

SLA Toronto Chapter Executive Board Meeting Minutes
January 9, 2008 @ 12:15 p.m.
PwC Management Services LLP
145 King St. W., 26th Floor Meeting Room

Attended: Daniel Lee, Claire Lysnes, Faye Mitchell, Jan Moffatt, Joy Shanfield, Britta Charbonneau via Telephone

Agenda Items	Motions & Action Items
<p>1. Welcome and approval of agenda Daniel said that minutes and other chapter information will continue to be posted to the Best Practices Wiki. Board Members wanted to find out how to attach reports to the Wiki to make the transfer of Board positions easier. Daniel said it was still being investigated Motion: Approve today's agenda with additions as discussed.</p>	<p>Joy – motion for approval of today's agenda Claire – seconded All – approved</p>
<p>2. a) Approval of minutes from December 4, 2007 meeting Motion: To approve December 4, 2007 meeting minutes.</p>	<p>Daniel – motion for approval of meeting minutes Faye – approved Joy – seconded</p>
<p>2. b) Approval of minutes from Annual General Meeting, December 6, 2007 Motion: To approve December 6, 2007 meeting minutes.</p>	<p>Daniel – motion for approval of meeting minutes Claire – approved Jan – seconded</p>
<p>3. Questions and comments arising from submitted reports for January 2008</p> <p>Re: SLA Toronto membership numbers SLA Toronto receives an operating allotment based on the number of members on December 31, 2007. Claire, Membership Chair, was wondering about the membership number discrepancy as SLA membership number on November 7 was 442 and on December 6 was 390. Tamika from HQ will have an explanation shortly.</p> <p>Re: Institutional Memberships Joy brought up the subject of Institutional (Corporate) memberships as an Institutional membership only counts as 1 individual membership for the allotment. SLA Headquarters has not really clarified the fine points i.e. conference discounts, membership attendance discounts, etc. Claire will pursue this issue and noted that SLA is not actively recruiting for organizational memberships. SLA Toronto has 10 organizational memberships.</p> <p>Re: Partner Relationship Reports Daniel noted that Laura [Knapp] sent out letters to XPI, Google and BNA soliciting their support as SLA Partners and thinks they will contribute. Currently, CEDROM is a Platinum level supporter. Daniel sent out 12 letters for sponsors and would like to get 3 more Gold level supporters for the Tech event in February. CanWest Interactive (Infomarts) is sponsoring a student to SLA Conference. Google, Carswell and Dow Jones are bronze level supporters. Daniel indicated that there is a lot of sponsor commitment. Joy wanted to know if Laura is actively invoicing partners to ensure that she gets a commitment. The process involves Laura invoicing the partner and sending a copy to the Treasurer (Faye Mitchell) so that she expects payment. Joy wanted to know the sponsorship level for Lexis in the past for Laura's records.</p>	<p>Claire will follow up on the explanation of the membership numbers.</p> <p>Daniel will update on sponsorships.</p>

<p>4. Old Business</p> <p>a) Advocacy assistance for CHN Closure It was reported at the December meeting that SLA Canada (combining the SLA chapters of Western Canada, Toronto and Eastern Canada) was planning to make a statement in support of the Canadian Health Network – http://www.canadian-health-network.ca/ The statement will express dismay at the closure of the CHN Division office and website and show SLA Canada’s support for the CHN. CHN have created a website. There has not been much activity from SLA Canada because CHN has not figured out what they want us to do. Daniel said that SLA Toronto will take a wait and see stance until there is some call by CHN to action.</p>	
<p>b) Toronto Talks Pam Casey, Past President, pointed out at the last meeting that SLA Toronto has already arranged for our members to attend Toronto Talks events in 2008 - http://www.torontotalks.org/ Daniel will connect with Pam to see what direction to take with this organization.</p>	<p>Daniel will talk to Pam Casey about Toronto Talks.</p>
<p>5. New Business</p> <p>a) Preferred Contact Method and Meeting Schedule to June All Board members have sent their preferred contact information to Daniel. Joy would like to make additions to what she has sent. Members were comfortable with their name and email address, however, Daniel said he would put his telephone number also. Britta suggested that the email address not be a clickable link to avoid spam for the Board members. Heather (Ritchie) will add this information to the website.</p>	<p>February meeting will involve comments from all Board members.</p>
<p>b) Open Forum – General Questions from Submitted Reports Daniel had questions about the Registrars’ role and their training. Joy responded that the Registrars report to the Treasurer. Sandy Stephenson is the Head Registrar. Joy and Faye will be setting up a meeting with Jen and Sandy for new registrars. Jen has registration supplies and will hand them over to Faye as new registrars (Kathy Coorsh and Mei Tan) will report to her. Joy will be filling in for Sandy as registrar at the January 17 event. Joy indicated that registrars need to attend events in order to hand over registration cheques in a timely manner.</p>	
<p>c) Meeting Schedule Joy is the only Board member who is not located downtown. It was agreed to have Board meetings on the second Wednesday of each month and that the meetings would last 1.5 hrs. Claire said that meetings could be held at PWC Management Services LLP at 145 King Street West and will book the meeting rooms up to June 2008. Britta will post meeting dates on the Event calendar on the SLA Toronto website.</p>	<p>Claire to book meeting rooms for Board up to June 2008. Britta to post meeting information</p>
<p>d) President’s Plan for 2008 Daniel expressed his confidence in the Board and membership in 2008. He outlined the 2 main areas of interest this year:</p> <ul style="list-style-type: none"> (i) active engagement and involvement of students and new info professionals in SLA Toronto, (ii) increasing membership, (iii) continuing to partner with non-library groups. <p>He said there is a new coordinator for the New Information Professional Program, Laura Warner. He mentioned that there will be many benefits from SLA Toronto partnering with non-library groups, such as, increasing the Association’s exposure in the city, increase potential for membership and learning from each other.</p>	

<p>Events: SLA Toronto should focus on 2 or 3 really good events e.g. Hollywood Librarian or Shopping Trip. Faye commented that these would generate a lot of support with the students. Joy noted that the Webinars were a good income generator as they could be rented at a low cost to the Association with a charge of \$5 or \$10 per person. Joy pointed out that we need expenses to equal costs. Last year we went \$1000 over budget as the event charges were not enough to cover the food and venue.</p> <p>Finally, Daniel emphasized that our goal is to make members really enjoy belonging to SLA Toronto i.e. We Want to Have Fun. The Board as well.</p>	
<p>e) Draft Budget Joy reviewed the Draft Budget for 2008. The numbers are based on the previous 2 years. Overall it is \$5,000 higher than the last 2 years due to high expectations for sponsorships and the cost of quality programs to come. General Comments: Bank charges have decreased. Cost of travel to the Leadership Summit and Annual Conference is about the same. It is about \$1500 per person to send people to the Leadership Summit and there are 3 people attending which is \$4500. The cost budgeted for the SLA Conference is \$1500. See the Budget document for more details. Daniel commented that Joy was right to bump up the numbers as some of the costs will likely increase e.g. travel. Joy will be giving Faye more instructions on managing the accounts and noted that inflows are officially recorded in Quicken.</p>	<p>Claire – motion to accept the 2008 budget as submitted. Joy – seconded All – approved</p>
<p>f) Student Sponsorship Fund Daniel noted that the Student Sponsorship Fund has many potential contributors. She has notified Western, Seneca and U of T that students can attend SLA Toronto Chapter meetings free. They do have to register that so we can track student numbers. Paying members should make cheques out to SLA Toronto Chapter.</p>	
<p>g) SLA Salary Survey Joy said that Pam (Casey) had mentioned that a member was upset that the annual SLA Salary Survey was not free. Kolette Taber of the CLHIA used to keep a copy that she would loan out. It was not widely know that she did this. Kolette has offered to interloan an SLA Toronto Chapter copy. Claire suggested that we also make people aware of this arrangement.</p> <p>Motion: (a) That the SLA Toronto Chapter purchases a copy of the SLA Salary Survey on a biannual basis and makes it available via interloan from Kolette Taber of CLHIA. (b) To post a notice about the availability of the Salary Survey on the SLA Toronto listserv and the website.</p>	<p>Action Item: Joy will check to see how easy it is for Faye to order this survey.</p> <p>Claire – Motion to purchase Salary Survey and publicize it. Joy – seconded All - Approved</p>
<p>h) Click U Live! Schedule 2008 URL: sla.learn.com/learncenter.asp?page=277 Last year Laura (Anderson) sent out a survey to gauge interest in the different offerings from Click U Live!. It was suggested that a similar survey be done again this year to determine what sessions are the top 5 i.e. that people are most likely to attend.</p>	<p>Daniel to follow up with Laura about the survey.</p>

<p>i) Unit Officer Forms and Leadership Code of Responsibility Daniel said that Board Members needed to sign the Unit Officer Forms. The form is submitted to SLA headquarters and the SLA 2008 Chapter Officer Form is filled in for the SLA Toronto Chapter.</p>	<p>Joy to submit these forms to SLA headquarters.</p>
<p>6. Next Meeting and Adjournment</p> <p>Claire offered to book her PwC Management Services LLP board rooms for the next executive board meetings and to send details.</p> <p>Upcoming Events: January 17, 2008: Reality 2.0: Attracting, Retaining and Engaging the Association 2.0 Member with Stephen Abram, President of SLA 2008.</p>	<p>Joy – motion to adjourn Faye – seconded All – approved Meeting adjourned @ 1:35 p.m. Next meeting: February 13, 2008</p> <p>Location: PwC Management Services LLP</p>