

**SLA Toronto Chapter Executive Board Meeting Minutes
March 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 (via telephone), Jennifer Burns (via telephone), Sandra Craig

Agenda Items	Motions & Action Items
<p>1. Welcome and approval of agenda</p> <p>Joy – added Jennifer to give update on Northern Exposure Leadership experience.</p> <p>Motion: Approve today’s agenda.</p>	<p>Claire– motion for approval of today’s agenda</p> <p>Sandra– seconded</p> <p>All – approved</p>
<p>2. Approval of minutes from February 11, 2009 meeting</p> <p>Claire –wanted clarification of Laura Warner’s role to connect with Pam regarding career events.</p> <p>Motion: To approve February 11, 2009 meeting minutes as amended.</p>	<p>Julia – motion for approval of February 11, 2009 minutes</p> <p>Claire– seconded</p> <p>All – approved</p>
<p>3. Questions and comments arising from submitted reports</p> <p>Re: Director’s Report</p> <p>Daniel commented that it is rumoured that TALL would like to partner for the Joint Holiday Social this year. Daniel also commented that TALL has resisted partnering in the past and that CASLIS and the FIS Alumni Association should be contacted before any decisions are made</p> <p>Joy has uploaded our contact information to the wiki. Please make sure that it is up to date.</p> <p>Daniel – asked Britta Twitter feed, there are 12 counters and following, is twitter.com/slatoronto. Daniel mentioned that there needs to be a hashtag in order to retweet what people are posting. Daniel has ideas to share with Britta.</p>	
<p>4. Old Business</p> <p>Review of Action Items</p> <p>Board members can update whether their own completed tasks. Julia will ensure that items from over three meetings ago are removed from the wiki in an effort to ensure that it is a rolling list.</p>	
<p>Topic 1: Faculty of Information Events</p>	

<p>Joy updated the board about the funding contributed to Housing Memory Conference and iConnecting @ iSchool. Joy has confirmed with these two groups that they are receiving funding. On March 14th, 2009 Jennifer and Joy will attend the Housing Memory Conference for the coffee time that is being sponsored by SLA Toronto. Joy reminded the board that it is recommended that SLA Toronto members RSVP if they plan on attending iConnecting @ iSchool event.</p>	<p>1</p>
<p>Topic 2: Student to Conference Awards</p> <p>Joy informed us that Laura was successful in receiving funding from FPInfomart. There are a few errors in the announcement that was sent out on the discussion list. Juantia understood that the award was to be for \$1000 for each winner. Joy proposes that there is an increase to \$1750 this year because the cost to stay in Washington DC is much more. Joy also mentioned that she asked for submissions by April 6th and would for the deadline for submissions so we can review them at the meeting on April the 9th.</p> <p>Daniel said the announcement should go out asap. Joy could add additional information that gives FPInfomart some good press. Julia will send out to the iSchool students once she sees it come over the listserv.</p>	
<p>Topic 3: Joint Holiday Social</p> <p>Joy confirmed the fixed date of December 2, 2009. Britta suggested that we put it on the calendar after the summer. Will be the Arts and Letters Club again. Will want to wait for more information and to see if TALL confirms.</p> <p>Claire wanted to discuss whether or not TALL should be included in our holiday social. Julia suggested that there are a lot of people from TALL that usually attend their own social and there may be a space concern at the Arts & Letters Club. Daniel suggested that there should be a talk about who will pay for what aspects of the social. This issue will be tabled for another meeting. Can discuss this closer to the time. Daniel suggested that we just plan as is and then if TALL comes in and really wants to join then is better to cross that bridge when we get to it. Wait until you hear from the actual executive of TALL rather than just hearsay.</p>	
<p>5. New Business</p> <p>Topic 1: UWO FIMS Correspondence</p> <p>Joy received correspondence from a student at Western expressing concern that there is not a lot of expertise within their faculty on special libraries. The student did not contact the chapter in an official capacity as part of a student group. The student is interested in starting a student SLA group at Western. The student had been in contact with Martha Foote. Claire suggested a teleconference first with the student to determine what the environment is like, then make decisions about visiting Western from there. Claire also suggested that the chapter get in contact with the faculty at FIMS. Daniel mentioned that there is a liaison contact at Western who is in the Dean's office that we have been in contact with previously. There is also a communications chair that Martha has connections with. Daniel suggested that the chapter loop in the other people at Western, should be brought through the school rather than just the student body. Perhaps a case can be made for a student group at Western. Claire said there are a few classes at Western that are geared towards special libraries. Sandra mentioned that there are practicums in special libraries. Claire thinks that Western students are expecting faculty that</p>	

<p>have expertise in this area. This is why it is necessary to have a conference call with the student to discuss this further. Joy will speak with Martha about the contact at Western and will see about setting up a conference call.</p>	
<p>Topic 2: Budget allocation for Annual Conference, Washington DC</p> <p>Joy asked Jennifer about the membership number for December. Jennifer said she has not been able to confirm the number as head office. Joy said that we should be getting the allotment soon.</p> <p>Jan has not heard anything about the allotment, she should hear from them as well. Daniel asked if Jan has logged into COP to look for communications with the treasurers. Claire mentioned that Jan can set up an alert to know when information is being posted.</p> <p>Joy wanted to bring to everyone’s attention that her expenses to DC are extremely high this year - \$1700 for just one night, registration, and flight. Last year only half of the miscellaneous travel expenses account was spent. Joy is curious whether it should come from the travel budget. Daniel said there should be a cap as to what we would reimburse. Need to look at how much is left over in the budget to determine how much we can increase the budget. Before we increase the budget need to see if we have room to do so. Jan and Joy will look at the budget from this perspective.</p>	
<p>Topic 3: Board Lunch with Gloria Zamora, May 14: Proposal for visit on May 14th agenda items for the day</p> <p>Joy confirmed that Gloria will arrive on May 13th and leave on May 15th. May 14th will be a full day for her visit. There will be a lunch with Gloria for the board at Daniel’s workplace at noon. Currently there is nothing scheduled for the morning or the afternoon. Thinking about meeting with the Deans from both of the universities, and/or tours. Claire suggested that the tours take place during the mornings and the visits with the Deans happen in the afternoon to allow the FIMS Dean to drive in from London in the morning. Joy said this will also give Gloria more time to prepare for dinner so better to not have tours at the end. Joy will inform Juantia who is organizing the tours. Claire has heard from Karen at Western (communications chair) who wanted more information on the events before she would consider it. Wanted the Dean’s to share plans with Gloria for their students. Claire didn’t know the details for the gala dinner and forwarded the information to Martha. Martha will be discussing this with Karen. Claire will confirm the afternoon time slot for the meeting with U of T Dean. Joy said there is going to be a dinner on the 13th where members can pay for their own dinner so if they cannot attend the gala they can meet Gloria another way.</p> <p>Claire asked what libraries Gloria will be touring. Juantia will be organizing this, however we are not currently aware of what she has planned. Claire wants to ensure that Gloria sees people working in environments that are not the typical library. Lunch at Daniel’s work place will show Gloria that not all of the members work within a library. There will probably only be time for two tours. Claire suggested that for the Ernst & Young tour that there are people from the library as well as the KM people, this way Gloria would get a broader perspective.</p> <p>Joy suggested that Gloria stay in the Bloor Street area. Stephen is willing to use his memberships in the ROM or the AGO to take her to a few cultural venues before dinner if there is time.</p> <p>Joy was thinking that it would be best to change the board meeting for May, and</p>	

<p>move it from the 13th and move it to May 6th so that there is a chance to go over the details for the visit. Claire will look for a room for that date, and if she can't get space will let everyone know.</p>	
<p>Topic 4: Feedback for Networking Night Feb 11</p> <p>Joy commented on the events in the past month. Solo's group met in January and had a good turn out. February event went really well, there were about 30 people there. It was a great networking opportunity. Several members came forward and asked Joy to add them as Chapter volunteers for 2009. Still have the issue of accessibility – have to pick a place that is wheelchair accessible. Did get a comment from one member that there could have been some registration fee so there could be food. However what makes these events attractive is that people aren't held off by registration. People can buy their own food, but if the chapter has the money they can put in their own money. Don't need to feel obligated to buy people food, they are responsible for their own.</p> <p>Joy also went to career development night, capped attendance at 30, but bumped up to bigger room. There were probably 25-30 people there. Was a really good venue (the Faculty Club) and Ulla gave a great presentation and the sponsor was there as well (Grey House Publishing). Joy received an email from Mei Tan confirming that 21 people have registered for the whole series. Might have to consider moving to an upstairs room, however it is not accessible.</p>	
<p>Topic 5: Student Academic Achievement Award/Recognition</p> <p>Joy wants to clarify that we have voted to give \$35 to the students with the highest marks in the Special Libraries Course. Daniel said that this is confirmed. Goes to anyone from each of the three schools.</p>	
<p>Topic 6: Reception for Dr. Seamus Ross, Dean of Faculty of Information at University of Toronto – March 24, 2009</p> <p>Claire is hosting a reception to welcome the new iSchool Dean. Tentatively booked for March 24 at Hart House (debate room) which has been given to us at the U of T discount. Room space costs are \$250 and have to make a food order of \$650 and there will be a service charge with the event such as liquor etc. Do not have information on beverage options. Thinks that this event should break even. \$20 members, nonmembers \$30, unemployed etc \$15 this would allow us to break even with 50 people. Only thing is that we don't have a registrar for this event. Jan cannot find a register for this event. Claire would like Jan to approach Mei Tan, but if she can't do it should we look for another date. Joy could do the register's job. Joy will poll all of them with alternative suggestions as to how to get this organized. Daniel said that while we are waiting for an address to send registrations to is possible to just have the checks sent directly to Jan and Claire will have the registration information sent directly to her.</p> <p>Claire knows it is very short notice, hopefully there is a good turn out of members. She knows that if they get 20 people there they will consider it a success. At previous events, there is only an average of 20 people. Even if we draw a small number of people it will give the Dean more time to speak one on one with our members.</p> <p>Joy was thinking about organizing more events. Claire has reached out to see if her boss would be interested in speaking on a panel during April and he is open to the idea. KM event in 2007 was very popular and felt that we should do it again. As long as we have a PwC speaker we could maybe have it at Claire's building. Joel</p>	

<p>Alleyne is a possibility. Claire emailed someone within PwC who does CI. Will follow up with her. Claire is thinking that early fall is the best time to add a new event.</p> <p>Joy will organize a networking event for April 8, 2009. Would like a volunteer to do this. Sandra, will email the volunteer group to see if someone is willing to do this and organize the event since it is not difficult to do. Want to make sure there isn't something big on the Air Canada centre because that could make it too busy.</p> <p>Sandra said that the ClickU will be open for registration as of tomorrow. They are already all sold out from SLA. Sandra is registered for May 7 and May 20th. The sessions are capped at 50 registrations. Sandra could not find a room at the iSchool for the event.</p> <p>Joy is also thinking about the AGM and when we have to have the slate ready, maybe we could have at the AGM in conjunction with the last board meeting of the year. That way we could have people come into the venue afterwards and go on to the AGM afterwards. This is something to think about as an alternative. Daniel said that this would mean that there are two big events within December. Could also have our last meeting attached to the AGM. Doesn't have to be the last meeting could be any meeting. Could have it in mid November. Daniel suggested that they should be further apart in the calendar. Joy welcomes any ideas on how to figure this out.</p> <p>Daniel will be a speaker for Best of the Web series, Sandra going to talk to the Ontario College of Art and Design, Ontario Science Centre, someone in design firm? IBI Group – Jennifer Osther. Claire said that she had a speaker that worked in the area of HR.</p>	
<p>Topic 7: Jennifer Northern Exposure Leadership</p> <p>Jennifer thanked everyone for the sponsorship to NEL. The setting was amazing and there was gorgeous weather. Met amazing people and was an emotional experience that reminded her why she chose the profession. NEL tends to be academic and public libraries however this year there were actually 4 attendees representing special libraries at NEL and the visioning statement that they came up with was about a special librarian. What she came away with was that no matter what type of library you work in, most people join this profession to help bring their communities together. Jennifer is now considering that she would even want to do a PhD to teach the next generation. This was something she never thought she would do, was a transformational experience.</p>	
<p>6. Next Meeting and Adjournment</p> <p>Wednesday April 8, 2009 at PwC Management Services LLP, 145 King Street West</p>	<p>Julia – motion to adjourn</p> <p>Claire – seconded</p> <p>All – approved Meeting adjourned @ 1:30pm</p> <p>Next meeting & location: Wednesday April 8, 2009 at PwC Management Services LLP, 145 King Street West</p>

