

**SLA Toronto Chapter Executive Board Meeting Minutes
April 9, 2008 @ 12:15 p.m.**

PwC Management Services LLP
145 King St. W., 26th Floor Meeting Room

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

Agenda Items	Motions & Action Items
<p>1. Welcome and approval of agenda Daniel asked for additions to the agenda. Joy requested a discussion of the follow up procedure for obtaining funds from Partners.</p> <p>Motion: Approve today's agenda.</p>	<p>Claire– motion for approval of today's agenda</p> <p>Britta– seconded All – approved</p>
<p>2. Approval of minutes from March 12, 2008 meetings Amendment made to Membership report by Claire. Motion: To approve March 12, 2008 meeting minutes as amended.</p>	<p>Joy– motion for approval of March minutes</p> <p>Faye– seconded</p>
<p>3. Questions and comments arising from submitted reports Treasurer's Report Faye pointed out that only 11 members attended the first virtual seminar and Joy did not attend but did the Registration for this event.</p>	
<p>Re: Membership Chair's Report – Claire Lysnes There were 14 new members for SLA Toronto and 15 members who renewed. Membership went up by a total of 20.</p> <p>Claire commented that she is confident that the fluctuation in SLA Toronto membership numbers are a result of inaccurate data from the HQ database but the figures are getting to be more accurate. This is good as the cheque for operating SLA Toronto is based on these numbers. Headquarters confirmed that the cheque is sent out in the Spring. This was confirmed by Joy.</p> <p>Re: Director's Report – Britta Charbonneau Daniel commented on the ability to edit the Announcements section of the homepage right on the site. Britta said she created an admin blog through Google and invited members to put up announcements. The information is fed to the website through FeedBurner. Anyone who has a password can update this section. To get a password, send an email request to Britta. It takes a half hour before an update is visible on the website.</p> <p>Joy was wondering why there was no contact information for volunteers on the website. It is not complete so Daniel will send this information to Joy and Britta</p> <p>Volunteers There are many volunteers this year. Daniel was talking to Erin Murphy of XPI and will approach her about the Events Coordinator position as this has not been filled. Faye commented that an Events Coordinator could be helpful in utilizing volunteers. Joy suggested that a Coordinator would help firm up events, dates and themes. She and Daniel are trying to pin volunteers down for Summer events while</p>	<p>Action Item: Daniel will send Joy and the missing email addresses for the volunteers.</p> <p>Daniel will approach Erin Murphy about the Events Coordinator vacancy.</p>

<p>Joy and Claire are trying to determine if the volunteers are SLA members. Claire added that lapsed members of SLA Toronto still feel affiliated with the Chapter and still get some benefits of membership e.g. Courier and SLA Toronto listserv. However, non-members who attend an event are approached about becoming an SLA Toronto Chapter member.</p> <p>Claire is looking at Advisory Board Members to ensure that they are SLA Toronto members. She is also reviewing users who actively participate on the listserv to determine their membership status. Daniel noted that many of the listserv members belonged to SLA but not the Toronto Chapter</p>	
<p>4. Old Business</p> <p>Review of Action Items Status: Nothing pending.</p> <p>Review Association Action Deadlines</p> <p>Daniel still has to contact Seneca, the University of Toronto and Western to identify the Library Program students with the highest marks who, in the past, were invited to attend the AGM to be recognized. Now that the AGM is held in December, Daniel called for a list of suggestions for alternatives to this practice.</p> <ul style="list-style-type: none"> • Joy and Claire said that the students could be invited to attend an event free of charge. • Daniel said that they could be invited to come to a Social and invite them to attend the AGM in December. Faye commented that it was difficult to recognize the students' achievements at a social event due to its informal nature. • Joy suggested that the students could be added to the list of invitees for the Volunteer Appreciation event that will be held in June or September. This event however only occurs every other year. <p>Advocacy Assistance for CHN closure. Daniel said there is no update. Joy indicated that the CHN website no longer exists and users are transferred to a public health site.</p> <p>Executive Board Meeting Attendance Discussion and draft policy deferred to next meeting.</p>	<p>Action Item: Daniel to contact Seneca, the University of Toronto and Western to identify the Library Program students for recognition</p>
<p>Canadian Reception in Seattle Clare Wollen and Heather Wilson have taken charge of this event. CEDROM Sni and Swets are the sponsors. Total cost will be approximately \$8,000. One hundred attendees have already signed up through Conference registration. They are sending around the menu. The room has been booked and can hold 200+. Daniel wants it to be an event with spirit, ambience and great food. It will be good for the Toronto Chapter.</p>	
<p>Ethics Ambassador Daniel sent out the request for an Ethics Ambassador from the SLA Toronto Chapter but had zero response. He will contact Jill Strand to let her know that we support it in principle and may revisit it.</p>	<p>Daniel to inform Jill Strand that there was no response for an Ethics Ambassador.</p>
<p>New Business – Financial update Faye indicated that the Chapter is in good financial shape. Thanks to the efforts of Daniel, Laura (Knapp) and Joy, the Chapter anticipates \$12000 in sponsorship</p>	

<p>funds along with the \$1500 for the Diversity Award that Daniel received. Current expenses include the Leadership Summit and the Social.</p> <p>Faye asked Daniel about the use of surplus funds. If there are surplus funds at the end of the year can we save it for next year. Joy said that we are allowed a reasonable amount of money for an emergency or contingency fund. The income from this investment contributes to the Chapters fund. Joy elaborated that in a bad year they transferred money out to the investment fund. Faye was wondering because of the poor economic outlook for next year.</p> <p>Joy contacted Nancy Sansalone from SLA Headquarters to change the Toronto Chapter investments to a U.S. bank but has had no response. She noted that it is up to the Board to decide how much money to have on hand. Approximately \$20,000 is recommended. Faye said that all U.S. chapters have to move to the same bank so it would be useful if we did too. This would make the SLA audits of Chapters much easier.</p> <p>Daniel proposed that Faye as Treasurer be put on the agenda each quarter and that she supply a printed report to the Board about the status of funds. She should also give an oral report on the financial status of SLA Toronto monthly.</p> <p>Claire said the Chapter is revenue neutral, that it operates on a zero in, zero out basis and Laura Warner is aware of this. Faye pointed out only 7 people came to last New Information Professionals event and paid. This expense will be written off as a meeting expense.</p> <p>Claire mentioned that Laura was new to her role at the seminar and needed to be prompted to ask people for their money. Joy said pre-payment for an event ensures that the money is collected. Claire said that payment at the door is less work. The price for admission was \$5.00. Faye said that this event should cost at least \$10 in view of the cost of events in general and that this higher cost would not affect attendance levels.</p>	
<p>Follow-up with Partners re: sponsorship money</p> <p>Faye reported that XPI and CEDROM have sent in their sponsorship money whereas Google, Thomson and Carswell have not yet paid. Daniel said that if an invoice is still outstanding after 30 days, a second notice should be sent. Faye said she would wait one more week and then follow up with the sponsors with a phone call asking the status of the invoice payment. The Google payment requires a P.O. number which may be obtained from Laura. Joy recommended waiting a few weeks before phoning.</p>	<p>Faye follow-up with sponsors, Google and Thomson re: outstanding invoices.</p>
<p>Motion (New) To give Joy \$500 toward the cost of the 2008 SLA Conference in Seattle.</p> <p>Money is available to contribute to defray some of Joy's Conference costs as Daniel's Conference costs will be offset by the SLA Diversity Award. Daniel outlined the policy for Conference attendance. The decision is made on a case by case basis. If there is money for the President-Elect to attend the Conference then they will go.</p>	<p>All - Approved</p>

<p>Partners in Technology Event Laura Knapp has arranged the date, time and place, however, the Registration notice cannot be posted until there is a Registrar. Kathy Coorsh may be available Claire is checking to see if Kathy is a member. If she is not, Daniel will approach her about becoming a member. Speaker bios for this event are being reviewed as the speakers should be R & D people not Sales people and support the Chapters intent to align it with technology considering the nature of the sponsorship. This event is on April 24, 2008 at the Toronto Board of Trade. The Sponsors are quite pleased with the venue. CEDROM and XPI are both sponsors.</p>	
<p>Banner Ads for sale Daniel talked about this new request. The Chapter has never had an independent request for a banner ad, that is, a request that did not accompany a sponsorship package. It is relatively easy to put up a banner ad. Britta will help sponsors with the design of their ad. Library Moving wants to pay for a banner ad on our site. SLA Headquarters stipulates that the Toronto Chapter can only sell advertising on the Courier site. Daniel created a pricing schedule. Interested sponsors can buy one ad per Courier issue. No attempt will be made concerning the timing of the Courier issues and the placement of the ad. Ads can be placed for 3, 6 or 9 months i.e. quarterly at \$250 per quarter. In developing the schedule, Daniel checked the CPRS Canadian Public Relations Society's procedure. They charge double this amount. Daniel noted that the Courier has 2500 readers per issue.</p>	<p>Britta will talk to Library Moving people about the design for their banner ad.</p>
<p>Joint Holiday Social and AGM this year Holiday Social</p> <p>Daniel contacted TALL about participating in a Joint Holiday Social. Beatrice Tice, President of TALL, indicated that TALL did not want to participate. However, CASLIS will join the Chapter for the Holiday Social which will be held once again at the Arts and Letters Club. The cost is split between the participants according to member attendance. Alacra wants to sponsor this event. Daniel is considering asking other groups Joy said that the OGLC (Ontario Government Library Council) has started up again. The contact person is Helen Katz. Other suggestions were the OHLA (Ontario Hospital Library Association) and the CHLA (Canadian Hospital Library Association). Claire said that the FIS Alumni Association does not have a holiday function. As President of the FIS Alumni she is focusing on strengthening the relationship with alumni/ae rather than the students. She will take this idea back to the FIS Alumni as it would certainly be a good event to increase the FIS Alumni Association's profile. Daniel suggested contacting Martha Foote of Libraryco to see if some members of Libraryco would attend and noted that there is no limit to the number of organizations that the Chapter partners with. Joy commented that there were not many attendees from CASLIS at the Holiday Social. Daniel will be meeting with Daniele Serban who organized the Holiday Social last year and will ask her to do it this year. The Partnership was arranged in order to get people to attend. Joy referred to the agreement with CASLIS as to how the money is divided up. This is posted on the Wiki under CASLIS.</p> <p>AGM</p>	<p>Action Item: Daniel to contact Jane Dysart to arrange a dynamic speaker for the AGM to be held in November 2008.</p>

<p>Daniel and Joy both agreed that having the AGM together with the Holiday Social was not a productive arrangement.</p> <p>New Idea: Hold the AGM in November as a dinner and social event at a cost of \$35 for members. Have the meeting and a headline speaker. Awards could also be presented at this time. This event would be separate from the Holiday Social.</p> <p>Daniel will contact Jane Dysart to get a dynamic speaker.</p> <p>The question was raised as to who will organize this event as there is a lot of advance planning necessary.</p>	
<p>6. Next Meeting and Adjournment</p> <p>Next Meeting at PWC Management Services, 145 King Street West on Wednesday, April 9, 2008.</p>	<p>Claire – motion to adjourn Jan - seconded All – approved Meeting adjourned @ 1:30 pm</p>