

**SLA Toronto Chapter Executive Board Meeting Minutes
February 11, 2009 @ 12:15 p.m.**

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

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

Agenda Items	Motions & Action Items
<p>1. Welcome and approval of agenda</p> <p>Joy – added two items to agenda: a) Receipt of Laura Knapp’s draft Partner survey questions b) Dates that work for all associations for the Joint Holiday Social, December 2009.</p> <p>Motion: Approve today’s agenda.</p>	<p>Claire– motion for approval of today’s agenda</p> <p>Britta – seconded</p> <p>All – approved</p>
<p>2. Approval of minutes from January 21, 2009 meeting</p> <p>Motion: To approve January meeting minutes with amendments to Membership Chair’s report by removing the number of SLA Toronto members for December 31, 2008 and replacing it with “unknown”.</p>	<p>Julia – motion for approval of January minutes</p> <p>Sandra - seconded</p> <p>All – approved</p>
<p>3. Questions and comments arising from submitted reports</p> <p>Re: Director’s Report Daniel pointed out that it was important to change the name of the Student Sponsorship Fund, remove the name of Student Scholarship Fund. Joy requested that Britta make this change in the most recent Courier. Britta completed this during the meeting.</p> <p>Re: President-Elect Report No comments.</p> <p>Re: Treasurer’s Report No comments.</p> <p>Re: Membership Chair’s Report</p> <p>Claire mentioned that it was important to draw a connection between Ulla’s series by reaching out to Pam, how they might want to recruit new students to the event and Laura. Claire wants to ensure that Laura reaches out to Pam to connect regarding career series events. Laura can be promoting these events to people who come to the new informational professionals events.</p>	

<p>Re: Event Coordinator's Report Joy discussed that some of the dates sent out by Pam were incorrect and she will ensure that these dates are corrected.</p> <p>Re: Website Report Daniel commented about the possibility of having a twitter feed and that it is possible to just set up a hashtag. Claire suggested that we promote it and put it out on the listerv and Daniel mentioned that the most important way of promoting it is to get the people who are in Toronto who are already using twitter to start following.</p>	
<p>4. Old Business</p> <p>Topic 1: Two requests for contributions, iSchool U of T Events Joy reminded us that there are now two requests for money for various events at the iSchool. The first is the Housing Memory Conference which takes place on March 13 and 14th 2009. Jennifer is available on March 14th and can attend. This looks like a good place for SLA Toronto to recruit new membership. Claire motioned to sponsor a coffee break for \$250 at the Housing Memory Conference and have Jennifer attend to recruit membership at this event. Sandra feels this is a good opportunity for SLA Toronto. Joy commented that we have ended the 2008 year with a surplus of \$4643.10 so we have the money available for this. All in favour. Motion carried.</p> <p>Other request is from the student exhibition practicum project with Vicki Whitmell's class on April 7, 2009 and we have been asked for \$100 to be contributed towards food and refreshments. Claire has been before, so has Sandra. The exhibition is mainly a poster session and it is interesting to see the variety of projects that the students have been given and gives you an idea of what libraries are working on. Last year there were quite a few projects that were in the Special Libraries. Claire motioned that we sponsor the Special Libraries Practicum Course Connecting at FIS event to the amount of \$100 to help cover the cost of food and banners. Jennifer thinks it is a good opportunity to recruit new membership, Claire will be there as alumni as well. All in favour. Motion is carried.</p>	<p>Claire motioned to sponsor a coffee break for \$250 at the Housing Memory Conference and have Jennifer attend to recruit membership.</p> <p>Julia – seconded</p> <p>All – approved</p> <p>Claire motioned to sponsor the Special Libraries Practicum Course Connecting at FIS event to the amount of \$100 to help cover the cost of food and banners.</p> <p>Julia – seconded</p> <p>All – approved.</p>
<p>Topic 2 Click U Live, hosted or replay with value added</p> <p>Joy discussed that the sessions are capped in attendance to 50 people or groups, a group counts as a person. This is not a lot for all of SLA, so when Sandra and Joy attempted to register for the first session of interest on March 11th there was no room left in the session. There was room in the second part, but not worth while to split them up. If most people would prefer to do it from their work place should we still have hosted sessions? How should we market these sessions, and how do we ask people if they have the ability to do it at work themselves. We could also offer it as a replay a few days later and put it in an evening spot, or lunch and learn. Could have a facilitated discussion and add value this way. Have one in May. Prior to this have to publicize, first come first serve. Currently we have registered for May 20th, and have the password to access the session. We will continue to offer it as it has been done in the past and see what happens. Claire mentioned that the benefit of joining a hosted session is that we have reserved a spot for you so we have done the work for you, and if members want to take advantage of this then they can attend the sessions. Daniel suggested that we just try it and see if people show up. Claire asked why we don't just register for all of</p>	

<p>them in advance and then we can relinquish them if our membership is not interested in this. Sandra said that there is a lot of interest in May 7th and May 20th and Sandra will register for both of these will start to advertise and will look for a room.</p>	
<p>Topic 3: Student to Conference, approval for full funding of single stipend Joy mentioned that she was looking for approval from the board that if we don't get the funding that we intend to send a student to the SLA Conference this year. Laura is asking FP Infomart at the end of the week if they will be sponsoring this award again. The deadline for applications will most likely be early March.</p> <p>Daniel asked if we would go and look for other sponsors if FP Infomart if FP Infomart does not sponsor it again? He also mentioned it is important to decide whether or not we will still send someone if we cannot get the funding from a sponsor.</p> <p>Claire motioned in lieu of obtaining sponsorship from any vendor the chapter will from its own budget sponsor one student to the annual conference at \$1500. Claire commented about the fact that we might want to send two students, but this year perhaps we should only send one student. Daniel suggested that we defer this discussion. The motion was removed from the table and this will be deferred to the next meeting. Considering the lack of information on this better to wait and see what happens with FP Infomart.</p>	
<p>Topic 4: Financial Recap 2008, profit position Joy reviewed the financial statements. The chapter came out with roughly a \$4600 surplus from last year.</p>	
<p>Topic 5: Budget 2009 Joy reviewed the budget that was drafted in December. The budget is fairly conservative.</p> <p>Jan motioned to approve the 2009 Budget. Joy commented that the allotment was conservative with the amount of people and current exchange rate, conservative amount on events, said that we were going to take in \$8000 for events and going to spend \$9000. All in favour. Budget is approved. Motion carried.</p>	<p>Jan motioned to approve the 2009 Budget.</p> <p>Julia seconded the motion.</p> <p>All in favour.</p>
<p>5. New Business</p> <p>Topic 1: Card for Laura Warner Claire will sign on behalf of Britta and Jennifer</p>	
<p>Topic 2: Andrea Gagliardi, ARL Diversity Scholar Joy mentioned that the co chair of the student SLA group has won this award.</p>	
<p>Topic 3: Accessibility Issue Joy commented that we need to check with every venue for our events whether or not they are wheelchair accessible. Had a problem with the networking event tonight. Will have to check in the future and will be added to the checklist of what to do when event planning.</p>	

<p>Topic 4: Response to emails between meetings</p> <p>Joy has not attempted to do much business with members as a whole via email between meetings, however when she has sent out emails she has not received much response. Joy would like to ask that people pay more attention to emails that come out to everyone on the board list that ask that people offer their opinions. Claire asked if Joy could be more direct in her emails by offering a time frame for response as well as asking which person she would like to hear from specifically. Stating a very clear question at the end of each email would be very helpful. Claire suggested that at the beginning would be nice to have a lay out of what it is that is expected so if you need more information can read down the email. Daniel suggested that a lot of the responsibility defaults to the president, and as the board it is the responsibility to assist the president as necessary. As things move along, it helps a lot for people to have an opinion and all board members should have an opinion on the issues being discussed.</p>	
<p>Topic 5: Board's help with events at the idea level</p> <p>Joy mentioned that in December events were endorsed she still need ideas to get them started before they can be handed to a volunteer. It is necessary to gather information about who should be helping out at these events as well as the format of these events. At the moment we are stalled and it would be ideal if anyone has any ideas to give Sandra and Joy a call.</p> <p>Claire has some ideas for speakers for suggested topics. Sandra said that if one of the other topic suggestions would be a good fit this year then let her know. Tours were mentioned as a good idea as many members really enjoy attending a tour.</p> <p>Daniel suggested that there should be no more than 2 events a month and that the talk at the AGM should not be library related.</p> <p>Claire mentioned that March and May are rather empty and perhaps we could plug an event into these months. Claire commented that a knowledge management session and/or a competitive intelligence session would be interesting. Claire knows people that might be interested in speaking on both of these topics. Sandra is confirming adding CI and KM. Looking for one or the other for April. Sandra will take Library 2.0 off the schedule and replacing it with the AGM given that the timing was so close together. Jan mentioned two approachable authors for the AGM– Thomas King and Russell Smith.</p> <p>Daniel spoke at WikiTuesdays yesterday. WikiTuesdays is a monthly event where people get together and talk about wikis. Daniel spoke about how he implemented a wiki at Navigator. These events are not complicated, but the topic is directly relevant to SLA members. This would potentially be a good joint event, or we could provide a speaker for these events since they are always looking for people to speak. The same group has recently created a Toronto Knowledge Management Round Table Group. A lot of SLA members are likely involved with this group but we haven't taken an active role in planning events. These opportunities would help us get out in the community, and they are two event possibilities that would not require that much organization and would typically be no cost or low cost.</p> <p>Jennifer has been involved with WikiTuesdays since November and mentioned that in order to attend one creates an account on Meetup.com site and say whether or not you are attending. Jennifer finds these meetings really valuable. They meetings are typically very informal, and she has had the opportunity to meet</p>	

<p>a lot of interesting people. Martin Clever is the contact there for WikiTuesdays.</p> <p>Joy is going to call Helen Katz about SCIP, there is also the AIIP Association for Independent Information Professionals.</p> <p>We can ask WikiTuesdays if it is possible for us to put their events on our calendar and just have it there as an option for people to attend. This is a way of offering more programming that doesn't require that we have volunteers.</p>	
<p>Joint Holiday Social</p> <p>Joy said that the dates agreed upon are December 2 or December 9th and is happy with the Arts & Letters Clubs. The AGM will happen as a separate event and will be held in November. Claire has sent an email to her contact at U of T and the president elect Kim Silk about dates that wouldn't work for them in December however they should most likely be fine with the dates. Daniel suggested that we just pick the dates and go with it since it is so far in advance. It wasn't confusing for people that we had the AGM in November, however Joy commented that it is important for us to firm up our nomination process at this time. It is important that we do not have the AGM too late because we do not want people having to attend two major events so close together.</p>	
<p>6. Next Meeting and Adjournment</p> <p>Wednesday March 11, 2009 at PwC Management Services LLP, 145 King Street West</p>	<p>Julia – motion to adjourn</p> <p>Claire– seconded</p> <p>All – approved</p> <p>Meeting adjourned @ 1:20pm</p>