

**SLA Toronto Chapter Executive Board Meeting Minutes
November 12, 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

Agenda Items	Motions & Action Items
<p>1. Welcome and approval of agenda</p> <p>Motion: Approve today's agenda.</p>	<p>Claire – motion for approval of today's agenda with addenda</p> <p>All – approved</p>
<p>2. Approval of minutes from October 8, 2008 meeting</p> <p>Motion: To approve October 8, 2008 meeting minutes as amended.</p>	<p>Motion: To approve October 8, 2008 meeting minutes.</p> <p>Joy – motion for approval of minutes</p> <p>Claire – seconded</p> <p>All – approved</p>
<p>3. Questions and comments arising from submitted reports</p> <p>Daniel asked if everyone was comfortable with the new SLA Toronto Wiki platform indicating that it has much more functionality than the previous Wiki.</p> <p>Re: Treasurer's Reports With the new Wiki platform the Treasurer's Reports can be attached to the wiki report and will no longer be emailed. A question was posed about the privacy of the information posted. Daniel said that only the SLA Toronto Executive Board has access to this information. It is locked down for others. The new wiki has more security than the previous one. The old SLA Toronto wiki will be removed.</p> <p>There was support for all additional reports to be attached where needed to the wiki. Claire will attach the membership roster reports e.g. full membership roster, lapsed members list when available. Current SLA Toronto membership total hovers around 400 members.</p>	<p>Action Item: Treasurer's reports will be attached to the new Wiki.</p> <p>Action Item: Membership roster reports will be attached to the new wiki</p>
<p>4. Old Business</p> <p>Review of Action Items – no comments</p> <p>Review Association Action Deadlines – Nothing pending.</p>	
<p>Annual General Meeting (D. Lee)</p> <p>Daniel announced that the AGM is set to go with 53 registered attendees. The total cost of the event to SLA Toronto which includes a chocolate tasting is \$238 or</p>	

<p>\$4 per attendee.</p> <p>There was a last minute request from Todd Petersen of XPI for a list of registered attendees. It is not the policy of SLA Toronto to release this information so there will be a raffle for a gift bag so a sample of attendees can be obtained from the business cards submitted for the raffle.</p> <p>Format of the AGM:</p> <p>There will be a half hour mix and mingle. Daniel will give a status report with the presentation of the President's Award to Barbara Dance and the Member of the Year Award to Laura Knapp.</p> <p>Past President Pam Casey will introduce the incoming slate as well as Joy Shanfield the incoming President of SLA Toronto.</p>	
<p>Wiki Porting Project (D. Lee)</p> <p>Transporting the old wiki to the new platform is complete. Thanks go to Julia Brewster for efforts in moving over the wiki. All that is left to do is remove the old wiki.</p>	<p>Action Item: Daniel to remove old wiki</p>
<p>23 Things Project (D. Lee)</p> <p>Nothing new to report. Gillian Horwood is trying to get the group moving along.</p>	
<p>Northern Exposure to Leadership Institute (Claire Lysnes)</p> <p>A letter nominating candidates for this seminar is due November 30, 2008. Claire reported that a number of people were approached re: applying as indicated in her report. Some were eliminated due to the requirements and others declined. Attendance carries with it a commitment to active Board participation in SLA Toronto.</p> <p>Daniel thanked Claire for handling the application process.</p> <p>The Board needs to decide who will get the \$1500 grant to attend NELI. The people at the University of Alberta that run NELI will decide who gets chosen to attend.</p> <p>After some discussion, a vote was taken and a candidate chosen.</p> <p>Result: SLA Toronto will support the nomination of a candidate to NELI and award her the \$1500 grant if her application to NELI is successful.</p>	<p>Action Item: Daniel and Claire will write the nomination letter for NELI on behalf of the selected candidate. If this candidate is accepted by NELI, she will be awarded the grant.</p> <p>Claire will contact the chosen candidate and other applicants about the Board's decision.</p>
<p>Archives (Jan Moffatt) – Status and Funding</p> <p>Nathan Loepky has purchased folders, gloves and other materials for the Archives that are housed at the Inforum at the Faculty of Information, U of T, Rm. 508. More supplies will be requested in writing to the Executive Board when required.</p> <p>Joy requested that copies of <i>The Courier</i> that remain be combined in a bound volume. The bound volumes of <i>The Courier</i> will be most useful for the upcoming SLA Centennial in 2009.</p> <p>Brenda Wong and I continue to work on organizing the materials.</p>	
<p>Partners in Technology Event (Daniel Lee)</p> <p>There was too much food ordered for this event due to miscommunications. Laura Knapp phoned the caterer and ordered food for 32 people. There was a change in the caterer who prepared food for 50 people. There was no record of what amount was agreed upon. This resulted in large bill for the Chapter however; the caterer has agreed to reduce the bill by \$300 and charge for 38 people.</p> <p>Lesson Learned: All catering or supply orders should be submitted in writing.</p>	

<p>Since there is no Events Coordinator, there was no one to check the order again. This will be resolved with the incoming Events Coordinator.</p>	
<p>5. New Business</p> <p>Volunteer projects brainstorm</p> <p>Joy suggested <i>Shadowing, Buddying or Pairing</i> volunteers so they can get a better idea of what is involved in a position. This would be a multi-year initiative. Daniel said that there are a number of Advisory Board positions that are not listed on the wiki and some of them need descriptions. This could be done along with this initiative.</p> <p>For example, Helen Katz's position is Student Liaison. She works for the University of Toronto and liaises with SLA Toronto. She provides money to student groups but we need to make it clear how this is done and where the money comes from.</p> <p>Claire suggested that all Advisory Board members should clarify their function and make sure there is a written description.</p> <p>Joy will contact members of the Volunteer Pool to see who wants to remain on the list. There are 21 volunteers currently, 10 inactive.</p> <p>Discussion to continue at the December 12 Executive Board meeting.</p>	<p>Action item: Daniel to add missing Advisory Board position descriptions to the wiki</p>
<p>Funding request from "Housing Memory" conference at FIS</p> <p>SLA Toronto received a letter from graduate students, Ania Dymarz, Monica Rettig and Judy Dunn requesting funding for their conference on March 13th and 14th, 2009 titled: "Housing Memory". As a sponsor, SLA Toronto's logo would be displayed on conference documents and there would be other promotional opportunities plus the possibility of reaching new members.</p> <p>The question is whether SLA Toronto wants to be a sponsor of this event.</p> <p>Joy indicated that we do have a "Donations" line in the budget.</p> <p>Claire suggested that if SLA Toronto contributes, we should see SLA Toronto integrated more in the conference proceedings and materials to promote the Centennial year. We could agree to donate with the idea of getting some volunteer time for the Archives.</p> <p>Daniel suggested a reception by SLA Toronto at the conference.</p> <p>Decision on funding this conference is deferred pending more information on the conference.</p>	<p>Action Item: Daniel will contact Judy Dunn or one of the graduate students to get more details on the "Housing Memory" conference.</p>
<p>Confirmation of Advisory Board positions for 2009. (See Chapter Reporting Structure)</p> <p>Joy is updating the list of members of the Advisory Board and will be sending the final listing to Executive Board members. The final list needs to be posted.</p>	
<p>6. Next Meeting and Adjournment</p> <p>Next meeting is Wednesday, December 10, 2008.</p> <p>Upcoming Events: Joint Holiday Social, Wednesday, December 3, 2008 at the Arts and Letters Club.</p>	<p>Next meeting and location: December 10, 2008 at PWC Management LLP Joy – motion to adjourn Claire – seconded All – approved Meeting adjourned @ 1:29 pm.</p>