

**SLA Toronto Chapter Executive Board Meeting Minutes
September 12, 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 & Action Items
<p>1. Welcome and approval of agenda</p> <p>Motion: Approve today's agenda with additions as discussed.</p>	<p>Daniel – motion for approval of today's agenda Joy – seconded All – approved</p>
<p>2. Approval of minutes from June meeting</p> <p>Motion: Approve June minutes with revisions as submitted.</p>	<p>Claire – motion for approval of revised June minutes Sandra – seconded All – approved Tylene – post PDF copy of June minutes on chapter website</p>
<p>3. Questions and comments arising from submitted reports for September</p> <p>Re: President's Report Daniel asked Pam about her suggestion to possibly share costs/member rates with other associations like SCIP. Daniel expressed concern about how we would select the other associations. Pam asked the board if there was any precedent for this type of arrangement, but other than joint events that are co-planned and might offer the same rates, there are no other examples. Pam explained that she is trying to connect with other related organizations as one of her objectives for this year.</p> <p>Daniel asked Pam about the cancellation of the Aug. 14th event at CSA. Pam explained that CSA offered to host the Aug. 14th webinar, but the event was cancelled due to low registration numbers, likely because the location (by the Toronto airport) was an issue for members. Pam noted that CSA still offered to pay for the webinar which their staff viewed and they are going to write a summary article for the upcoming Courier. Joy said that 2 registrants already received refunds and she will invoice CSA for the \$99 webinar.</p> <p>Daniel suggested to the board that we establish a set procedure for handling cancelled or postponed events as there is some info on the wiki, but we need to add more instructions. The board agreed to discuss this item under New Business.</p> <p>Re: Treasurer's Report The board discussed the problems with the Gary Price webinar on Sept. 11th. The original webinar scheduled for Sept. 6th was postponed to Sept. 11th and then SLA encountered technical problems, so it was cancelled after 30 minutes or so, to be offered again on Sept. 20th. It would be too difficult to arrange for a room and for attendees for the second showing, so the board agreed that all 35 registrants should receive refunds. There are some issues since about half of the registrants paid by cheque and half via PayPal. Some registrants may also want to attend the Dec. 6th webinar and apply their payment to that session. It was decided that Joy and Sandra would work out the best approach.</p>	<p>.</p> <p>Pam – check with CSA about payment for Aug. 14th webinar</p> <p>Joy & Sandra – organize refunds for the Gary Price webinar that was cancelled on Sept. 11th</p>

<p>4. Old Business</p> <p>a) Vendor Relations Pam explained that Evan Vella has resigned from his position as Vendor Relations Chair and the position is currently vacant. Pam noted that Evan sent out letters to new prospects over the summer months. Pam offered to contact Knovel to sponsor the November dinner meeting as a 'one-off' sponsorship for this year. Daniel mentioned that he will be sending out letters soon for 2008 sponsorships as the cycle for vendors often ends in the fall and they need to know their allocations for next year. Daniel explained that he will be updating the vendor part on the wiki and Laura Knapp will be the main contact from this point forward, as the new Vendor Relations Chair for 2008. Daniel mentioned that he will be sending out two letters, one to current partners and one to prospects. Heather asked about funding for the AGM in December, but Joy explained that we have coverage for this year and it is not a major issue, although our expenses have been greater than our inflows this year. Daniel mentioned that he would like to see our meetings become revenue neutral, but we are not in that position yet.</p>	<p>Daniel – continue updating vendor relations section on wiki; send out letters and work with new Vendor Relations Chair, Laura Knapp, on securing sponsorships for 2008</p>
<p>b) Board Plans for 2007/2008 Pam thanked the board for their brainstorming ideas at the July summer dinner meeting and suggested that they try to implement some of the ideas this year if possible. See the wiki for the list of suggestions from the July meeting. Pam noted that she and Claire will be visiting some students in October at FIS, FIMS and Seneca, as part of her objective to involve more students in the organization. Pam suggested that we send a student from our volunteer pool to the annual conference next year, since we missed this year's opportunity.</p> <p>Daniel shared the proposed slate for 2008: Executive Board: President – Daniel Lee President-Elect – Joy Shanfield Treasurer – Faye Mitchell Membership Chair – Claire Lysnes Director – Britta Jessen Secretary – Jan Moffat Event Coordinator – TBA Advisory Board: Vendor Relations – Laura Knapp Webmaster – Heather Ritchie Survey Administrator – Laura Anderson Facebook Administrator – Tylene Reaume Others – as currently listed on SLA website: http://units.sla.org/chapter/ctor/about/advisory.asp</p> <p>Daniel noted that he is still checking with Advisory Board members to see if they are willing to remain on in those positions, but most volunteers will return next year. Heather noted that the discussion list instructions still need to be updated on the chapter website and we might need another volunteer for the Discussion List Administrator role.</p>	<p>Daniel – continue checking with Advisory Board members about remaining in their roles for next year</p>
<p>c) November Meeting Daniel mentioned that Laura Knapp, who is now the Manager of Knowledge Services at the OSC, offered to organize the November 22nd meeting on the topic of Knowledge Management. Heather offered to facilitate the meeting panel of possible guests such as Jennifer Bain, Tracey Weiler (Palmer), etc. The board discussed a focus on KM in different fields, but the details are still to be finalized.</p>	<p>Heather & Sandra – finalize Nov. 22nd meeting plans with assistance from Laura Knapp</p>

<p>5. New Business</p> <p>a) Events with other associations Pam distributed copies of CASLIS Program at a Glance for 2007/2008 and noted the date conflicts with a couple SLA scheduled events. Pam mentioned that she really liked the CASLIS program and hoped that the board could do something similar for next year. Pam offered to create a list of fellow organizations that we could contact to hold joint events (e.g. CASLIS, SCIP, etc.). Daniel explained that he spoke with Colin Hoare at the August social about the possibility of sharing some of his group events on the SLA Toronto Chapter website. Colin is happy about the way he currently shares announcements with the discussion list, but he wouldn't mind some exposure for a few of the bigger events on the website. Sandra noted that the ROM Library Tour scheduled for Sept. 27th was so well-received that registration was completely full within an hour of sending the announcement.</p>	<p>Pam – post list of fellow organizations on wiki and send copy to board members</p>
<p>b) Annual Meeting Pam noted that the CASLIS/SLA Joint Holiday Social and AGM will be held on December 6th at the Arts & Letters Club of Toronto in the Great Hall. Pam explained that we are supposed to hold a more formal annual meeting, post an agenda which includes the proposed slate for next year's board, hold a vote and send the minutes to SLA headquarters. Pam will contact Daniela regarding the sponsorship and other details for the joint social. Joy offered to post the expense policy for joint events on the wiki.</p> <p>The board discussed the possibility of holding the December meeting on Tuesday, Dec. 4th, prior to the joint social on Dec. 6th. Pam will confirm the date and location. Heather offered to update the website with the new dates and Claire will provide her phone number for future meetings.</p>	<p>Pam – contact CASLIS President, Daniela Serban, to finalize details for joint social/AGM</p> <p>Joy – post joint event expense policy on wiki</p> <p>Pam – finalize Dec. executive board meeting date, time & location</p> <p>Heather – post revised meeting dates on website</p>
<p>c) Plan strategy for chapter's presence to the membership The board discussed the current process for how we cancel or postpone meetings, given the recent confusion over the Gary Price webinar. Pam asked Joy and Sandra to review the process that is posted on the wiki and update if needed.</p> <p>Heather and Daniel noted that they have not received a response from headquarters regarding their technology inquiries (re: site and wiki) – they will keep us posted.</p> <p>Pam explained that she and Gayle Gossen (who has offered to be a liaison with library students along with being the Awards Coordinator for the chapter) met in July with FIS students and they agreed that a process is needed for student sponsorships. Pam noticed that the FIS students are not that aware of the role of special libraries and they could use more marketing besides the SLA flyers from headquarters. Daniel suggested that Pam and Gayle update the student relations section on the wiki.</p> <p>The board discussed how to increase student representation at chapter events and Daniel suggested that we allow students to attend events free of charge and start a contributory fund to cover student expenses going forward. Joy noted that some members bring students from their own organizations to events and we may need more clarification on the registration form about student attendance.</p>	<p>Joy & Sandra – update event cancellation/postponement process on wiki</p> <p>Heather & Daniel – share any tech updates with board</p> <p>Pam – discuss student marketing ideas with Gayle and update student relations information on wiki</p>

<p>Motion: Resolve that beginning in January 2008, all library students (who are student members of the SLA) receive free registration to all SLA Toronto Chapter events.</p> <p>Discussion: Board agreed that unemployed members would not be free, but would still be offered a lower rate for events.</p> <p>Motion: Resolve that effective January 2008, SLA Toronto Chapter establish a student sponsorship fund which members and vendors/partners can contribute to as they wish in order to allow students to attend events free of charge.</p> <p>Discussion: Board agreed that this would allow students to attend more events and give an opportunity for current members to help out future members.</p> <p>Note: Information regarding student attendance at events and the student sponsorship fund will need to be updated on the wiki and on the chapter's website and event registration forms effective January 2008.</p>	<p>Daniel – motion for students to attend chapter events for free Claire – seconded All – approved</p> <p>Daniel – motion to establish a student sponsorship fund Claire – seconded All – approved</p> <p>Daniel – update student policy on wiki for Jan. 2008 Heather – update student information on website and registration form for Jan. 2008</p>
<p>6. Next Meeting and Adjournment</p> <p>Next executive board meeting will be Oct. 10th: Daniel recommended that we include an agenda item to discuss the 2008 tentative event schedule. Joy suggested that we include an agenda item to discuss funding for next year, so that she can prepare a preliminary budget for November and start getting next year's Treasurer, Faye Mitchell, involved in the budget process which next year's board will finalize and approve in January.</p> <p>Pam asked the board to review their positions on the chapter's best practices wiki and add as much information as possible to help with the transition for next year's board members. Pam suggested that we add a transition checklist for each position (i.e. what items need to be transferred, etc.) and she would like us to report back on what still needs to be done at the December meeting.</p> <p>Upcoming Events: Sept. 27th – ROM Library Tour</p>	<p>Pam – include 2008 event schedule and preliminary budget as agenda items for Oct. meeting</p> <p>All – review own positions on wiki and update as needed for next year's board; create transition checklist and report back at Dec. meeting</p> <p>Sandra – motion to adjourn Daniel – seconded All – approved Meeting adjourned @ 1:35 p.m. Next meeting: Oct. 10th Location: PwC</p>