

**SLA Toronto Chapter Executive Board Meeting Minutes  
November 7, 2007 @ 12:15 p.m.**

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

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

<b>Agenda Items</b>	<b>Motions &amp; Action Items</b>
<p><b>1. Welcome and approval of agenda</b></p> <p><b>Motion:</b> Approve today's agenda with additions as discussed.</p>	<p><b>Claire</b> – motion for approval of today's agenda  <b>Sandra</b> – seconded  <b>All</b> – approved</p>
<p><b>2. Approval of minutes from October meeting</b>  Minutes were not yet available for review, so the board tabled this item until the Dec. meeting.</p>	<p>Table → Dec.</p>
<p><b>3. Questions and comments arising from submitted reports for November</b></p> <p><b>Re: President's Report</b>  Pam offered to send the board her new contact information.  Daniel commented about the TALL Holiday Social being held on Dec. 6<sup>th</sup> which is, unfortunately, the same night as the SLA/CALIS Holiday Social. Daniel noted that SLA Toronto used to have a calendar of other group's events on the website that was removed because it was difficult to maintain accurately and, in this case, the TALL event was not yet posted on their website. Daniel suggested that coordination of event programming be handled at the Presidential level in order to avoid conflicting events, through earlier planning and improved communication with other related groups.</p> <p><b>Re: President-Elect's Report</b>  Daniel explained that he would like to have several members in the volunteer pool and that he is still looking to fill some positions.  Pam wished Daniel well with his volunteer recruitment efforts.  Joy mentioned that she has a volunteer who is interested in helping out as a registrar and she will forward the contact information to Daniel.  Joy asked Daniel about the Partner Relations target goals for 2008.  Daniel explained that he is hoping to raise between \$10,000 to \$12,000 from partners in 2008. Daniel noted that Dialog will no longer be sponsoring a student at the annual SLA conference. Daniel mentioned that he sent out a letter to current prospects two weeks ago and will be sending a letter to new prospects soon. Daniel suggested that the Fall is the best time to start soliciting for next year's fundraising, as that is when most partners do their planning.</p> <p><b>Re: Director's Report</b>  Pam noted that CASLIS Toronto is under the impression that they are allowed to post weekly to the SLA Toronto Discussion list. Daniel reminded the board that there is a section on the wiki (with Events info) that explains CASLIS and other affiliated groups are allowed one announcement and one follow-up reminder announcement per event.  Pam noted that Facebook has announced that they will be starting some targeted advertising and wondered how that might affect our SLA Toronto Group. Pam offered to send the recent press release to the board for discussion by e-mail.</p>	<p>.</p> <p><b>Pam</b> – send board contact info</p> <p><b>Joy</b> – send Daniel name of volunteer</p> <p><b>Pam</b> – review discussion list policy (and Facebook best practices) with CASLIS</p> <p><b>Pam</b> – send Facebook press release to board</p>

<p><b>4. Old Business</b></p> <p><b>a) Holiday Social Update</b></p> <p>Pam distributed a copy of Daniela Serban's (CASLIS President's) update regarding the holiday social and explained that SLA Toronto will have a separate and larger room for the AGM. The board discussed Daniela's suggestions regarding the ticket prices and drink ticket option and agreed to raise the member's price this year and include the drink ticket.</p> <p>Pam noted that she has asked Knovel for a \$500 donation, but has not yet received confirmation of a sponsorship.</p> <p>Joy reminded the board that there are some funds set aside to help cover expenses like drink tickets and better food at meetings. Joy noted that we have agreed in the past not to skimp in the food/drink area in order to cut costs. Joy suggested that we revisit the cost of meetings next year to cover food expenses. Daniel suggested that the menu (and complimentary drink) be advertised on the chapter's website, so that members know the evening is 'extra special' which is reflected in the higher ticket price. The board agreed that SLA will take on the registration for the joint event as we have in the past.</p> <p>Daniel asked Pam about the format for the AGM and noted that the past-President usually circulates the slate of candidates. Pam will ask Martha Foote to send a message to the chapter's discussion list.</p>	<p><b>Pam</b> – finalize donation (if granted) for holiday social</p> <p><b>Sandra</b> – send holiday social event info to Heather for posting on website</p> <p><b>Pam</b> – ask Martha to send slate of board candidates to discussion list</p>
<p><b>b) Technology Issues Update</b></p> <p>Pam explained that she sent an e-mail to Nancy Sansalone at SLA Headquarters regarding the lack of responsiveness to the board's concerns and asking for help in understanding the SLA's technology issues. Pam noted that Nancy called her to discuss the Association Management System (AMS) project and how their current priorities are fixing the renewal process and the membership reports.</p> <p>Pam suggested that SLA provide a list of who the board should contact when they have specific questions and noted that a Staff Directory will be distributed at the Leadership Summit.</p> <p>Pam showed the board the SLA membership renewal form and suggested that members renew in US currency. Pam will ask Heather to add a note to our website reminding members that they should use Internet Explorer, not Firefox, to renew their memberships.</p> <p>Claire mentioned that she is now back on the Community of Practice for membership chairs and has received an updated list of membership for the Toronto chapter. The board discussed the current event registration process and best ways to track members vs. non-members. Since Heather currently receives the web registrations, Claire offered to contact her for a non-members list. Joy suggested that we ask registrars to provide a list of attendees and their membership status to the Membership Chair following each event.</p>	<p><b>Pam</b> – ask Heather to add note to website about membership renewal issues</p> <p><b>Claire</b> – ask Heather (and/or registrars) for list of non-members who have registered for events this past year</p> <p><b>Claire</b> – contact non-members from above</p>
<p><b>5. New Business</b></p> <p><b>a) 2008 Budget Draft</b></p> <p>Joy distributed a draft 2008 budget as part of her November report and noted that there are not many changes from last year. Joy explained that the budget reflects allocations for expenses and expectations for income and that the board has some reasonable targets. Joy explained that some categories were untouched this past year and that each chapter matches their categories to the categories from SLA Headquarters, so our chapter is required to use the Misc. category for many expenses. Daniel suggested that Joy prepare a draft Interim budget for discussion and preliminary approval at the next board meeting on Dec. 4<sup>th</sup> and next year's board will approve the final budget for the year at the Jan. or Feb. meeting. Daniel noted that meeting expenses (and hopefully income) might increase as there will be more dinner meetings next year. Joy noted that the budget is only a guideline and Pam agreed that it is a working document. Joy reminded the board to review the report on cash flow and net worth as the board is in a good position.</p>	<p><b>Joy</b> – prepare draft Interim budget for Dec. 4<sup>th</sup> board meeting</p>

<p><b>b) Awards for AGM</b>  The board discussed the Member of the Year Award and President’s Award, as only one nomination was received for the President’s Award. The board agreed to review the nomination and vote by e-mail soon, to allow enough time for the plaque to be prepared.  Daniel explained that the President’s Award is intended for a member who goes over and above their regular service and takes on more than asked for the association.  Pam suggested that we add a requirement for more detail about the person’s contributions to be submitted on the award nomination form.  Pam also suggested that we post the awards, their descriptions and past award winners on the chapter website to encourage more nominations in the future.</p>	<p><b>All</b> – review nomination and send vote re: nominee for President’s Award</p> <p><b>Pam, Daniel &amp; Gayle</b> – review award descriptions and update nomination form(s)</p> <p><b>Pam</b> – ask Heather about creating an award section on chapter website</p>
<p><b>c) Reminder – Wiki Updates</b>  Pam reminded the board to update their positions on the wiki.  Daniel noted that the wiki should be viewed as an electronic archive and a record of the chapter’s best practices and it needs to be regularly updated, citing for example, the program section which is currently weak and needs updating.</p>	<p><b>All</b> – update wiki sections</p>
<p><b>d) Transition</b>  Daniel asked the board to contact their replacements, introduce them to any reporting advisory board members and pass on any instructions related to the position. Daniel will send wiki instructions to the 2008 executive board.  The board agreed to invite candidates to the next board meeting. Daniel asked Pam to invite: Faye Mitchell (Candidate for Treasurer), Britta Jessen (Candidate for Director) and Jan Moffatt (Candidate for Secretary).  Claire noted that she might have a volunteer for the Discussion List and will give their name to Daniel.</p>	<p><b>All</b> – contact incumbents for your position  <b>Daniel</b> – send board members wiki instructions  <b>Pam</b> – invite Faye, Britta and Jan to next board meeting  <b>Claire</b> – send Daniel name of volunteer</p>
<p><b>6. Next Meeting and Adjournment</b></p> <p>Daniel offered to book his employer’s board room for the next executive board meeting and to send details.</p> <p><b>Upcoming Events:</b>  Nov. 13<sup>th</sup> – Tour of the ROM libraries  Nov. 22<sup>nd</sup> – Knowledge Management Panel  Dec. 6<sup>th</sup> – Click U Live’s Virtual Seminar: Gary Price’s Research Tool Box  Dec. 6<sup>th</sup> – CASLIS/SLA Holiday Social and AGM</p>	<p><b>Daniel</b> – send meeting details to board</p> <p><b>Joy</b> – motion to adjourn  <b>Sandra</b> – seconded  <b>All</b> – approved  Meeting adjourned @ 1:35 p.m.  <b>Next meeting: Dec. 4<sup>th</sup></b>  <b>Location: Navigator Ltd.</b></p>