

**SLA Toronto Chapter Executive Board Meeting Minutes
May 6th 2009 @ 12:15 p.m.**

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

Attended: Joy Shanfield, Bruce Harpham (guest), Daniel Lee, Claire Lysnes, Jen Burns (phone), Britta Charbonneau (phone), Sandra Craig

Excused: Jan Dawson

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</p> <p>Julia – seconded All – approved</p>
<p>2. Approval of minutes from April 8th 2009 meeting</p> <p>Motion: To approve April 8, 2009 meeting minutes.</p>	<p>Claire– motion for approval of April 8, 2009 minutes</p> <p>Sandra – seconded All – approved</p>
<p>3. Questions and comments arising from submitted reports</p> <p>Re: President-Elect Report</p> <p>Claire highlighted her report for the board.</p> <p>Re: Treasurer's Report</p> <p>Joy informed the board that the allotment cheques are delayed due to an audit process happening for SLA units. Unclear whether or not this will be a yearly audit and whether or not the allotment cheques will continually be delayed.</p> <p>Re: Website Director's Report</p> <p>Daniel suggested that Britta contact Quan regarding back up of the website at headquarters. Tylene is looking for other volunteers to post chapter information on FaceBook. Claire suggested that Tylene reach out to Laura and request that Laura be responsible for the New Information Professional FB group. If Laura is not already an administrator of this FB group she should be made one. Alternatively could find a volunteer to take over this responsibility.</p> <p>Re: Membership Chair's Report</p> <p>Claire noted that there are international members included on our roster that were not a part of our chapter. These names will be forwarded to Jen. In the past Claire facilitated contacting headquarters to ensure that these international members are associated with the appropriate geographic SLA group.</p>	<p>Britta will contact Quan regarding back up of the website at headquarters.</p> <p>Claire will communicate with Tylene and suggest she reach out to Laura Warner and request that she be responsible for the New Information Professionals group on FaceBook.</p> <p>Claire will forward Jen the names of the international members included on our roster.</p> <p>Jen will work with headquarters to ensure that these international members are associated with appropriate geographic SLA group</p>

<p>4. Old Business</p> <p>Review of Action Items</p> <p>Daniel drafted a letter to be sent out to members requesting donations to the student fund. Is interested in determining when it is a good time of year to send out the letter. September is most likely the best time because it is back to school.</p> <p>The board discussed the problems regarding students not attending events that they have signed up for. This is becoming an issue due to the fact that students attend events free of charge and food is often ordered for them.</p> <p>Claire suggested a nominal fee such as \$5 would encourage attendance however not be prohibitive. Bruce suggested that students could be required to pay and then be reimbursed if they actually attended. Joy mentioned that PayPal makes it easy to refund people who have paid for an event. This is the most important with events that have an attendance cap. This issue will be discussed at the following meeting so that Jan can take part in this discussion.</p>	
<p>Joint Holiday Social 2009 and TALL</p> <p>Joy discussed the possibility of having TALL join the holiday social next year with the TALL executive. It was agreed that early next year when planning commences TALL will be included.</p>	I
<p>5. New Business</p> <p>SLA Presidential Visit Schedule & Participation</p> <p>Joy shared with the board the alterations to Gloria's schedule during her visit. Claire discussed the Dean's meeting and will meet with Gloria. Claire will accompany Gloria to the Gala. Claire asked who will be attending the dinner in the evening. Daniel and Claire will be attending dinner on May 13th. Martha will also be joining the dinner at the AGO for 7pm. The list of people attending from the chapter will be sent to Stephen and he will take over the rest of the organizational details.</p> <p>Joy has asked Jen to help Heather with the greeting at the Gala. All members of the executive plan to attend the gala. Laura Warner has agreed to be the photographer for the event however will not arrive until 6:30pm. Group shots will commence once Laura arrives. A run sheet for photos will be provided to Laura to ensure that all the necessary photos are taken.</p> <p>Claire suggested that Jen approach members to accompany the Deans to the meeting as well as Gloria to ensure that they are meeting people. Sandra and Claire will host Dean Carmichael and Dr. Gloria Leckie from Western.</p>	
<p>Membership Sponsorship Fund Changes</p> <p>Jen discussed the application for membership support. Appears as though the board is at a crossroads sponsoring members, however SLA has introduced a membership option for people who are earning under \$18,000US and it is possible to become a member for \$41. Claire suggested that we could remove the form</p>	

<p>that is currently on the website. To replace this form can add additional information about the SLA headquarters information and then suggest the interested member contact the membership chair if they have further questions. Daniel mentioned that the chapter does not have guide lines for determining who should fall into these categories. This is an important issue and there should be a way to formalize this process and it must be approved because this is a transfer of funds. Claire asked when do we consider someone needy of this \$41 and when do we not? Coming up with a method for this is important. Rewrite what is on the website to highlight the SLA headquarters information and if further information is required contact the membership chair. Jen and Joy will discuss this issue further.</p>	
<p>Chapter Geographic Structure Survey</p> <p>Claire was asked to sit on a committee called the Chapter Assessment Committee, which was tasked to look at the structure of the chapters. This is a committee from SLA headquarters. The survey was created quickly due to time limitations as committee is to report to Gloria at conference in June. Claire solicited feedback from the executive board. Joy mentioned that approximately a quarter of our members are outside of Toronto. Claire mentioned that in the United States each state may have more than one chapter and there are issues regarding whether or not they should amalgamate and that it is possible that Canadians have an easier time determining what chapter to join. Discussion regarding this survey will take place via email. Answers should reflect the consensus of the entire board.</p>	
<p>Chapter Reporting Structure & Standards</p> <p>Joy will defer this discussion to the following meeting in order to ensure proper time frame. Daniel mentioned that there is a page on the wiki that shows the structure of the chapter and there is a list of who reports to who. Worth investigating the history of this reporting. Want to ensure that people are submitting reports and so the board is aware of what is going on. Joy is curious about how people are informed about the changes in the wiki. Is important for all volunteers to be checking their pages to ensure that they are following their roles. Important to be aware of the reporting roles and being able to delegate to each of our reports.</p>	
<p>6. Next Meeting and Adjournment</p> <p>June 10, 2009 at 12:15 at PwC Management Services LLP, 145 King Street West</p>	<p>Claire – motion to adjourn Julia – seconded All – approved Meeting adjourned @</p> <p>Next meeting & location:</p>