

**SLA Toronto Chapter Executive Board Meeting Minutes
April 4, 2007 @ 12:00 p.m.**

**McCarthy Tétrault
Suite 4700, Toronto Dominion Bank Tower, TD Centre, Toronto**

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

Agenda Items	Motions and Action Items
<p>1. Welcome and approval of agenda</p> <p>Welcome to Claire Lysnes, our new Membership Chair and winner of the chapter's grant for the Northern Exposure Leadership Institute (NELI), which she attended in March. Agenda approved as distributed by Pam at meeting</p> <p>March Notes: There were no minutes created for our March virtual meeting, however, the executive board submitted March reports by e-mail and a few items were discussed, including approval of the Feb. minutes and an executive position name change as suggested by Pam, (as acting membership chair).</p> <p>Motion: Approve February minutes with revisions as submitted.</p> <p>Motion: Change title name Membership and Recruitment Committee Chair to Membership Chair.</p> <p>Heather asked the board to send her any updates for the board's information on the website and Heather offered to update Claire's information, as well as the organizational chart. Daniel reminded Claire to update the Membership Chair section on the best practices wiki.</p>	<p>Heather - motion for approval of today's agenda Daniel - seconded All - approved</p> <p>Sandra - motion for approval of Feb. minutes Joy - seconded All - approved Tylene - post PDF copy of revised Feb. minutes on chapter website</p> <p>Pam (as acting membership chair) - motion for name change for Membership Chair position on board Daniel - seconded All - approved Heather - update website and org. chart Claire - update wiki</p>
<p>2. Questions and comments arising from submitted reports for April</p> <p>Re: President's Report Daniel asked for clarification about why Pam needed to contact Caroline Werle. Pam would like to confirm the use of Caroline's mailing address for the chapter's "official correspondence", for occasional items like confirmations regarding the PayPal account and the letterhead.</p> <p>Re: Director's Report Daniel asked about the best practices for fixing broken links on the chapter website and all agreed that it is better to have no link than a broken link. Since it is time-consuming to fix all the broken links, Heather and Britta will check into other options for easier maintenance of the site.</p> <p>Re: Membership Chair's Report (as submitted by Pam) Pam noted that the chapter has 459 members as of March 2007. Joy asked if we know the allotment amount per member, especially now that there are more organizational members in the chapter which reduces the number of individual members. Pam offered to check allotment numbers with Natalie Gozzard at SLA</p>	<p>Pam - confirm mailing address use with Caroline Werle - RIM</p> <p>Heather/Britta - check into other options for link maintenance and advise board of next steps</p> <p>Pam - contact Natalie Gozzard re: member allotments</p>

<p>Headquarters. Daniel asked if attrition was due in part from individual members becoming corporate members, and what other effects this would have on the chapter. The board agreed that organizational members should be allowed member rates for meetings to encourage attendance. Pam explained that the overall trends show the drops in membership are not reflective of drops in new members, but those members who do not renew their membership. Joy mentioned that some of the non-renewals might be due to retirement. Daniel noted that many long-standing members, including Chapter Past Presidents, are no longer members according to the Membership Directory. Heather asked if we should be approaching them and Pam noted that SLA Headquarters currently runs a survey of lapsed or deactivated members, but we could run our own survey if we received a list of lapsed memberships. Pam suggested that we revisit this topic after the conference in June where we might get other ideas about memberships. Pam also mentioned that membership trends are going to be published in the Membership Community of Practice every 6 months.</p>	
<p>3. Old Business</p> <p>a) Programming – Webinars & virtual seminars</p> <p>Sandra noted that the sound quality of the recording was much better at last night's virtual seminar replay about web 2.0 tools (part II) – about 9 people attended the first session (Mar. 22nd) and about 13 people attended the second session (Apr. 3rd). Pam suggested that we give out feedback forms at each session and Heather suggested that we could use SurveyMonkey for these recent sessions.</p> <p>Pam noted that we have the replays for a bit longer and we could show them in the west end if it could be coordinated in time. Joy noted that the west group used to pay (about \$80) for the use of the Oakville Public Library meeting room. After a brief discussion about governance issues for the SLA Toronto West subgroup, the board agreed to take off the volunteer invitation from the front page of the chapter site and leave the same contact names under the Advisory Board for now until further arrangements can be made for west end event coordinators. Pam suggested that the chapter have an Advisory Board meeting to discuss programming and best practices for all the sub-groups.</p> <p>The board reviewed the tentative schedule that Sandra has arranged and made suggestions about possible topics to cover the rest of the year. Daniel suggested that we offer a multi-disciplinary event to appeal to a broader audience. Heather suggested that Sandra reserve the Arts & Letters Club again for the December AGM. Heather and Tylene offered to create fun icebreakers for some of the upcoming social events. Pam noted that the board is planning to present the Seneca student with their award from the chapter at the May 10th event.</p> <p>Tentative Schedule includes: May 10th – Negotiation Strategies with Joanne Oliver (rescheduled from Feb. 8th) June 3-5? – live conference sessions? – Sandra to check what is offered, if any June 21st – Best of the Web July or August – Joint Summer Social with CASLIS Sept. 6th – Gary Price Update #3 Webinar Sept. 20th – Business Research Oct.? – Social event? Oct. 25th – Succession Planning Nov. 22nd – Knowledge Management Dec. 6th – Gary Price Update #4 Webinar Dec.13th? – Joint Holiday Social with CASLIS (and AGM)</p>	<p>Sandra - negotiate refund or time extension because of poor quality of the replay.</p> <p>Daniel & Pam - find volunteers from the west to setup meetings, like replays of videos purchased by the main chapter, etc.</p> <p>Pam - arrange for Advisory Board meeting soon</p> <p>All - send speaker/topic suggestions to Sandra</p> <p>Sandra – check which live webinar sessions are offered during the SLA conference</p>

<p>b) Special Librarians Day Pam reminded board members to attend our April 19th joint event to celebrate International Special Librarians Day with members of SLA, CASLIS, TALL and THLA starting at 5:30 pm at the Duke of Westminster in First Canadian Place (77 Adelaide St. W.) – there is no registration or RSVP required for this event and we hope it will be a good turnout as the (free) reserved room at the back of the Duke holds up to 100 people.</p>	<p>All - attend International Special Librarians Day on April 19th @ 5:30 pm</p>
<p>4. New Business a) Poster re: best practices wiki for conference Daniel has offered to put together a poster (2' x 3' bulletin board) for the Denver conference "Idea Showcase" highlighting the Toronto chapter website, which Daniel feels is "best in breed," especially the Best Practices Wiki. Heather suggested that we state the issue/problem and then follow that with the solution/tool used by the chapter and comment on the successful results. Heather suggested that Daniel could include a Coming Soon...section highlighting some of the chapter's future plans for the site.</p>	<p>Daniel - create a poster for the SLA conference in Denver with help from Pam and Heather</p>
<p>b) Vendor Relations Joy noted that Evan Vella started a new job, so she hasn't been able to get a hold of him yet. Joy suggested that the next step is for Evan to follow-up Pam's letters to recent contributors with phone calls, through which he would ask whether we can count on their support again (i.e. for the current year). Heather noted that she still needs some information about McGraw-Hill to post on the website including a logo and contact details, which Pam offered to get for Heather. Pam mentioned that she now has an OCLC contact to request a contribution. Joy noted that the chapter mainly needs one or two chapter sponsorships at the most common level, \$1,500 (totaling \$3000) and one or two at the \$500 level in order to cover the board's expenses this year, as there is still a buffer amount from last year.</p>	<p>Pam - ask McGraw-Hill for logo and contact information for chapter website Partners page and follow-up with OCLC re: sponsorship Joy - follow-up with Evan re: sponsorship status</p>
<p>c) Board meeting location The board discussed possible locations for upcoming meetings, including Sandra's work location or the FIS Inforum Katharine Ball Lab where meetings were held for part of 2006.</p>	<p>Pam - inform board of location for next meeting when finalized</p>
<p>d) Thank you gifts re: Archives (OLA and FIS) Tyrene suggested that the board purchase plants to thank the OLA for hosting the chapter's archives for many years and to thank the FIS Inforum for offering to host the archives now and going forward. The board agreed and a motion was passed. Motion: To purchase and arrange for delivery of plants (not to exceed \$50 each) as an expression of our gratitude to the OLA for hosting our chapter archives in the past and to the FIS Inforum for offering to host our archives now and in the future.</p>	<p>Tyrene - motion to purchase thank you gifts for OLA and FIS Inforum Joy - seconded All - approved Tyrene - arrange for delivery of plants to OLA and FIS Inforum and submit expense form to Joy</p>
<p>e) MLIS retreat in London The board discussed the invitation from the Faculty of Information Studies at the University of Western Ontario to attend their MLIS retreat on Tuesday, April 17th, 2007. UWO FIMS is looking for input from the special libraries community about their academic program – they also requested a written submission. Since none of the board members are available to attend the all-day event, Tyrene (an MLIS grad) offered to submit some feedback on behalf of the SLA chapter.</p>	<p>Pam - send regrets to Donna Chan Tyrene - submit feedback re: UWO FIMS MLIS academic review to Donna Chan</p>
<p>6. Next Meeting and Adjournment Events this month: April 12 – Marketing Yourself with guest speaker, Rich Derksen April 19 – International Special Librarians Day Joint Social April 24 – Gary Price Quarterly Update #2 Webinar</p>	<p>Sandra - motion to adjourn Daniel - seconded All - approved Meeting adjourned @ 1:20 p.m. Next meeting: May 2nd, Location: TBA</p>