

SLA Toronto Chapter Executive Board Meeting Minutes
January 21, 2009 @ 12:15 p.m.

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

Attended: Joy Shanfield, Daniel Lee, Claire Lysnes, Faye Mitchell, Julia Brewster, Britta Charbonneau (via telephone), Jan Dawson (via telephone), Jennifer Burns (via telephone), Sandra Craig, Laura Knapp

Agenda Items	Motions & Action Items
<p>1. Welcome and approval of agenda</p> <p>President Joy Shanfield welcomed everyone to the first meeting of the new year.</p>	<p>Motion: Approve today's agenda.</p> <p>Claire – motion for approval of agenda</p> <p>Julia – seconded</p> <p>All – approved</p>
<p>2. Approval of minutes from December 10,2008 meeting</p> <p>Motion: To approve December meeting minutes as is. There were no additional amendments.</p>	<p>Claire – motion for approval of December minutes</p> <p>Julia – seconded</p> <p>All – approved</p>
<p>3. Administrative – Leadership Codes of Responsibility</p> <p>Claire is collecting the Leadership Code of Responsibility from everyone.</p> <p>Joy asked for updated contact information for all members of the board so that emails are sent to the appropriate location. Also collected phone numbers of all members to be distributed via email in case there is an emergency and it is necessary to contact individuals.</p>	
<p>4. Arrival of Laura Knaap – Evaluation of Partner's Model</p> <p>Last year's fundraising efforts were very successful due to the efforts of Laura. However, this year Laura does not feel comfortable continuing in this position. Her main concern is that the chapter needs to be able to break down expenditures for events to show Partners exactly why a certain amount of money is necessary. Daniel said that what was raised last year was actually needed, the events just happened to fall at the end of the year. Laura commented that this year it is important to be realistic about how much money vendors will have to float given the economy. Vendors are going to be very concerned with what they have got out of their sponsorship and it is the chapter's responsibility to be able to show them this and historically the chapter has not been able to provide any concrete evidence to the vendors. Laura's recommendations: look at the model and levels to see if they still actually apply; important to be able to go to vendors with exact dates of events along with projected audience.</p> <p>Claire asked if the vendors gave Laura an idea of what is it that they would prefer. Laura suggested that there be a survey put together. Laura will work with Joy and</p>	

<p>Daniel to come up with survey questions for the next board meeting.</p> <p>Daniel commented that it appears as though the relationships with partners is one of the most important aspects in getting funds. Is considering writing an article to show to the general membership just how much it actually costs to run an event.</p> <p>Claire asked if there are enough vendors to choose from and the general consensus is that there are a lot of vendors to approach. Members of the board that already have relationships with a vendor are probably the best people to contact the particular vendor about potential sponsorship possibility. This has provided the most successful results in the past.</p>	
<p>5. Questions and comments arising from submitted reports</p> <p>Re: Treasurer’s Report</p> <p>Daniel asked if last years expenditures had left the chapter with a surplus or if the chapter was in the red. Faye and Joy commented and said that the chapter spent all the money except for \$2000 which was used as a deposit for Hart House event. Ultimately had a surplus and were not in the red. Faye will get final figures from RBC to finalize her year end report.</p> <p>Claire would like to follow up with questions at a later time due to the wiki site being down there was not enough time to fully read all the reports.</p> <p>Re: Website Report</p> <p>Britta talked about the “If you Missed it Page” on the website which is a recap for presentations and seminars. The page was started in 2007 however no single person was designated to update the page and currently it is quite out of date.</p> <p>Claire mentioned that Laura Warner’s reports for the Courier that are put out after an event could be put on the page. Would have to contact the Courier to get permission to do this.</p> <p>Daniel suggested that if there is a presentation associated with an event then it would be a good idea to attach it to the events page directly. Could be mentioned in the Courier to look at the events page for the presentations.</p> <p>Britta will remove the link to the page.</p> <p>Re: Membership Chair’s Report</p> <p>Jennifer is following up as to what numbers will be used to determine the chapters membership. Number from December 31st 2008 is unknown but will be used to calculate membership. Daniel commented that it is possible there is doubling of numbers within the database because at SLA head quarters there are migrating data and in the past this has caused information to be lost or doubled.</p> <p>The cheque we would receive, in USD, from headquarters, in Spring 2009, would be in the amount of (\$14.00 per member x the number of members as of December 31st, 2008).</p>	
<p>6. Old Business</p> <p>Review of Action Items</p> <p>All of these were completed.</p>	

<p>Topic 1 Housing Memory Conference</p> <p>Is being held in march. If Jennifer cannot attend then someone from the board should go. Daniel feels that \$150 would be well spent if the chapter could get some good exposure at the University of Toronto. Claire suggested that if Jennifer cannot go then it would be a good idea to contact the SLA student group to see if they would be able to talk to people at the conference. Will firm up this matter via email.</p>	<p> </p>
<p>7. New Business</p> <p>Topic 1 ClickU Live spring sessions, survey results and pricing</p> <p>Joy said that the number of respondents to the survey was small. The survey went out during the holiday period and ended January 9/09. Now can offer ClickU sessions directly at people's desktops is it necessary to have hosted sessions for the course. If places are not offered this cuts down on the program calendar drastically. Should try and organize a space for people and see if people will come. Could have a collaborative space for people to talk about the session after they have taken it.</p> <p>Sandra has booked a space for February at the iSchool. Will charge non members \$15 to attend, members will not have to pay. Will require everyone to register.</p> <p>Daniel mentioned that if sessions are offered in parts have to make sure to offer both parts</p> <p>Joy and Sandra will determine when the course will be offered and make sure that people know they can attend the sessions at their own desktops.</p>	
<p>Topic 2 Student to Annual Conference Award and funding</p> <p>Joy will ask FPInformat again for the funding. Daniel suggested that it is important to consider that going to Washington D.C. is quite expensive, and perhaps this year the chapter should only send one student so that it is possible to cover all the costs associated with the trip. Suggested that Joy ask for \$2000 as in 2008.</p> <p>Faye mentioned that it might be a good idea to let people donate money to the student sponsorship fund when they cancel their attendance at an event rather than automatically giving them a refund. Offering the option of donating money to the student fund would be a positive idea.</p> <p>If the chapter has the money will send two students.</p> <p>Daniel said that he would contact people to find money for the student fund so that it is possible to send two students.</p>	
<p>Topic 3 Budget 2009 (defer to February meeting)</p> <p>Discussion deferred to next meeting in February.</p>	
<p>Topic 4 Volunteer Pool member issues</p>	

<p>Joy would like to make sure that the pool of people who are willing to volunteer are going to be used effectively. Has contacted everyone on the list and received minimal response from people. Will drop the names of the people on the list that did not respond to her.</p>	
<p>Topic 5 Laura Warner Congratulations</p> <p>Laura had her baby last week. Claire will get a card and bring it to the next meeting so it can be sent to Laura.</p>	
<p>6. Next Meeting and Adjournment</p> <p>Wednesday February 11, 2009 at PwC Management Services LLP, 145 King Street West.</p>	<p>Joy – motion to adjourn</p> <p>Claire – seconded</p> <p>All – approved Meeting adjourned @ 1:29pm</p>