suggest a template for tracking vendor contacts and sponsorships.</p> <p>Pam noted that Martha could suggest potential advocates when she finalizes the list of vendors to approach. Pam advised that she will set up a meeting soon with Evan, Joy and Martha to discuss and formalize best practices for vendor relations.</p> <p>Heather noted that she requires contact info, a brief description, a link and a logo form McGraw-Hill to post on the Partners section of the website. Heather also asked for direction on which sponsors should be removed from the Partners section of the website. Joy would like to give some direction to Evan, so she will ask him to follow-up with McGraw-Hill.</p>	<p>Pam – set up meeting with Evan, Joy and Martha re: sponsorships</p> <p>Joy – ask Evan to follow-up with McGraw-Hill about contact info, description, link and logo for website</p>

<p>c) 2007 Programme</p> <p>Pam asked the board for other programme suggestions.</p> <p>Pam noted that she is setting up a possible event for Apr. 12th about Marketing and Communication in Libraries with guest speaker, Rich Dirksen?, President of a Toronto Toastmasters Club (which one?) who would like to interview and report on best practices of special librarians.</p> <p>Sandra noted that from the list of suggestions provided on the survey last year, a “Best of the Web” session was the number one request.</p> <p>Heather suggested something like a “30 websites in 30 minutes” session, where 3 speakers demo some of their favourite sites for 10 minutes each, followed by a roundtable session, where everyone brings their favourite sites to the meeting.</p> <p>Sandra mentioned that she will be creating a proposed event calendar like last year’s table to list all of the possible event dates and suggested topics and the board agreed that they found that calendar last year very useful.</p> <p>Daniel suggested that Heather posts all of the tentative topics and dates, including networking nights on the website.</p> <p>Heather suggested that we offer the Click U Live replay of the Jan. 10th and Jan. 24th virtual seminars (Part I and II about Web 2.0) on a date in March.</p> <p>Tentative schedule (and should post on chapter website): Jan. 16 – Toronto West: Library 2.0 event featuring Stephen Abram Jan. 31-Feb. 3 – OLA Super Conference at Metro Toronto Convention Centre Jan. 31 – Networking Night – downtown location TBD Feb. 1 – UWO MLIS Alumni Reception at Armadillo’s Texas Grill on Front St. Feb. 8 – Negotiation Strategies featuring Joanie Olivier Mar. ? – Web 2.0 Part I and II Click U Live webinar replays Apr. 12 – Marketing & Communication in Libraries featuring Rich Dirksen?, Toastmasters Apr. 19 – International Special Librarians Day event (combined with related organizations) May ? – SLA conference-related event May 23-26 – CLA (and CASLIS) Conference in St. John’s, NF June 3-6 – SLA Conference in Denver, CO June later in month - Networking Night to talk about conference?</p>	<p>Sandra – send proposed event calendar to board</p> <p>Sandra – purchase replays of Web 2.0 webinars when they become available (usually a few days after Jan. 10th and 24th) and choose viewing date(s) in March</p>
<p>d) Membership Survey</p> <p>Pam explained that last year’s board decided to conduct a membership survey each year, with a long survey only every other year. Pam asked for the board’s feedback on this year’s shorter survey (i.e. when and what to include?).</p> <p>The board agreed that it would be best to send out the survey in June with a focus on programming ideas, in order to have a list of ideas by October for planning the following year’s event programme.</p> <p>Pam asked Melissa to make content suggestions for this year’s shorter membership survey.</p>	<p>Melissa – provide suggestions for short membership survey before April meeting with final survey to be sent out in June</p>

<p>e) Leadership forms and dates</p> <p>Pam asked the board to complete the required Leadership Responsibility forms and give back to her so that she can mail them to SLA Headquarters.</p> <p>Pam asked if everyone on the board still wants her to forward the SLA Leadership Connections newsletter that she receives and all members still want it.</p> <p>Pam asked the board if they would like the President, Rebecca Vargha, to visit the chapter this year, because she needs to submit a request before the end of the month. The board agreed that a visit from Rebecca isn't necessary this year, because President-Elect, Stephen Abram, is available to us.</p>	<p>All – give completed SLA Leadership form to Pam</p> <p>Pam – continue to forward SLA Leadership Connections newsletter to board</p>
<p>f) Budget Approval for 2007</p> <p>Joy mentioned that she would like to learn what other divisions include under the categories provided by SLA Headquarters, so she is going to seek input from other treasurers when she attends the Leadership Summit at the end of the month. Joy noted that it's hard to classify all the miscellaneous items and that SLA Headquarters doesn't really care about the specifics (unless there are problems and we don't balance). Heather suggested that Joy use Quicken to include examples or a definition of what is included in each category (e.g. difference between a sponsorship and a contribution).</p> <p>Joy explained that the largest budget category is Meetings and our goal is to break even, and the second largest category is Travel which depends on the location of that year's conferences. Joy noted that the chapter receives about \$12 US per member from SLA Headquarters and the chapter currently has about 450 members (as of Dec. 2006), so our Allocations budget is \$6000.</p> <p>The board approved the chapter's budget for 2007 (\$23,000) as submitted by Joy.</p>	<p>Joy – motion to approve the 2007 budget for the chapter as submitted to the board</p> <p>Melissa – seconded motion</p> <p>All – approved</p>
<p>5. Other Business</p> <p>Heather asked the board to send her a screenshot of any error messages they receive when registering for events on the chapter website, as she has received a few duplicate registrations for the upcoming Toronto West event.</p> <p>Pam, Daniel and Joy will be attending the 2007 Leadership Summit in Reno, Nevada from Jan. 24th to Jan. 27th and will report back on their experiences at our next meeting. http://www.sla.org/content/resources/leadcenter/LeadershipSummit/07leadsummit/index.cfm</p>	<p>All – send Heather screenshots of any error messages on website</p>
<p>6. Adjournment</p> <p>Events this month: Jan. 16 - <i>Toronto West: A Tech Forecast: Library 2.0 in the Real World</i> with Stephen Abram at Oakville Public Library Jan. 31 - <i>Networking Night</i> during OLA Conference at Joe Badali's Ristorante</p>	<p>Heather - motion to adjourn</p> <p>Sandra - seconded motion</p> <p>Meeting adjourned @ 1:16 p.m.</p> <p>Next meeting: February 21, 2007</p>