

**SLA Toronto Chapter Executive Board Meeting Minutes  
December 4, 2007 @ 6:00 p.m.**

**Navigator Limited  
8 Wellington St. E., Third Floor Meeting Room**

**Attended:** Pam Casey, Daniel Lee, Claire Lysnes, Faye Mitchell, Jan Moffatt, Tylene Reaume, Joy Shanfield, **Regrets:** Sandra Craig, Britta Jessen

<b>Agenda Items</b>	<b>Motions &amp; Action Items</b>
<p><b>1. Welcome and approval of agenda</b></p> <p>Pam welcomed next year's executive board members, Faye Mitchell (Treasurer) and Jan Moffatt (Secretary), who were invited to attend this dinner meeting. Britta Jessen (Director) and Sandra Craig sent their regrets.</p> <p><b>Motion:</b> Approve today's agenda.</p>	<p><b>Claire</b> – motion for approval of today's agenda  <b>Heather</b> – seconded  <b>All</b> – approved</p>
<p><b>2. Approval of minutes from October &amp; November meetings</b></p> <p><b>Motion:</b> To approve Oct. and Nov. meeting minutes as amended.</p>	<p><b>Joy</b> – motion for approval of Oct. minutes  <b>Daniel</b> – seconded  <b>All</b> – approved  <b>Claire</b> – motion for approval of Nov. minutes  <b>Daniel</b> – seconded  <b>All</b> – approved  <b>Tylene</b> – post revised Oct. &amp; Nov. minutes on chapter website.</p>
<p><b>3. Questions and comments arising from submitted reports for November</b></p> <p><b>Re: Director's Report</b>  Daniel asked Heather about the missing statistical reports for the chapter's website and Heather explained that AWL stats are now available and she is reviewing them to see if it will be possible to reconcile the missing time. Daniel suggested the possibility of using Google Analytics if the SLA's new system does not meet our needs. Daniel also asked about the compatibility issues with Firefox for SLA's main website, especially the membership renewal process and Heather offered to add a note to the website that states "Online renewal is best completed using IE."</p> <p><b>Re: Membership Chair's Report</b>  Daniel asked Claire about the Recruit-A-Member campaign, given that the membership reports were not available. Pam brought a note from the SLA Membership Community of Practice which stated that membership reports will take longer to process and they can provide a roster of current members, but will not be able to identify new members yet. Joy asked if we could trust that the Membership Directory on the SLA website is accurate and up-to-date. Pam agreed that there has been major confusion with the membership tech issues and they will not know who had the most new members out of all the chapters for some time. Joy noted that SLA calculates our chapter's allotment based on members, so it's very important to increase our numbers. Daniel suggested that Claire send a reminder to the discussion list about the Recruit-A-Member campaign.</p>	<p>.</p> <p><b>Heather</b> – review statistical tracking for website</p> <p><b>Heather</b> – add note to website re: online renewal with IE</p> <p><b>Claire</b> – send reminder to chapter's discussion list about Recruit-A-Member campaign</p>

<p>Heather suggested that registrars provide a list of event attendees to the Events Coordinator, the Treasurer and the Membership Chair as part of the registration process, so that we have contact lists in case of any changes or cancelled events. Joy offered to update the wiki to include these instructions for registrars. Heather explained that there will be web-enabled registrations in the future through the SLA's new system which should help alleviate some of the registration issues. Heather noted that we could then send an automatic e-mail to non-members inviting them to join SLA and to new members welcoming them to SLA.</p> <p><b>Re: Event Coordinator's Report</b></p> <p>Heather noted that the Knowledge Management Panel event was well-received. Heather suggested that the bingo icebreaker portion be longer at future events to allow for more networking time. Heather also noted that the executive board members need to make more effort circulating at events. The board liked the idea of having the registrar identify non-members and new members with stickers or ribbons on their name tags, so that the Membership Chair and other board members can target those attendees at events.</p>	<p><b>Joy</b> – update wiki instructions for registrars re: event attendee lists and name tags at events</p> <p><b>Claire</b> – provide Heather with the welcome note for new members and invitation to join note for non-members</p> <p><b>Faye</b> – ask registrars at future events to identify non-members and new members on name tags</p>
<p><b>4. Old Business</b></p> <p><b>a) Final Arrangements for Holiday Social and AGM</b></p> <p>Pam distributed a copy of the draft agenda for Thursday's Annual General Meeting and asked about the need to cover financials. Joy noted that the year isn't yet over, but Pam can mention the good financial state of the chapter in her speech. Daniel noted that the chapter's wiki has some information about the format for the AGM. Pam noted that Daniela Serban (President of CASLIS Toronto) has made all the arrangements at the Arts &amp; Letters Club and we will have a board room for our AGM with chairs and a podium. As of today, there are over 50 people registered to attend the social and each person will receive a drink ticket and a raffle ticket for some donated door prizes (there is no sponsor this year). Pam also noted that the menu will include some different food items than previous years. Unfortunately, the Toronto Association of Law Libraries (TALL) has scheduled their event for the same night and a few people might attend both events, but next year, we will need to check related library event schedules earlier.</p> <p>Joy asked for guidance about to handle the coverage of sponsored students at the social since about 9 to 10 students have already registered and about 4 to 5 students have been paid for by others. Daniel suggested that we hold a draw at the event and give money back to the students who win. Joy offered to handle the draw and refunds.</p>	<p><b>Joy</b> – organize draw and cash refunds for students who attend social</p>
<p><b>b) Draft Interim Budget</b></p> <p>Joy distributed an outline of the cash flow analysis (inflows and outflows) used for budgeting purposes and explained the ranges and currency factor. The board reviewed Joy's sheet and discussed some possible high/low numbers. Daniel noted that the allotments for 2008 will be similar as in the past (closer to 2006 projections), but he hopes the sponsorship inflows will be significantly higher. Joy explained that Faye will need some guidance on issues such as corporate memberships. Daniel thanked Joy for the outline and will discuss the budget numbers further with the 2008 executive board.</p>	<p><b>Joy</b> – provide copies of budget documents to Faye and Daniel</p>
<p><b>5. New Business</b></p> <p><b>a) Inclement weather cancellations – refund policy</b></p> <p>Pam explained the recent event cancellations and the issue regarding refunds and asked for feedback from the board about Joy's suggestion to treat each refund request on a case-by-case basis. The board discussed the most appropriate approach to prevent abuse and to show goodwill. Since there is a cost to refund PayPal payments, Joy suggested setting specific parameters on the refunds</p>	

<p>(example – amount to be used within the next 6 months for the next event person attends, etc.). Joy suggested that Faye monitor the refund requests next year and the board can revisit the issue if needed. Claire suggested that we include a refund disclaimer on the website. Heather explained that we don't actively promote the policy as it only applies in extenuating circumstances.</p> <p><b>Motion:</b> To amend the event refund policy when a Registrant who pays a Registration fee and, at the last moment or after the deadline has passed for canceling personal attendance by Webform, is unable to attend a Chapter event, may contact the Treasurer right away and ask for special consideration, giving a reason such as weather conditions for traveling, illness, or death in family. These requests will be considered case by case, and the Treasurer may approve the application of a registration fee to a subsequent Chapter programming event of the Registrant's choice within 6 months time. No reminders will be sent, and the registrant's payment (by cheque) will be deposited or (by PayPal) transferred at the same time as others from the same event. The Treasurer will keep a list of persons and dates approved for re-use of registration fees. See wiki.</p>	<p><b>Pam</b> – motion to amend event refund policy to cover extenuating circumstances  <b>Daniel</b> – seconded  <b>All</b> – approved</p> <p><b>Joy</b> – add new refund instructions to wiki</p>
<p><b>b) President-elect's plan for 2008</b>  Daniel explained that his focus as President will be on establishing relationships with library students and new information professionals. Daniel noted that he spoke at a FIS event last week and promoted the free events for students next year. Heather mentioned that several students are registered for the holiday social. Daniel noted that events in 2008 will provide more exposure to the "other world", such as a Public Relations society event in the Spring. Daniel mentioned that Laura Knapp, the chapter's Partner Relations Chair, has a \$10,000 sponsorship goal and hopes to draw support from Copernic and Google and newer prospects who want exposure to the special library world. Daniel shared some event ideas such as an event with Stephen Abram in January, a panel event with R&amp;D professionals in February, joint socials with other groups such as TALL and a Volunteer Appreciation Event being arranged by Joy as President-Elect. Pam noted that there is a discount if you register for 8 programs with SLA's Click U Live University. Daniel also mentioned that he would like to see more emphasis on Leadership Development for the board. Daniel explained that Heather will be focusing on some website projects, such as ease of updates, creating web-enabled forms, etc. Pam asked about the instructions for the discussion list which need updating on the website and Daniel noted that we are still arranging for a Discussion List Manager for 2008.</p>	<p><b>Daniel</b> – provide draft of event topics and dates to Heather for posting on chapter website soon</p>
<p><b>c) Advocacy assistance for CHN closure</b>  Pam explained that SLA Canada (combining the SLA chapters of Western Canada, Toronto and Eastern Canada) is planning to make a statement in support of the Canadian Health Network – <a href="http://www.canadian-health-network.ca/">http://www.canadian-health-network.ca/</a>  The statement will express dismay at the closure of the CHN Division office and website and show SLA Canada's support for the CHN. The board was in agreement to support the efforts, but not take a proactive role which would fall to related health library associations like the CHLA. Heather suggested that Pam circulate a draft statement when it's ready. Note: Read background info in the Dec. 13<sup>th</sup> Globe &amp; Mail article by Andre Picard, "Don't pull plug on Canadian Health Network" or visit related "Friends of CHN" group on Facebook.</p>	<p><b>Pam</b> – circulate copy of draft statement showing SLA Canada's support of CHN</p>

<p><b>d) Power Within Seminar for Toronto</b>  Pam explained that she was contacted about the possibility of arranging for a group rate for SLA members to attend The Power Within for Women seminar being held in Toronto in March 2008 - <a href="http://www.powerwithin.com/">http://www.powerwithin.com/</a> Pam noted that the Eastern Canada Chapter has offered a similar event in the past. The board discussed the pros and cons of affiliating our chapter with this type of self-help event targeted at women and the board agreed that there would not be enough interest from our members. Heather noted that discounted rate on tickets at events is value-added for our members, but that we should look at events which are more strategically-aligned to the SLA to show the benefit to our members. Pam pointed out that we have already arranged for our members to attend Toronto Talks events in 2008 - <a href="http://www.torontotalks.org/">http://www.torontotalks.org/</a>  Claire asked about the possibility of advertising the event on our discussion list, but Heather advised against any external event advertising other than the type of event promotions that SLA members like Colin Hoare provide for entertainment purposes.</p> <p><b>Motion:</b> To not accept invitation from The Power Within for Women for our SLA Toronto Chapter members to attend at a group discounted rate and to not promote this event on our discussion list.</p>	<p><b>Pam</b> – motion to not accept invitation from The Power Within for Women event  <b>Claire</b> – seconded  <b>All</b> – approved  <b>Pam</b> – reply to Power Within invitation on behalf of chapter</p>
<p><b>6. Next Meeting and Adjournment</b></p> <p>Pam thanked the board for their work this past year and mentioned that she will continue to be involved with the SLA through her division work on membership issues.</p> <p>Daniel will be discussing best meeting dates and times with the 2008 Executive Board.</p> <p><b>Upcoming Events:</b>  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>Joy</b> – motion to adjourn  <b>Daniel</b> – seconded  <b>All</b> – approved  Meeting adjourned @ 7:35 p.m.</p> <p><b>Next meeting &amp; location: TBA</b></p>