

**SLA Toronto Chapter Executive Board Meeting Minutes
February 21, 2007 @ 12:00 p.m.**

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

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

Agenda Items	Motions and Action Items
<p>1. Welcome and approval of agenda</p> <p>Agenda approved as distributed by Pam at meeting</p>	<p>Heather - motion for approval of today's agenda Joy - seconded motion All – approved</p>
<p>2. Approval of minutes from meeting of January 2007</p> <p>Minutes approved with some minor revisions as discussed.</p>	<p>Sandra – motion for approval of Jan. minutes Joy – seconded motion All – approved Tylene – make changes and post PDF copy of Jan. 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: Treasurer's Report The board discussed the Vendor Relations update part of Joy's report and agreed with Martha Foote's suggestion to have Evan Vella, the Vendor Relations Chair send out the initial requests for sponsorships using the 'official' letters that Martha has created. The board also agreed with Martha's suggestion of using key SLA members who have known vendor contacts later in the process. Pam also noted that some prospecting research will be required on Evan's part to identify more potential sponsors/partners. Joy reminded Pam to send thank-you letters from the President to recent sponsors. Heather asked for some clarification about the cash flow for SLA Toronto West subgroup and Joy confirmed that their January event is in fact profitable once PayPal registration income is in the bank and added to the figures shown.</p> <p>Re: President-Elect's Report Regarding Daniel's suggestion to update our preferred contact points, Pam passed around a list and asked the board to indicate their preferred e-mail addresses for SLA correspondence. Heather announced that she will be starting a new position at McCarthy Tetrault as a Knowledge Manager on March 5th and will send her new coordinates to the board and revise them on the chapter website. Once Pam finalizes the contact list with Daniel and Heather, she will send a copy to the board.</p> <p>Re: Membership Chair Report (as submitted by the President following Melissa's resignation from the board) Pam noted that as of Jan. 11, there are 11 new members and as of Feb. 9th, there are 463 members in total, which is a slight improvement. See Membership Trends discussion that follows later on agenda.</p>	<p>Joy & Pam – set up meeting with Evan and ask him to keep record of when and to whom he sends letters</p> <p>Pam – send thank-you letters to recent sponsors</p> <p>Heather & Daniel – send contact info to Pam</p> <p>Pam – finalize board contact list and send to board</p> <p>Heather/Britta – make website updates as needed</p>

<p>4. Old Business a) Advisory Board Pam reminded the board to keep the Advisory Board contact information up-to-date and to check that the volunteers are still members of SLA using the online member directory. Pam noted that she has recently printed a complete list of Toronto Chapter members if anyone would like to look at it. Pam asked Heather to update the Survey volunteer to Laura Anderson.</p>	<p>All – check that your Advisory Board reports are members and that their contact info is current</p> <p>Heather – change Survey volunteer to Laura Anderson</p>
<p>b) SLA Toronto West Programming Pam mentioned that the Jan. 16th event at Oakville Public Library featuring Stephen Abram with A Tech Forecast: Library 2.0 in the Real World was very informative, but sadly, Carolyn Sidey announced it as the last west event, because no one has offered to run the west programme. Tylene suggested that we provide the link to Stephen's presentation on the chapter website - http://stephenslighthouse.sirsidynix.com/archives/2007/01/sla_toronto_cha.html The board discussed the need for the Toronto West subgroup to have an executive board to organize events because perhaps the main board could organize events and just host some of them in the west. Pam noted that Ulla de Stricker suggested at least offering virtual seminars for the west subgroup. The board agreed that we would try to hold some events in the west this year and use the previous board as contacts for the location and food provided at OPL.</p>	<p>Pam – contact Linda and Carolyn with some ideas</p> <p>Heather/Britta – post link to Stephen's presentation on chapter website?</p> <p>Sandra – coordinate some events to be held in the west with help from Pam and Tylene who live in Burlington</p>
<p>5. New Business a) Events Cancellation – refunds and policy The board discussed the need for a refund policy for unforeseen circumstances in light of our recent event cancellation on Feb. 8th due to poor weather. The board agreed that we should give full refunds (without deducting admin. fee) if the cancellation is caused by an unforeseen circumstance on our end. Joy explained that we can not give refunds for those who paid by PayPal, so we would have to absorb the PayPal fees and write them a chapter cheque with the refund. For those who paid by cheque, Joy suggested that we could give the registrants the option of mailing their cheque back or destroying their cheque (saves the chapter on postage). Joy noted that there is also the issue of corporate registrations for a group of people. The board agreed that the refund should be sent to the person who registered and that we should invite all the current registrants to attend the rescheduled session on May 10th. Going forward, the board agreed that we should require registrars to share their registration spreadsheet information with a board member early in the week of the event, to ensure that registrants can be contacted by the board if an event has to be cancelled or a venue changed.</p>	<p>Joy / Registrar– send note to all registrants offering that they can attend the May 10th session or they can have a refund cheque mailed to them</p> <p>Sandra/Joy – ask registrars to provide detailed list of attendees to them for backup purposes</p>
<p>b) Membership – Toronto trend and chair replacement Pam distributed a trends graph that compares the Unit Membership Trends and the SLA Membership trends and shows that both have declined. Pam noted that she has created a binder that covers information about all the chapters and divisions, noting that the membership levels reached their lowest point ever, but this was an SLA-wide trend. Pam mentioned that Jill Calabria told her that SLA is not having a problem getting new members, but having a problem keeping existing members. Pam noted that there are 26 members in the GTA without a chapter affiliation (which is free), so we need to contact them. Pam also has 11 new members to welcome and there are 7 members who didn't renew their membership since the last list was generated. Tylene suggested that members who didn't renew might be from her own library which recently purchased an organizational membership to save on costs of individual membership. Tylene noted that she had to purchase her own individual membership in order to continue her leadership responsibilities with the board. Pam offered to check into this organizational membership option with SLA Headquarters. Pam noted that we are hoping to have a new Membership Chair soon and she will keep us posted. Pam explained that since Claire Lysnes will be attending NELI, she is a possible candidate for the position as part of her requirement to serve on the board for winning the NELI grant.</p>	<p>Pam – ask new Membership Chair to follow-up with member concerns</p> <p>Pam – check into organizational membership options with SLA HQ</p> <p>Daniel – ask Claire to serve on board as Membership Chair (part of NELI grant requirement)</p>

<p>c) Joint programs discussion Joy explained that 70 people attended the joint CASLIS/SLA Social on December 14, 2006 at the Arts & Letters Club which was profitable (since the room for the SLA AGM was 'free'), so she needs to provide CASLIS with their appropriate share of the funds. The board discussed various options for calculating these amounts and agreed with Joy that this time she should pay CASLIS the figure that they calculated, because there is only a 1% difference if the attendance split is recalculated leaving out unpaid attendees and adding in the sponsored students. Joy will finalize all financial items with CASLIS. All agreed that we will need to establish principles for future joint events because the member vs. non-member costs also affect the calculations and we should not be counting students who are paid for by other members.</p>	<p>Joy – finalize joint social financials with CASLIS</p>
<p>d) Programming Sandra asked the board for their feedback about offering the Web 2.0 replays as one session or two separate sessions. After some discussion, the board agreed that we would offer the two sessions separate because it would be too long. The board also agreed to offer a light dinner or snacks (refreshments and cookies) and the board agreed that the end of March would be best as Sandra has already booked the room for March 22 and could possibly schedule the second event the following week. Heather suggested that we provide detailed event descriptions on the chapter website when the dates are finalized for the Click U Live webinar replays: Web 2.0 in Libraries: Theory and Practice, Part I and The Tools of Web 2.0, Part II. The board agreed that the April 19 joint event for International Librarians Day should just be a social networking event with no registration required. Pam noted that Stephen Abram suggested that the chapter arrange for more programming with students like the tea session that he held with FIS students on Feb. 7th. Pam also suggested that we purchase the inexpensive Gary Price webinars (Apr. 24th, Sept. 6th and Dec. 6th) to offer some additional programming to members. The board discussed possible speakers and topics for June and October. Heather offered to facilitate part of a Knowledge Management topic and suggested Tracey Palmer as another potential speaker. Suggested speakers for the Succession Planning topic included Ulla de Stricker and Vicki Whitmell.</p>	<p>Sandra – finalize details for March events and provide Heather/Britta with info for website</p> <p>Sandra – finalize details for Apr. 19th social event</p> <p>Sandra – purchase and schedule the live Gary Price webinars</p> <p>All – send potential event speakers and topics to Sandra</p>
<p>e) Chapter modeling session at Leadership Summit Pam distributed a copy of the notes from the chapter modeling next steps session held at the SLA Leadership Summit in Reno, Nevada on Jan. 26, 2007 and asked the board to read the document and give her any comments or feedback.</p>	<p>All – read chapter modeling notes and give any feedback to Pam</p>
<p>6. Other Business Joy asked if we should start including more contact information on the SLA Executive Board again, but if not, we definitely need to have a mailing address for the Treasurer or Registrars or at least the chapter. Pam noted that Caroline Werle at RIM allows us to use RIM's mailing address (at 740 Huron St.) for the chapter, but we need to confirm if that is still okay before posting on the website. Pam noted that she received some chapter association deadlines and the chapter is to submit their Annual General Meeting minutes by Dec. 2006, however we did not take any minutes at our AGM as it was more of a speech and awards ceremony – Pam will check with SLA Headquarters about requirements. Heather reminded the board that Stan Orlov has resigned as the Discussion List administrator and we need to find another volunteer – Pam will ask Daniel.</p>	<p>Pam – check with Caroline if RIM's address can still be used for the chapter's mail and post on website</p> <p>Pam – check with SLA HQ about AGM minute requirements</p> <p>Pam – ask Daniel to find tech-savvy volunteer to oversee the Discussion List</p>
<p>7. Next Meeting and Adjournment Pam will contact us about the next meeting originally scheduled for Mar. 7th.</p>	<p>Heather - motion to adjourn Sandra - seconded motion Adjourned @ 1:25 p.m. Next meeting: TBA</p>