

**SLA Toronto Chapter Executive Board Meeting Minutes
September 17, 2008 @ 12:15 p.m.**

**PwC Management Services LLP
145 King Street West, 11th Floor**

Attended: Daniel Lee, Claire Lysnes, Faye Mitchell, Jan Moffatt, Joy Shanfield, Britta Charbonneau via telephone **Guest:** Amra Porobic, Chair of Toronto Solo Librarians

Agenda Items	Motions & Action Items
<p>1. Welcome and approval of agenda Daniel welcomed Amra Porobic, Chair of the Toronto Solo Librarians.</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 June 11, 2008 meeting</p> <p>Motion: To approve June 11, 2008 meeting minutes for posting on the SLA Toronto Website.</p>	<p>Daniel – motion for approval of May minutes</p> <p>Britta – seconded</p> <p>All – approved</p>
<p>3. Questions and comments arising from submitted reports</p> <p>Re: Director's Report Daniel asked Britta if we could push signing onto Facebook on the SLA Toronto website as Britta confirmed there are 109 SLA Toronto members on Facebook and the membership totals 390.</p> <p>Re: Membership Chair's Report</p> <p>Claire reported that:</p> <ul style="list-style-type: none"> • More people have been added to Tamika's team. Tamika takes care of Membership at SLA Headquarters. Vernon from the SLA management team has joined her. • There is trouble with the lapsed members report so SLA HQ is not releasing figures as they may be inaccurate. • There are no new membership figures since June 2008. 	
<p>4. Old Business Review of Action Items</p> <p>Daniel has completed all the Action items posted from the June 2008 Board meeting. See the attached Action Items appendix.</p> <ul style="list-style-type: none"> • Daniel and Faye will get a refund from MaRs for a cancelled event. They commented that everything with this venue failed e.g. the technology. There were also issues with the room as it was cramped and hot. This was a good idea that failed to meet our expectations. <p>Review Association Action Deadlines</p> <p>Daniel reviewed the Association Action Deadlines.</p> <ul style="list-style-type: none"> • Daniel noted that there would be a call for nominations for the Member of the Year Award on October 15. Daniel will contact Gayle Gossen about this. 	

<ul style="list-style-type: none"> • Joy and Claire are working on a Members' survey to support program planning for SLA Toronto in 2009. It is under review. They have made use of survey questions from previous years. This October initiative is necessary as they need to know what the membership wants to do. • Daniel will add information and ask questions related to the following to increase awareness: 23 Things, Facebook and the Sponsorship Fund. 	
<p>Annual General Meeting (CASLIS has an event on Nov. 5)</p> <p>Daniel reported that he and Connie Crosby were trying to track down a venue for this event. On September 18, they will look at a space on Dundas Street. Many places are pricey or not suitable for a reception. There will not be a speaker at the AGM as it costs too much money and speakers are hard to find. They can also be a negative draw. The format will be a social + business meeting to talk about the state of the SLA Toronto chapter. They were considering some type of wine tasting event but hope the potential venue will spark some ideas.</p> <p>Joy suggested that maybe the Volunteer Appreciation event could be rolled into this event.</p> <p>Claire suggested that Colin Hoare might get a block of tickets for an event and get people to register.</p> <p>Daniel said that Soma in the Distillery district might run a chocolate tasting at the potential venue. Faye added that Soma would be able to sell their product at this event which may be an added incentive.</p> <p>Other suggestions:</p> <ul style="list-style-type: none"> • A seasonal event • Doing something at a movie theatre. • Team building event <p>Canadian Reception at SLA 2008 in Seattle, WA, June 15-18, 2008</p> <p>Daniel enthusiastically reported that the Canadian Reception was extremely successful. The event sponsors, CEDROM and XPI offered to sponsor this event at the 2009 SLA annual conference. Congratulations go to Heather Wilson and Claire Wollen for their organizational efforts.</p> <p>Attendance exceeded 150 people.</p> <p>The event was held in a beautiful room with a great view.</p> <p>Door prizes were great.</p>	
<p>5. New Business</p> <p>Student Awards</p> <p>Faye will give a free SLA student membership for the Student Award at a cost of \$35. She pointed out that the SLA guideline does say the award is a student membership.</p> <p>Gayle Gossen mentioned it to the students. Cindy Mousson, a Western student award winner, questioned the membership status and thought it was a full membership.</p> <p>Daniel agreed that the students should get a student membership for the year in which the award is given. This award used to be handed out at our AGM when we operated on a split year and held our AGM in May/June (this coincided with graduation time for students). This award was given in May this year. Daniel suggested a motion to clear up this ambiguity.</p>	<p>Action Item:</p> <p>Motion: That the Student Award include a SLA membership in the student category for a year.</p> <p>-- Motion</p> <p>-- Seconded</p> <p>-- Approved</p>

Joy said the problem was whether SLA Toronto should pay for the membership no matter what the category i.e. full or student.

Members of the Board indicated that there should be a time limit on claiming the award.

Daniel will approach **Gayle Gossen**, the Awards Chair, and have her contact **Cindy Moussin** from Western to tell her she was misinformed but she will get a membership.

Wiki porting project

Julia Brewster is working on copying over the SLA Toronto wiki to the SLA Headquarters wiki. The reason for this is that the SLA HQ Wiki has more enterprise features and can handle uploading docs and pdfs.

Daniel pointed out that not all the webpages included in the SLA.org site can be accessed by the same username and password as the technology needed for this is not available on all SLA pages. The Wiki is on a separate server. He indicated that a single sign on would be preferable.

23 Things Project

Deadline for completion has been extended.

SLA Toronto website

Britta looks after the SLA Toronto website. **Daniel** noted that there had been several problems accessing the site recently. Trouble with a database took down the website for a couple weeks. There were coding problems and problems with the hosting service. **Britta** confirmed that all these problems have now been solved.

Faye asked why the registration for an event on the website closed a while before the event. **Daniel** said the procedure has been that event registration closes 2 days before the event. Information that says that anyone can register up to the day of the event needs to be corrected and Registrars should not be receiving registrations this close to the event.

Joy wondered why people can't register the day of the event. **Faye** asked why registration could not be limited to the day before.

Daniel responded that with all the events and volunteers there would be too much room for error if the registration was closer to the event. He thought that closing registration 2 days before the event was not unreasonable as long as this restriction is promoted. Registrars need to know the numbers in order to plan for the event. In reality, he pointed out that people are not turned away.

Joy wondered about the Paypal link on the registration page. **Claire** said that we need a system to handle registration and payment for the event at the same time. **Claire** and **Britta** will look into systems that handle the registration and payment processes for events.

Daniel said that the wiki should be checked to make sure this procedural rule for registration is there. Business Rule: Registration for events closes 2 days before the event.

Action Item:

Claire and **Britta** to look into systems that handle the registration and payment processes for events.

Action Item:

Check wiki to make sure the rule about registration closing 2 days before an event is clearly posted.

Centennial Gala for the SLA 100th Anniversary celebration in 2009

The Gala that was supposed to be held at the 2009 SLA Conference has been cancelled as HQ was pressuring SLA Chapters and Divisions to pay for it. They are now planning an SLA party at the Annual Conference in Washington, D.C. that can include everyone.

<p>Archives Volunteer As indicated in the previous minutes, Nathan Loeppky had to step down from the position as Archivist for health reasons. The Chapter is looking for a volunteer or student who would take this on so that some of the archival material of SLA Toronto Chapter will be available for Centennial celebrations.</p> <p>Strategic Plan (http://uploads.speakerconciierge.com/sla/handouts/documents/handout_39300.pdf / http://wiki.sla.org/display/CIBWiki/Strategic+Planning) A meeting around strategic planning for SLA Chapters was held at the last Leadership Development Institute Conference in Seattle. The SLA Toronto Chapter does not have a strategic plan although there was one when Kolette Taber was President of the SLA Toronto chapter. Daniel said we need to create 5 or 10 bullet points for what we think the strategic plan for the SLA Toronto Chapter should be. Joy noted that they are looking at a mission statement format with 3 or 4 goals for the Chapter that would link in specific objectives suggested by the President.</p> <p>Daniel wondered if this should be handled by a subcommittee of volunteers or should the Executive Board do the plan. He said there is no plan specifically for Toronto and we need a blueprint for the next 3 years. Joy noted that every year in January when the Board meets they affirm the objectives for the year so the Board should probably extend this process to the development of a strategic plan. She continued to say that this would have to be a separate meeting of the Board and as the Board members are insiders they would be the best group to deal with it.</p> <p>New and Past President Successioning Joy was concerned about the absence of the Past Presidents on the Board. She said that this is not healthy as the Past Presidents have much expertise that could be tapped. She wants to propose that if the outgoing President wants to attend Board meetings they are welcome and have a vote. Daniel said that the Expertise Pool replaced this procedure to Past President attendance at Board meetings but they have been invisible. Joy said that when Pam Casey was President the role of Past President on the Board did not exist. Clare said she is for this if it is an elective decision. Faye would welcome the Past President as an advisor. This will be voted on at the next meeting.</p> <p>Announcements The SLA Holiday party is paid for. Alacra and CEDROM are the sponsors. Danielle Serban of CASLIS is the organizer. The three participating groups are SLA Toronto, CASLIS and FIS Alumni Association. Daniel said that if there is any overage it will be split 3 ways between these groups. He said to encourage people to come.</p>	<p>Motion: That the strategic plan for SLA Toronto be developed by the Executive Board.</p> <p>Motion: Past Presidents of SLA Toronto can attend Board meeting if they wish and have a vote.</p>
<p>6. Next Meeting and Adjournment It was agreed that Executive Board meetings would be held on the second Wednesday of the month. The next meeting will take place on Wednesday, October 8, 2008.</p> <p>Upcoming Events: Click U Live! Webinar: The Year in Web Searching: October 8, 2008 2:00 PM - 3:30 PM Ontario Legislative Assembly, Committee Room 2</p>	<p>Daniel– motion to adjourn Jan – seconded All – approved Meeting adjourned @ 1:29 pm.</p> <p>Next meeting & location: PwC Management LLP 145 King Street West</p>

