

**SLA Toronto Chapter Executive Board Meeting Minutes
May 2, 2007 @ 11:45 a.m.**

**Rm. 3330, 99 Wellesley St. W. (Whitney Block, Queen's Park, Toronto)
Information Resources Branch, Legislative Library,
Legislative Assembly of Ontario**

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 and previous minutes</p> <p>Motion: Approve April minutes with revisions as submitted by Daniel, Joy, and Heather.</p>	<p>Heather - motion for approval of today's agenda Claire - seconded All - approved</p> <p>Joy - motion for approval of Apr. minutes as amended Heather - seconded All - approved Tylene - post PDF copy of revised Apr. minutes on chapter website and re-send revised version to board</p>
<p>2. Questions and comments arising from submitted reports for April</p> <p>Re: Event Coordinator's Report, Past Events & Upcoming Events</p> <p>Heather asked for a brief summary of the April events. Sandra explained that the April 12th event featuring guest speaker Rich Derksen about marketing yourself was generally well-received; it was held in the Dean's Conference Room at FIS which is a small room, but was okay for the 14 people who attended; print evaluation forms were handed out and some of the submitted suggestions included holding Part 2 of the same workshop that would focus more on the practical tips (as mentioned in the handout at the session); an additional suggestion was to have a future workshop on competitive intelligence. Sandra noted that 23 people attended the Gary Price webinar on Apr. 24th and that room was better for webinar viewing.</p> <p>Sandra explained that the upcoming May 10th event (which was rescheduled from Feb. 8th) already has 30 people registered (as of this board meeting). Heather suggested that we should ask someone to summarize each event which would also serve as potential content for the Courier and all agreed. Pam will check with Rich Derksen for a synopsis of his Apr. 12th event.</p> <p>The board also discussed how to deal with non-registrants who show up near the end of events to gather related resources and it was agreed that Claire would follow up with any concerns of this nature.</p> <p>Heather suggested that we may have enough appropriate content now to create a members-only section on the SLA Toronto Chapter website. Heather will check with Britta about the steps involved in creating a members-only section and the board will discuss this option at a future meeting.</p>	<p>.</p> <p>Sandra - include event suggestions from feedback forms on wiki?</p> <p>Sandra - arrange for an attendee to write a brief summary at each event</p> <p>Claire - follow-up with any member concerns re: partial event attendance without payment</p> <p>Heather - check with Britta about possibility of creating members-only section on website</p>

<p>Heather reminded Sandra to check with CASLIS about the date for the Joint Holiday Social (and SLA's AGM) as they may already have the room booked at the Arts & Letters Club in December (perhaps Thurs. Dec. 13th?)</p> <p>The board also discussed upcoming events and decided to offer a Best of the Web panel session on June 21st. Daniel asked board members to send him suggestions of possible panel members and he offered to chair the session. Heather suggested that we have members share their favourite sites (like LifeHacker.com) that have broader applications (like personal task management) and are not specific to any one industry.</p> <p>Re: Director's Report & Membership Chair's Report Daniel suggested that when sending out the Courier e-mail announcements, the editors include a Table of Contents which lists the member authors (in order to highlight the contributions of members and encourage others to provide article submissions). All agreed on this practice and Heather will pass on this suggestion to the editors. Daniel also suggested that when including the new member list in the Courier, we trim the address part. Daniel noted that the Toronto Chapter represents all members in Ontario, not just the GTA. Daniel explained that they will soon be launching a new member system which will help with this issue, so for now, just include the member's name, company and city.</p>	<p>Sandra - check with Daniela Serban, President of CASLIS Toronto about Dec. social date and room booking</p> <p>All - send panel member suggestions to Daniel who will coordinate and chair June 21st Best of the Web event</p> <p>Heather - share TOC suggestion with Courier Editors</p> <p>Claire - follow membership listing conventions until new system is launched</p>
<p>3. Old Business</p> <p>a) Poster for SLA Conference Daniel has taken screenshots of the chapter's website and they just need to work on the design of the poster board and the text, which might take an issue to solution approach (i.e. SLA CTOR needed record of chapter's best practices ---> created wiki). Pam will meet with Daniel this month to finalize the poster.</p>	<p>Daniel/Pam - finalize poster and bring materials to conference</p>
<p>b) Vendor Relations Joy explained that the board should read her report for further details, but noted that Evan Vella now has all the information he needs to be operational and start soliciting contributions. The board discussed the importance of the Vendor Relations Chair position and how funding commitments can impact decisions about future events. The board agreed to give Evan specific task deadlines and would like to receive a vendor relations status report by the end of June. It was suggested that Joy create a spreadsheet that lists the vendor contact name, the date of contact, the vendor's response and the status of their potential contribution that could be completed by Evan when approaching vendors for funding.</p>	<p>Joy - inform Evan that the board requires a vendor relations status update by the end of June and create spreadsheet for tracking purposes</p>
<p>c) International Special Librarians' Day Assessment Background: On April 19, 2007 from 5:30 pm to 8:30 pm, a joint social event was held at the Duke of Westminster Pub in First Canadian Place to celebrate International Special Librarian's Day with members of CASLIS, SLA, TALL & THLA. The board discussed the lower than expected turnout at the event – about 25? people attended. All agreed that it's important to have a meet & greet function to welcome people and help orient them when they arrive at the event. It was also suggested that signage and name tags (indicating group affiliation) would be useful as well as some type of ice breaker that gets attendees to mingle more with each other. Pam suggested that the chapter make this type of joint social an annual event in April and the board agreed to include International Special Librarians' Day joint social in next year's schedule. The board also agreed that each group should contribute around \$100 to purchase some appetizer/snack platters for the event.</p>	<p>Sandra/Registrars – arrange for welcome table and name tags at all events</p>

<p>Based on this discussion, the board also agreed that appetizers and name tags should be provided at the joint SLA/CASLIS summer social (being arranged by Greg Barber in July at the Bedford Academy like last year's summer social? - TBA).</p>	<p>Sandra/Greg - submit receipts for food costs of summer joint social</p>
<p>4. New Business</p> <p>a) SLA Conference in Denver Pam and Daniel are attending the conference, leaving on June 2nd and returning on June 6th. Pam offered to check into the Membership Chair session for information for Claire because Pam has attended this session in the past and found it very helpful.</p>	<p>Pam & Daniel - report on conference experiences at June meeting (and in Summer Courier?)</p>
<p>b) Wiki for meeting reports Daniel explained that he has set up a Chapter Executive Board Meeting Archive section on the board's private Best Practices wiki (hosted on the chapter's server) for board members only to post their reports. Daniel noted that the chapter might migrate from WikiASP to the SLA's new wiki software in the future and Daniel has sent a request to headquarters about this option. The board agreed that the current meeting archive on the wiki meets our purposes for now which is to post all board reports in one place, rather than exchanging multiple e-mail messages. Daniel explained that the wiki does not currently offer a file upload (which affects Joy's usual report format - PDF) and Daniel also cautioned the board about including any content that we wouldn't want in the public domain. It was also suggested that the board's secretary take on the role of administering the wiki (i.e. adding horizontal lines between submitted reports, creating new pages for each meeting and linking to approved minutes, etc.).</p>	<p>All - post your reports to the wiki and contact Daniel if you have any questions</p> <p>Tylene - administer wiki by adding necessary pages, formatting and posting links to final PDF minutes on main site</p>
<p>c) Advisory meeting date Pam explained that she is planning to set up a meeting with the Advisory Board, possibly this summer?</p>	<p>Pam - schedule meeting with Advisory Board</p>
<p>d) Other Pam reminded the board that she would like even more promotion of upcoming events and, as one of her objectives for her term as President, she would like to promote chapter events to other areas outside of special libraries, such as the IABC, KMPPro, SCIP, TALL, etc. Sandra noted that she is on the programming committee for the OCLC? and there might be opportunities for joint events. Pam shared Stephen's suggestion that the chapter involve more library students in events. Claire offered to help contact U of T FIS students as a board member of the FIS Alumni Association. Daniel suggested that we add any known chapter affiliations to the wiki (under the front page, section VII. Relationship with Other Associations – CASLIS already listed) and Pam can follow up with our suggestions.</p>	<p>All - send Pam (or post to wiki list) suggestions of other organizations that might be interested in chapter events and/or known affiliations with current members</p>
<p>5. Next Meeting and Adjournment</p> <p>Upcoming Events: May 10th – Effective Negotiation Strategies for Purchasing Information Resource Contracts (rescheduled from Feb. 8th) June 3rd to 6th – SLA Conference in Denver, CO (Pam and Daniel attending) June 21st – Best of the Web – details TBA</p>	<p>Sandra - motion to adjourn Daniel - seconded All - approved Meeting adjourned @ 1:00 p.m. Next meeting: June 13th, Location: TBA</p>