

**SLA Toronto Chapter Executive Board Meeting Minutes  
December 10, 2008 @ 12:15 p.m.**

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

**Attended:** Daniel Lee, Joy Shanfield, Claire Lysnes, Faye Mitchell, Jan Moffatt, Britta Charbonneau (via telephone). New Board members for 2009: incoming Treasurer Jan Dawson , incoming Membership Chair Jennifer Burns, incoming Secretary Julia Brewster and new Events Coordinator, Sandra Craig.

<b>Agenda Items</b>	<b>Motions &amp; Action Items</b>
<p><b>1. Welcome and approval of Agenda</b>  <b>President Daniel Lee</b> welcomed the incoming Board members and each member introduced themselves. Daniel noted that a Best Practices Wiki had been established. It has description of all the Executive Board positions. Each new member should have a look at this document as it will make the transition to a new Board easier. Current Board members should make sure that position descriptions are accurate and up-to-date.</p>	<p><b>Motion:</b> Approve today's agenda</p>
<p><b>2. Approval of minutes from November 12, 2008 meeting</b>  <b>Motion:</b> To approve <b>amended</b> November meeting minutes. <b>Claire</b> asked that the November Minutes be amended by striking out the names of specific candidates who were considered for the Northern Exposure Leadership Institute (NELI) and the omission of the grant recipient until the chosen candidate for NELI had been accepted.</p>	<p><b>Faye</b> – motion for approval of amended November minutes  <b>Claire</b> – seconded  <b>All</b> – approved</p>
<p><b>3. Questions and comments arising from submitted reports</b>  <b>Re: Membership Chair's Report</b>  <b>Claire</b> still does not have a full roster of the SLA Toronto members from SLA Headquarters. The membership numbers hover around 405. Claire commented that she is not able to report on new members or lapsed members as these reports are not available.  <b>Re: Event Coordinator's Report</b>            There is now a new Event Coordinator, Sandra Craig. We look forward to hearing from her soon.</p>	

<p><b>4. Old Business</b>  <b>Review of Action Items</b></p> <p><b>Daniel</b> reviewed the <a href="#">Action Items</a> and indicated which ones had been completed. The Action Items have been updated.</p> <p><b>Review Association Action Deadlines</b></p> <p><b>Daniel</b> explained that these deadlines from SLA Headquarters were related to awards or the submission of requested reports. <b>Joy</b> noted that she has been asked for items leading up to the Leadership Summit.</p> <p><b>Daniel</b> told <b>Joy</b> that he has sent a list of SLA Toronto up and comers to Headquarters. He also responded to SLA HQ request for a “cool idea” by describing the Chocolate tasting event held this year.</p>	
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<p><b>Annual General Meeting (Daniel Lee)</b></p> <p><b>Daniel</b> provided a recap of a problem that arose at the AGM. SLA Toronto thought the tickets for drinks at the AGM were on a pay-for-use basis, however, it turned out that SLA Toronto bought all the tickets and they were non refundable. This resulted in an additional \$250 expenditure for the AGM. <b>Lesson Learned:</b> Event planners should ask for full disclosures of terms and conditions <u>in writing</u> via email to avoid potential losses. Confirmations should be done for all costs via email.</p>	
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<p><b>Holiday Social (Daniel Lee)</b></p> <p>The Holiday Social was a great success with great door prizes. <b>Faye</b> noted that there was a whole contingent who attended from Waterloo.</p> <p><b>Claire</b> indicated that the FIS Alumni will probably partner next year with SLA and CASLIS. She would hope it becomes an annual event for the Alumni.</p> <p>The cost of the event for each association according to <b>Joy</b> is SLA (63%), CASLIS (17-18%) and FIS Alumni (17-18%),</p> <p>The Holiday Social, December 3, 2008 was a great success with 120+ attendees. Other years attendance was in the 55-60 range. The sponsors of this event were very impressed as the room was filled. Quite a few nonmembers attended indicating partnering with CASLIS and the FIS Alumni Association was beneficial.</p> <p>In January 2009, SLA Toronto will followup with the other 2 associations to determine how much each association owes.</p>	
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**Funding request from "Housing Memory" conference at FIS (D. Lee)**

**Daniel** explained that on November 19 he had contacted graduate students, **Ania Dymarz** and **Monica Rettig** about their conference, Housing Memory, to take place on March 13<sup>th</sup> and 14<sup>th</sup>, 2009. He explained that he was not clear about how SLA Toronto could participate. **Monica** and **Ania** followed up with an email asking SLA Toronto to fund a coffee break which would cost between \$100-\$250. This would acknowledge SLA Toronto's support of the conference and show students the relevancy of the organization. SLA Toronto would have promotional material included in the Conference program package.

**Daniel** said that there is no precedent for supporting such a conference. The question is: will we support this conference?

**Joy** added that until we know whether we will receive Partner donations for 2009, we should be careful about where and how we spend our money.

She asked if we could have **Jennifer [Burns]** at the Conference to recruit students and be an SLA Toronto representative. **Claire** added that a list of conference participants would be useful so **Jennifer** could approach them. There is no definite deadline for a decision.

**Daniel** suggested that it be deferred to the January 2009 meeting when a funding model for the upcoming year will be in place.

<p><b>5. New Business</b></p> <p><b>Effect of PayPal Refunds on Registrar position (J. Shanfield)</b>  <b>Joy</b> said that the charges for PayPal have gone down and it is now possible for SLA Toronto to issue a refund in full using PayPal to persons who used this system to register for an event. There would be no fee to do this. The time limit for a refund is 60 days. This would make refunds much easier for the Treasurer. <b>Daniel</b> said that the registrant will need to notify the Treasurer to submit a refund request to PayPal if they cancel their attendance.  <b>Britta</b> said that the wording on the cancellation form re: PayPal refund will indicate that the refund will be received in x days. <b>Claire</b> said that registrants should be contacted re: reimbursement.  <b>Faye</b> requested that a certain amount should be kept in the PayPal account to take care of refunds e.g. \$100.  The Registrar, Treasurer and Event Coordinator need to update the current refund policy to include PayPal refunds and to monitor the process over the next year.</p> <p><b>Heather Brunstad</b> indicated that people did not understand what the cancellation form on the website was for. It needs to be made clear on the Web registration page that cancellation refers to nonattendance at the event not cancellation of a PayPal payment. <b>Britta</b> will change the wording on the cancellation form to indicate that PayPal refunds can be expected within a set time-frame, and the Treasurer will decide how many weeks to receive the refund payment is reasonable.</p>	
<p><b>FIS Student Group, Alumni and Dean Meeting (Claire Lysnes)</b>  Claire informed the Board that she attended a meeting with the Dean about the Masters of Information program at the University of Toronto. She indicated that there is a restructuring of course offerings taking place that is broadening the paths being offered. There will be focus group meetings taking place with current information practitioners about the current and future offerings of the MI program.</p>	
<p><b>Budget for 2009 (J. Shanfield)</b></p> <p><b>Joy</b> began the budget discussion by reviewing the historical budget figures. She pointed out that there was a lot of sponsorship money in 2008. This source of SLA Toronto’s funds affects the type of meetings and events that are offered. Sponsor “donations” affect pricing and spending decisions. Budget for 2009, the 2008 allotment was based on 360 members, and at \$14 per member we received \$5,184 USD. Unfortunately the Canadian dollar was stronger than the American at that time, and this converted to \$4,987.19 CAD.</p>	

Looking at the Projection figures, **Joy** noted that the allotment for 2009 is the lowest it has been. It is \$6500 based on 400 members.

**Discussion:**

Will SLA Toronto continue with free student attendance at events and ask for SLA Toronto member sponsorships? The Board may have to choose the events that students can attend for free. **Joy** indicated that there were a fairly high number of no shows by students.

**Daniel** said that most of the current student sponsors plan to continue their contribution to the Student Fund annually. He offered to approach other potential sponsors.

**Partner Relations**

**Laura Knapp** has indicated that she is not comfortable with the current Partner Relations model as she felt that sponsorship partners were not always satisfied.

**Gayle Gossen** developed the sponsorship levels in 2004. **Laura Knapp** will meet with the Executive Board in January 2009 to explain her dissatisfaction e.g. partners felt that there was not enough preliminary advertising of the event and their sponsorship. **Laura** will also offer some suggestions to improve the sponsorship model. More discussion and proposals will be considered at the January 2009 Board meeting.

**Daniel Lee** said that all the sponsoring partners got what they were promised with one exception. Sponsorship raised \$12,000 for SLA Toronto.

**Faye** said it is very positive that **Laura Knapp** is willing to work with the Chapter to find ways to improve the sponsorship model.

**Daniel** said that there will probably be less money coming in in 2009 due to the economic conditions. He explained that there has been a bylaw change related to Membership Fees. There is now a tiered approach to membership fees and it may be possible to get more members with this structure.

**Award figures:** **Daniel** said that the Chapter should again approach FPInfomart about sponsoring the student-to-conference award in 2009.

**Next steps for 2009 Budget:** Call for comments on the budget for 2009. Approval of the budget will take place at the next Board meeting in January.

**Programming Events for 2009 (Joy Shanfield)**

**Joy** handed out a list of potential events for 2009 for the consideration of the Board. She noted that no survey of the membership relating to programming was taken.

<p><b>Daniel</b> reminded the Board to include the events held by the Solo Librarians' Group and the New Information Professionals in the Calendar of Events.</p> <p><b>Claire</b> added that the <b>Laura Warner</b>, Chair of the New Information Professionals Group will possibly schedule 3 events. This position reports to the Membership Chair. For more on the reporting structure, consult the SLA Toronto Wiki.</p> <p><b>Joy</b> asked if the Executive Board meetings could continue to be scheduled for the second Wednesday of the month in 2009. <b>Claire</b> will reserve the PwC Management Services LLP location at 145 King Street West for the meetings.</p>	
<p><b>6. Next Meeting and Adjournment</b></p> <p><b>Wednesday, January 21, 2009 at PwC Management Services LLP, 145 King Street West.</b></p>	<p><b>Joy</b> – motion to adjourn</p> <p><b>All</b> – approved Meeting adjourned @ 1:42 pm.</p>