

**SLA Toronto Chapter Executive Board Meeting Minutes
June 13, 2007 @ 12:00 p.m.**

**PwC Management Services LLP
145 King St. W., 11th Floor Meeting Room**

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 today's agenda.</p> <p>Heather commented that posting the meeting location information on the wiki was very helpful – thanks Pam. Claire offered her location for future meetings and she will post location info to the wiki as meeting rooms might change.</p> <p>Motion: Approve revisions to April minutes</p> <p>Motion: Approve May minutes</p>	<p>Daniel - motion for approval of today's agenda Claire - seconded All - approved</p> <p>Claire - motion for approval of Apr. revised minutes Daniel - seconded All - approved</p> <p>Sandra - motion for approval of May minutes Heather - seconded All - approved Tylene - post PDF copy of May minutes on chapter website</p>
<p>2. Questions and comments arising from submitted reports for May</p> <p>Re: Treasurer's Report Daniel had a question re: sponsorship money – does 2007 money apply to 2007 or 2008? Joy explained that it's not always clear which year to apply funds received from vendors, however, she records the money in the year it is received. Daniel noted that we may need to recognize vendors before or after we receive their funding, according to their sponsorship levels of Platinum, Gold or Silver. For example, we have a commitment from CEDROM for 2008. Another example is McGraw-Hill, who paid in 2006, but is just being recognized on the SLA site now.</p> <p>Re: Director's Report Heather explained that she needs MS Access in order to update the database on the SLA website.</p> <p>Motion: To purchase a copy of MS Access for use by the chapter (i.e transferable) for website updates.</p> <p>Daniel suggested that Heather first check with SLA Headquarters to see if they have MS Access available to SLA board members. Daniel also reminded the board that SLA will soon be rolling out a new content management system – ACMS that we could consider in future website development.</p> <p>Re: Membership Chair's Report Heather mentioned that she received her welcome to the chapter e-mail letter from</p>	<p>.</p> <p>Heather – motion to purchase copy of MS Access for board use Seconded - Joy All - approved</p> <p>Heather – to check if SLA has MS Access and if not, to purchase a copy for use by the board, as approved by Motion.</p>

<p>Claire, but wanted to note a few points – the Discussion List instructions need to be updated in the letter (they also need updating on the website) and Heather suggested that we also promote the RSS feed for the Courier.</p> <p>Pam mentioned that a new chapter member at the conference said he has yet to receive a welcome letter from the chapter. Pam suggested that Claire send the message to new members over the last 6 months. Daniel suggested that Claire introduce herself in the note to help put a face with the position.</p> <p>Re: President-Elect’s Report Heather noticed an error on the conference poster – confirmations are not saved in the database as stated.</p> <p>Re: Event Coordinator’s Report, Past Events & Upcoming Events Heather explained that Sandra and Laura are sending out electronic surveys through Survey Monkey post-meetings and there has been a good response rate with lots of comments received. Heather suggests that a range choice be added for the question related to length of time with chapter. Heather noted that many people liked Joanie Olivier’s workshop on negotiating information contracts and are requesting a second one.</p> <p>Sandra asked the board what she should do with the surveys. Daniel suggested that she could post the results to the wiki and that he is investigating the wiki tool being used by SLA Headquarters. Heather suggested that we add some more navigation links to the wiki. Daniel explained that we can navigate to other pages using the link for the title of that page.</p>	<p>Claire – make suggested changes to new members welcome letter and send to members who have joined the chapter in the last 6 mos.</p> <p>Heather – ask new Discussion List coordinator for updated instructions to post on the website</p> <p>Sandra – to post survey results on the chapter’s wiki</p>
<p>3. Old Business</p> <p>a) SLA Conference Update (Pam & Daniel) Pam asked the board to see her report and offered to send a summary by e-mail as well. Pam’s brief summary: From the Leadership Development meeting, Pam learned that over 800 SLA members have no chapter affiliations. Pam also attended the Chapter Cabinet meeting and has some membership info for Claire. Pam also explained that the SLA has started some neat tech initiatives which they will be rolling out to chapters soon, including modules for event registration, chapter directories, virtual communities, better tracking and the online payment functionality. Pam noted that this was the first time there was representation from every chapter at the conference and she enjoyed her lunch with other Canadian chapter presidents. Pam explained that the board only has to submit one chapter report at the end of January. Pam distributed a copy of the Chapter Cabinet Meeting Agenda and notes for board members to review.</p> <p>Daniel reminded the board that the Toronto Chapter is responsible for hosting the Canadian Reception at the SLA Conference in Seattle in 2008 as Canadian chapters rotate responsibility for the reception.</p> <p>Dates to remember: Leadership Summit Institute – Louisville, Kentucky – Jan. 2008 SLA 99th Annual Conference – Seattle, Washington – June 2008 SLA 100th Annual Conference – Washington, DC – June 2009</p>	<p>All – send suggestions for 100th Anniversary of SLA Conference to 100@sla.org</p> <p>Pam – send this information to discussion list</p> <p>Heather – post this information to the chapter’s website</p> <p>Tylene – post this information to the chapter’s Facebook group</p>

<p>Pam asked the board for ideas of how to better engage the chapter's SLA fellows (she will send a list to the board). Daniel suggested that the fellows could suggest ways to retain and involve senior members of the chapter; (e.g. discovering what program offerings would most likely appeal to them, what would motivate them to come out to events, etc.).</p>	<p>Pam – send list of the chapter's SLA fellows to the board Pam or Daniel – book Stephen soon for next year</p>
<p>b) Poster for SLA Conference Update (Daniel) Daniel noted that the Toronto Chapter is considered a “thought leader” in SLA and our poster and ideas were well-received. Daniel noted that the 2005 SLA Conference in Toronto set the bar for future conferences and this was evident in the similar website and guidebook created for this year's conference. Daniel shared some of the interesting things being done by the SLA Headquarters and other chapters:</p> <ul style="list-style-type: none"> - Leadership Development Institute – wiki space for chapters is being developed - Western Chapter demonstrated a similar “problem to solution” scenario showing how they overcame time and space issues by hosting virtual meetings and multiple meetings - Some chapters had turned their newsletter into a blog - Some chapters were including Flickr photos from events (as Daniel pointed out, event photos could be potential content for a members-only section) 	<p>Daniel – post ideas from conference on chapter wiki</p>
<p>c) Vendor Relations Update (Joy) Joy noted Evan is now working on securing vendor sponsorships. Pam suggested that we give more deadlines to Evan – e.g. vendors contacted by July 15th. Pam asked the board to give any vendor contacts who might be potential sponsors to Evan. The board discussed the importance of vendor relations. Joy explained that the chapter is not experiencing a financial crisis yet, but vendors are coming to us, rather than us going to them. Joy reminded the board that vendors have a budget cycle of their own that we need to work with. Pam noted that Daniel has already lined up two sponsors to fund the Canadian reception at next year's conference and CEDROM-SNI is interested in sponsoring next year's tech roundtable. Pam explained that she has received an offer from Ross Woolley for a virtual seminar to be hosted in the West at CSA International by the airport. All agreed that this was a good idea and Sandra will make the necessary announcements regarding the Aug. 14th event. Daniel remarked that vendors tend to gravitate towards chapters that are willing to work with them. Daniel commented on the importance of the chapter's vendor relations to subsidize events, so that we can provide a good venue, good food and good guest speaker(s). Daniel noted that it brings down the level of programming that we can provide without the funding to get people out to events – i.e. it takes money to make money. Daniel suggests that we go back to funding individual events, as the pooled funds idea is not working without advance planning. Daniel explained that we need money to support the next six months of events as well as funding for next year. Daniel asked for clarification about the next steps as we are still below our target for this year.</p>	<p>Joy – give Evan additional deadlines All – give potential sponsor info to Evan Sandra – add Aug. 14th webinar to event programme</p>
<p>4. New Business</p> <p>a) Meeting dates and locations for both board and chapter events (Pam & group) The executive board agreed to meet in July for an informal dinner meeting to brainstorm about ideas for the rest of this year and next year. It was also agreed</p>	

<p>that the executive board would continue to meet on Wednesdays, but on the second Wednesday of the month, beginning in September, so future meetings will be held on Sept. 12th, Oct. 10th, Nov. 14th, and Dec. 12th with the AGM tentatively planned for Dec. 13th, (depending on the agreement with CASLIS, since it will again be a joint social). Claire has offered her PwC location for future meetings – thanks Claire!</p>	<p>Pam – to confirm location of planning meeting in July and AGM date with CASLIS</p>
<p>b) Funding for President and President-Elect to attend Leadership Summit Institute and SLA Annual Conference (Pam & Joy) Joy would like some direction from the board to apply the costs of the Leadership Summit Institute and SLA Annual Conference. Pam suggested that we set aside funding for the President-Elect to attend the SLA Annual Conference, especially the cabinet part as it is very important. Pam suggested that the balance left from the Leadership Summit could be applied to offset the conference costs, as it is expensive. Daniel suggested that the budget be re-worded to reflect this agreement and perhaps increase the travel stipend to \$2500 or \$3000, then apply the balance to the conference. Joy explained that the chapter does not budget that way now, as the guidelines are taken from the position description. Joy also mentioned the calendar year problem as some monies are from 2006 and 2007. Pam noted that the chapter best practices wiki needs to be revised to reflect the new way of budgeting using pooled funds. Claire offered to make a motion, which may require further clarification from Joy, depending on current accounting practices.</p> <p>Motion: That the amount remaining (if any) from the travel stipend for President-Elect (used for Leadership Summit Institute, etc.) be applied to subsidize annual conference travel expenses (not to exceed \$2000).</p>	<p>Claire – motion to allow remaining travel stipend of President-Elect to be applied towards conference travel expenses Sandra – seconded All – approved</p> <p>Joy – to clarify best procedure for this type of accounting suggestion and explain to board in follow-up e-mail or at next meeting</p>
<p>c) Plan strategy for chapter’s presence to the membership (Pam) Pam explained that she has received feedback from members who have the impression that the chapter isn’t doing much and needs to do more. Daniel suggested that meetings include great speakers, great venues and great food (relates to funding as discussed earlier).</p> <p>Daniel suggested that we focus on the social aspect of events – like coffee break, movie night (e.g. show documentary about librarians), champagne brunch, winery tours, etc. Daniel noted that we could get longtime member, Colin Hoare, involved more – combine one of his art events with a dinner and drinks – make it social, etc. The board discussed other ideas such as a hockey game, a baseball game, Woodbine Racetrack event, Distillery District event, library tours, etc. Joy suggested that the September event be splashy and attractive to members after the summer hiatus.</p> <p>Daniel mentioned that the focus should be on planning ahead, so that people can plan to come to the events. Pam agreed that, by the end of July, the chapter’s events should be planned until the end of the year.</p> <p>Sandra noted that it is difficult to find ‘free’ venues and speakers as money is an issue. Sandra will contact the ROM to inquire about a library tour with a dinner option. The Elgin Theatre was mentioned as a possible location for events and the board discussed a few different locations, with a focus on ‘mixing it up.’</p>	<p>All – think of event ideas to share at the July meeting</p> <p>Sandra – contact ROM about Sept. library tour</p>

<p>5. Next Meeting and Adjournment</p> <p>Pam asked the board to have an informal brainstorm meeting in the summer before resuming with official meetings in Sept. The group agreed to meet for dinner in early July to come up with ideas for the fall and next year.</p> <p>Upcoming Events: June 21 - Best of the Web – guest speaker panel with Daniel as facilitator Aug. 14 - SLA Webinar @ CSA Aug. 30 - Joint Summer Social with CASLIS @ Bedford Academy Sept. 6 - Click U Live Webinar featuring Gary Price</p>	<p>Sandra - motion to adjourn Daniel - seconded All - approved Meeting adjourned @ 1:30 p.m. Next meeting: July 3rd (informal) then Sept. 12th, Locations: TBA</p>
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