

**SLA Toronto Chapter Executive Board Meeting Minutes
February 13, 2008 @ 12:00 p.m.**

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

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

Agenda Items	Motions & Action Items
<p>1. Welcome and approval of agenda</p> <p>Daniel welcomed the Executive Board to their second meeting of 2008.</p> <p>Motion: Approve today's agenda.</p>	<p>Joy – motion for approval of today's agenda</p> <p>Claire – seconded All – approved</p>
<p>2. Approval of minutes from January 9, 2008 meetings</p> <p>Motion: To approve January 9, 2008 meeting minutes as amended.</p>	<p>Britta – motion for approval of January 9, 2008 minutes</p> <p>Faye – seconded</p>
<p>3. Questions and comments arising from submitted reports</p> <p>Re: Partners and Invoicing Joy and Faye, Treasurer, discussed the sequence of actions necessary in order that partner invoicing occurs at a suitable time. Daniel will send a thank you letter to the partners and indicate the status of this correspondence in GoogleDocs. Once this is done, Joy can send the invoice.</p> <p>Re: Cost of Stephen Abram presentation Daniel thought the \$820 cost for sandwiches at this event was high. Faye noted that 40 people had registered, 30 came and there were 8 no-shows. She also pointed out that 11 students attended free. The speaker and the registrar for the event were also not required to pay. Joy, past Treasurer, said this was the highest food bill that the Chapter has had. The cost of food for future events at the Legislature needs to be watched.</p> <p>Re: Problem of Non payment for Events Faye was asking about the policy when a person register but does not pay as this affects the Chapters funds. The suggestion was made to create a "Blacklist". Faye said that she had already encountered this and wrote the offending party a letter indicating she was awaiting their cheque. Daniel said that it is clearly stated on the website that payment must be made before the event. Faye followed up the letter by emailing the offender but there was no response. Faye said this was not the first time this person had not paid. She will make one more attempt to contact this person and explain the policy. Daniel will call the person if there is no response. If she registers for any Chapter event again, she will have to pay via PayPal. Faye will notify the registrars. If this follow-up letter produces no response, this person will be put on the "Blacklist" and not allowed to attend events until full back payments are made.</p>	<p>Faye will send one last letter to the person who registered for the Stephen Abram event but did not pay. If this letter is ignored, Daniel will follow up with a phone call.</p>

<p>Re: Membership Chair's Report Daniel said that SLA Toronto membership figures are down and questioned the up and down fluctuation of the numbers from SLA Headquarters. Claire, Membership Chair, said that she never received a valid explanation from Headquarters. Daniel was concerned because of the change in the numbers over a 3 month period. Since November 7 until now, the Chapter has lost 100 members. Claire does not trust the numbers as there are so many factors involved in the calculation of the official numbers. Joy brought up the issue of institutional memberships. How this affects the numbers has not been clarified. Claire concluded by indicating that she will continue to scrutinize renewals and continue to contact people about their membership status.</p>	
<p>4. Old Business</p> <p>Review of Action Items</p> <p>Daniel thought it would be good to look at the Action Items briefly at each meeting to monitor their status and get a sense of what people are doing. . It was mentioned that it had previously been agreed to keep Action Items for a rolling 2 months of minutes. Jan will cleanup the current table to reflect this decision. Claire asked if the Action Items can be organized by month and then by person.</p> <p>Membership Survey Claire asked for clarification about the Membership Survey that will be her responsibility. Daniel said that the survey used to take place in the Summer/Fall so that the results could go to Joy for planning purposes. There are 2 types of surveys and they are done alternate years. The first survey is "How do you like us?" Are we doing alright? The second survey is program based. All old surveys are online. There is an archive on Survey Monkey. Claire should contact Survey Coordinator who submits the raw results to the Membership Chair?</p>	<p>Jan will cleanup the current table of Action Items to reflect items from the last 2 meetings and that they are organized by month and then person.</p>
<p>Advocacy Assistance for CHN (Canadian Health Network) Closure Daniel said that advocacy continues and that all signatures will be sent to Ottawa next week. SLA has sent out a request for people to sign the petition for CHN to continue. Daniel will send one last reminder to SLA Toronto about how to support this effort.</p>	<p>Daniel will send out an email to SLA Toronto indicating how they can support the continuation of CHN by signing the petition.</p>
<p>Toronto Talks Daniel said that we need to get the SLA Toronto logo on the Toronto Talks website. Britta said that she had sent the logo to them. Pam Casey said that the logo on the Toronto Talks website show our support.</p>	
<p>Student Sponsorship Fund A few more Individuals had agreed to contribute to the Student Sponsorship Fund. Daniel will send their names to Faye who will send them an acknowledgment letter. He said that there had been a lot of interest at the Leadership Summit in the Sponsorship Fund.</p>	<p>Daniel will send the names of new Sponsorship Fund donors to Faye who will send them an acknowledgment letter.</p>

<p>Salary Survey SLA Toronto has purchased the 2007 Annual SLA Salary Survey that will be available to members via interloan from Kolette Taber of the CLHIA. Britta will post a notice on the SLA Toronto website about its availability.</p>	<p>Britta will post a notice that the 2007 SLA Salary Survey can be interloaned by members.</p>
<p>Click U Live! Schedule Daniel had the results of the members' survey of the Click U Live! offerings. He passed out copies of the Response Summary from Survey Monkey. When making a choice for the events schedule he looked at the seminars that were most popular with SLA Toronto members and also took into consideration which ones were spread throughout the year. He said that we are committed to doing five and indicated which five have been selected subject to the approval of the Board Executive. There was no opposition to the choices so that is the slate of Click U Live! seminars. Daniel wanted to get these on the events schedule.</p> <p>Cost – There is \$2000 available for sponsorship of these events. There are 4 sponsors for the 5 events. It was agreed that the bulk of the sponsorship money would go to a nice venue. Laura Anderson who works at MaRs on College Street offered their facility. Daniel will follow up with Laura to confirm dates and the possibility of a discount. There is a discount for rooms for employees and Laura may be able to get the room for these presentations for \$150.</p> <p>Daniel noted that SLA Toronto should be able to make some money on this event as the cost for the presentations is comparatively low. He suggested capping registration at 20 participants at a charge of \$5 or \$10 each. The fee was discussed. Faye thought \$10 was more reasonable considering the costs of events in general. The \$10 fee was accepted. Faye asked if a refreshment service comes with the room reservation.</p>	<p>Daniel will follow up with Laura Anderson to confirm dates for the Click U Live! seminars and the possibility of a discount on the room reservation.</p> <p>Click U Live! events to be posted on the website.</p>
<p>Volunteer Appreciation Event Joy explained that the Volunteer Appreciation Event was held every other year. This year's event will include this year's volunteers and last years. She asked for a venue for this event. It is a "Thank You" to volunteers and should be held in a nice room. She suggested a speaker who would look ahead to the Centennial year and Past Presidents would be invited to come.</p> <p>Daniel reiterated the goal for event communication which is to have a lot of details related to events firmed up well in advance and to make this information available to the membership e.g. organizer, venue, cost, etc.</p>	
<p>5. New Business Canadian Reception at SLA Seattle June 2008 Claire Wollen from the University of Toronto is attending the annual SLA conference in Seattle and will be part of the organizing committee for the Canadian Reception. CEDROM and SWETS pledged their sponsorship of this event last year. Daniel is working with the sponsors and reported that SLA Toronto has a lot of money for this event and wants to have a really great party. Daniel is looking at venues for this party.</p>	
<p>Report from Leadership Summit Joy, Claire and Daniel attended the SLA Leadership Summit in Louisville, Kentucky. Andy Hines, Futurist and Director of Consulting gave the Keynote address. There were remarks by SLA President, Stephen Abram and CEO Janice Lachance. The Team of Fleishman Hillard, Inc. spoke on the future of SLA in terms of its communication and research function. Their research will be coming out at the end of this year.</p>	

<p>The Board attendees focused on the top 3 forecasts that will affect SLA as an organization. The theme throughout the discussion was that a lot of changes are coming.</p> <p>1) Communication</p> <p>CIO, CFO, and CEO How do we communicate now and how will we be communicating in the future.</p> <p>SLA is not paying the vendor of AMS (Association Management System) until it is up and running effectively.</p> <p>SLA has had an operational surplus for the 3rd and 4th year. SLA championed the plight of the EPA libraries and their funding was reinstated by the U.S. government.</p> <p>2) The Future – Stephen Abram talked about the future and the current economic situation. How will it affect the association? There was a real emphasis on stressing the value of SLA membership i.e. what the ID and password gets you. What is free and what is for a fee. There are over 900 eBooks which include leadership texts, an RSS tool, and Factiva alerts through the SLA website.</p> <p>Innovation Lab Daniel was invited by Stephen Abram to be part of this project which involves getting SLA members acquainted with an online suite of tech tools available in a safe learning environment. SLA has purchased a lot of content for this project.</p> <p>Claire, Joy and Daniel will promote all membership benefits on the listserv. Even though the listserv is open to nonmembers, Daniel noted that there is not a high activity level and the exposure of member benefits is extremely beneficial and reaches SLA members even though SLA HQ would like the listserv to be closed.</p> <p>3) SLA Outlook for the next 3 years. Question: Where do you see the association going in the next 3 years in terms of Leadership, Career development, etc.? Daniel said that SLA Toronto was ahead of most other chapters and is on the right track in terms of leadership and succession planning. Daniel will post the succession plan for SLA Toronto on the Wiki. A number of chapters did not send anyone to the Leadership Summit. SLA Toronto tries to get people involved.</p> <p>A lot of people at the Leadership Summit like the SLA Toronto website. There is a movement to decentralizing management of websites. Britta is the person who is the gateway to website functions. They must all go through her. Heather is the webmaster. Britta was in favour of more diffuse website management and said that there are a lot of free tools available e.g. Word Press that we should look into so Members can more easily contribute to the website.</p> <p>Daniel noted that we have built a lot of our own system which is working well e.g. Wiki and Registration.</p> <p>General Comments: Joy commented that she was surprised she was not aware of all of the membership benefits. Daniel said SLA communications are deficient as they rely heartily on HQ leadership to push information out.</p>	<p>Claire, Joy and Daniel will promote all membership benefits on the listserv.</p> <p>Daniel will post the succession plan for SLA Toronto on the Wiki</p>
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<p>Claire said the Leadership Summit gave her more insight into what is happening at the chapter wide level and also what is happening in areas outside membership. The networking opportunity was very good and there was a chance to see how other chapters handle membership and other challenges.</p> <p>Joy mentioned that SLA Headquarters will be more interested in our financial status this year as accounting rules and standards have been tightened up. He asked that Board members be prepared to be as accountable as possible in this area.</p>	
<p>6. Next Meeting and Adjournment</p> <p>Next Meeting at PwC Management Services LLP 145 King St. W.</p>	<p>Joy– motion to adjourn Britta – seconded All – approved Meeting adjourned @ 1:27 pm.</p>