

SLA WCC Annual General Meeting Wednesday November 26, 2008
Conference Call 8:30 PST; 9:30 MST, 10:30 CST
Library Services Corporate Services BC Region Department of Justice, Government of
Canada

Call to order: by President Susan McConkey at 8:30 P.S.T.

Attendance in Vancouver:

Debbie Schachter
Grazyna Nawrocka
Richard Matiachuk
Robyn McDowell
Shelley Tegart
Evelyn Taylor
Lesley Perkins
Christina de Castell
Carol Williams
Shirley Lew
Tracey Carmichael
Anne O'Shea

Attending by teleconference:

Michelle Mallette
Susan McConkey
Barb Storms
Weiwei Shi
Pat Sandercock
Anne Gregory
Janice Ludberg
Other chapter members

Call to Order at 9:03 AM

Welcome and Regrets - none

Approval of Agenda moved by Grazyna Nawrocka seconded by Debbie Schachter
carried

AGM Minutes of November 28, 2007

Motion to approve AGM 2007 minutes by Barb Storms and seconded by Christina de
Castell. Motion carried.

Treasurer's Report Richard Matiachuk

Operating Account = \$ 5,487.92
Reserve Account = \$13,374.13 TD Account Money Market
(variable) GIC
Total assets = \$18,872.05

Total Income (to date) = \$15,095.36
Total Expenses (to date) = \$17,415.72
Difference (to date) = - \$ 2,320.36 (recovered from reserve funds)
Additional details in Treasurer's 2008 annual report- see activity reports.

Annual report- Communications Director - Shirley Lew

Four primary ways of communications – discussion list (428 members: includes 86% of the membership: 67 members are not on the list); Wired West and Website

Annual Report- President Susan McConkey

- ❖ In 2008 SLA President chapter visit to Western Canada was approved. Pres. Stephen Abrams visited the Western Canada Chapter: Vancouver, Calgary, Edmonton, and Winnipeg. He gave presentations to students and instructors (faculty) at two universities and to two library technician schools. He also spoke at chapter receptions (or dinners) in Western Canada host cities.
- ❖ Debbie Schachter, Robyn McDowell and Susan McConkey prepared a Strategic Plan 2009-2011 which was approved by the board. Our chapter updated its' history. Some WCC members participated in the SLA Strategic Alignment Project as a focus group in Vancouver.
- ❖ WCC offered its' members 10 virtual programs, regional employment listings, and a discussion listserv.
- ❖ WCC chapter provided support to students through such events as student crawls, offered speakers, funded a visit by Ulla De Stricker to UBC, and organized Pres. SLA Stephen Abram visit to Red River College, UBC - SLAIS, U of Alberta. 6 student memberships were awarded as door prizes.
- ❖ WCC membership -238 members; in BC and Yukon 128; Alberta 73; Sask. 9 Manitoba 14; Other 13
- ❖ Sponsors – thank you to WCC sponsors- FP Infomart.ca – all programs sponsor, and ProQuest all programs sponsor; Andornot- Wired West sponsor.
- ❖ Thank you to the board officers- Debbie Schachter, Robyn McDowell, Shelley Tegart, Richard Matiachuk, Shirley Lew, Leslie Perkins, Pam Wilkins, Weiwei Shi, Pat Sandercock, and Janice Ludberg
- ❖ Thank you Committee Chairs - Anne O'Shea, Deborah Copeland, Alex McNeur, Anne Gregory, Maria Swarbrick, Evelyn Taylor, Michelle Mallette, and Barb Storms.
- ❖ The chapter recognized Grazyna Nawrocka for her dedication, hard work and perseverance in managing and organizing WCC archives. R. McDowell made the presentation.

- ❖ Thank you to volunteers- Debra Millard, Carolyn Soltau provided equipment at events; Winnipeg - Sherrie Vokey; Awards Committee - Karen Sawatzky, Valeria Gallo-Stampino
- ❖ Thank you to Canada Revenue Agency, BC Securities Commission and the Department of Justice for hosting and providing meeting space in 2008.

Nominations and Elections of Officers - Christina De Castell

Christina De Castell thanked Anne Gregory for her assistance. The slate of officers for the SLA WCC Board for 2009 is as follows:

- President-Elect, Frances Main (Vancouver), Jan 2009 – Dec 2011
- Director, Fund Development, Charles Hogg (Victoria), Jan 2009 – Dec 2010
- Director, Alberta (Edmonton), Bob Cole, Jan – Dec 2009
- Director, Alberta (Calgary), Pat Sandercock, Jan 2009 – Dec 2010
- Director, BC (Vancouver), Anne O'Shea, Jan 2009 – Dec 2010
- Director, BC (Vancouver Island, Pam Wilkins, Jan – Dec 2009
- Director, Manitoba, Janice Ludberg, Jan – Dec 2009
- Director, Saskatchewan, Luella Newman, Jan – Dec 2009

No further nominations. Motion was made to accept the slate of board positions as named by Christina de Castell. Michelle Mallette moved; seconded by Pat Sandercock. Carried.

Incoming President's Remarks Debbie Schachter

Debbie Schachter thanked Susan McConkey for her hard work for the Chapter, as well as for filling the role of Fund Raising Officer and Saskatchewan Director. SLA WCC presented Susan McConkey with a bracelet designed by a native artist.

In 2009 SLA will celebrate 100 Anniversary. With economic down turn in the coming year WCC will use online resources more. We will manage the chapter in a financially prudent manner. WCC will host the Canadian reception at the 2009 SLA Conference in Washington, DC.

New Business: 2009 Committee Chairs – Debbie Schachter

Debbie Schachter announced 2009 committee chairs: Archives: Grazyna Nawrocka
Bulletin Editor: Lesley Perkins; Discussion List: Alex McNeur; Employment: Anne Gregory; Membership: Evelyn Taylor; Student Liaison: Michelle Mallette; Virtual Programs: Barb Storms

Awards Presentations – Past President Robyn McDowell

R. McDowell announced Conference travel grant winner is new professional, Desi Wahyuni.

R. McDowell presented Carol Williams with the SLA WCC Outstanding Information Professional Award.

Announcements

No announcements

Motion to adjourn

Motion by Richard Matiachuk and seconded Christina de Castell ended at 9:45 a.m.

SLA Western Canada Chapter Annual Board Reports November 26, 2008

Chapter President: Susan McConkey
Chapter President Elect: Debbie Schachter
Past President: Robyn McDowell
Secretary: Shelley Tegart
Treasurer: Richard Matiachuk
Communications Director: Shirley Lew
Alberta (Calgary): Pat Sandercock
Alberta (Edmonton): Weiwei Shi
BC (Victoria) Director: Pamela Wilkins
BC (Vancouver) Director: Lesley Perkins
Manitoba Director: Janice Ludberg
Archives: Grazyna Nawrocka
Bulletin Editor: Anne O'Shea (not available)
Discussion List: Alex McNeur (not available)
Employment Chair: Anne Gregory
Membership Chair: Evelyn Taylor
Student Liaison Chair: Michelle Mallette
Virtual Programs Chair: Barb Storms
Nominations Committee: Christina de Castell

SLA WCC President Annual Report for 2008 - Susan McConkey

Governance

- Submitted WCC Code of Responsibility forms and Chapter Officer roster to the SLA WCC Chapter communications with SLA
- Held 5 board meetings including AGM
- Participated in SLA Leadership Institute Midwinter and SLA Leadership Institute –Annual Conference
- Attended Chapter Cabinet Meeting and Joint Cabinet meeting, Seattle, June 2008.
- Represented WCC at the Global Information Ethics Roundtable, Seattle
- Applied for SLA President Visit to Western Canada Chapter
- Submitted SLA WCC Chapter Visit Report
- Submitted SLA WCC Annual Report
- With Pres. Elect Debbie Schachter and Past Pres. Robyn McDowell prepared WCC Strategic Plan 2009-2011

Finance

- Fund raising activities for WCC Chapter- contacted sponsors, sent letters of agreement, and follow-up communications with sponsors and program directors
- Participated in Budget 2009 planning with Debbie Schachter and Richard Matiachuk
- Communications with WCC Treasurer and SLA 2008 Board as necessary

Communication

- Correspondence with SLA, WCC Board, members, sponsors, members of the library community and general public
- Wrote Wired West Newsletter - President's Remarks column in 2008
- Submitted article on information ethics to Wired West

Committees- Awards

- Participated in awards planning
- Revised conference grant sponsorship package

Services to Members

- Acted as Western Canada Chapter Information Ethics Ambassador
- Coordination and planning SLA Pres. Stephen Abram's chapter visit to 4 cities with WCC regional directors and Student Liaison Chair.
- Attended Winnipeg reception for Pres. Abram
- With Archivist Chair updated SLA WCC history on web site
- Participated in SLA Canada Reception preliminary planning with Debbie Schachter
- Acted unofficially as SK regional director – distributed access to virtual programs to SK members.

SLA WCC President Elect Annual Report for 2008 - Debbie Schachter

Leadership & Planning

- Participated in SLA Leadership Institute Midwinter and SLA Leadership Institute at the Annual Conference
- Attended Chapter Cabinet Meeting and Joint Cabinet meeting, Seattle, June 2008.
- With President, Susan McConkey and Past President, Robyn McDowell, prepared WCC Strategic Plan 2009-2011
- Participated in Budget 2009 planning with Susan McConkey and Richard Matiachuk
- Coordinated regularly with Treasurer, Richard Matiachuk to co-sign cheques
- Participated in SLA 2009 Canada Reception preliminary planning with Susan McConkey and SLA
- Attended SLA Focus Group at Pacific Press, on SLA branding and special libraries' future
- Played host to Stephen Abram in Vancouver
- Verified and identified committee chairs for 2009

Public Relations

- Had SLA WCC brochure printed; distributed brochures to students and to Membership Chair, Evelyn Taylor and to Communications Director, Shirley Lew
- Spoke at Langara College Library Technician program as part of an "associations panel"
- Spoke at CLA 2008 on marketing for special libraries
- Spoke at UBC's School of Library and Information Studies as guest lecturer in early November
- Attended University of the Fraser Valley Library Technology program advisory committee on behalf of SLA
- Wrote monthly column for Information Outlook

Programming

- Held Programming meeting with Directors and Treasurer to discuss programming options for 2008
- Coordinated and created a survey of chapter members with respect to programming needs, and to find out the type of sessions that members would like.

SLA WCC Past President Annual Report 2008 – Robyn McDowell

- Coordinated regularly with Treasurer, Richard Matiachuk to co-sign cheques

- Provided a meeting venue for WCC board meetings for Vancouver board members
- Submitted an article to Wired West – Interview with Debbie Schachter, Outstanding Information Professional Award Winner 2007
- Awards Committee - Chair
 - Administered the Travel Grant and the Outstanding Information Professional Award
 - Proposed a special recognition award
- Archives - Committee member
 - assisted Grazyna Nawrocka, Archives Chair, with the weeding of the archives by verifying the discards
 - provided past minutes for the archives, and updates to the website
- Attended various SLA WCC events in Vancouver, attended the SLA Conference, Seattle
- With President, Susan McConkey and President Elect, Debbie Schachter, prepared WCC Strategic Plan 2009-2011
- Assisted SLA WCC President Susan McConkey as required

SLA WCC Secretary Annual Report for 2008 - Shelley Tegart

- Submitted Board Reports for 2008
- Submitted Board Meeting Minutes 2008
- Attended Board meetings either in person or by teleconference

SLA WCC Treasurer's Report for June – October 2008 - Richard Matiachuk

Since the 2007 Annual Meeting (in addition to receiving: invoices, receipts, registration fees, and sponsorship funds, paying bills and maintaining the Chapter accounts) I . . .

- Had the accounts reviewed ('audited')
- Submitted the 2007 Year End Report to SLA Headquarters
- Attended Vancouver SLA WCC events including
 - Lee Iverson on Digital Libraries
 - Ulla de Stricker, Hunches & Lunches, and What's It Like to Work Here?
- Worked with Premiere Conferencing Canada (our teleconferencing provider) to resolve a notice of an unpaid invoice from June 2005. Premiere Conferencing Canada changed software programs and discovered some accounting oversights including an invoice for teleconferencing that was not sent and did not show up in subsequent bills. I confirmed we had a teleconference on that date, that we did not pay for that service, and I sent them a cheque to honour our commitments to pay for services we received.

With respect to the Chapter budget and finances, there have been no significant changes to the Chapter accounts.

- We continue to have an 'Operating Account' which we use for cash flow and,
- We continue to have a 'Reserve Account' in the form of a cashable GIC.
- In 2008 we had sufficient funds in our Operating Account to cover all our expenses.
 - One of the goals in 2008 was to provide Chapter funds so that regions could offer programs that would not necessarily 'break even'. We made this decision as a way to promote the SLA (and our Chapter) from Vancouver Island to Manitoba. And, we made this decision as a way to constructively use some of our reserve funds. Though we did not need to access the GIC for these expenses we have reduced our Operating account and we will need to transfer money from the GIC in 2009 for operating expenses.

Financial statement (as of November 20, 2008)

- Operating Account = \$ 5,487.92
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Communications Directors Annual Report for 2008 – Shirley Lew

- Regularly updated the SLA WCC web site with information reflecting the chapter's range of activities such as meetings, programs, archives, awards, and board recruitment.
- Updated and cleaned-up the web site's HTML code
- Submitted Chapter News articles to Wired West
- Attended various SLA WCC events in Vancouver as well as SLA Conference in Seattle
- Served as Discussions List Chair during period of transition for that position
- Participated in SLA Alignment Focus Group, a strategic discussion session regarding SLA and special librarianship marketing and communications

Alberta Director (Calgary) Annual Report for 2008 – Pat Sandercock

- Met with the Directors of the Foothills Library Association, Calgary Law Library Group, and CASLIS Calgary to develop joint program ideas
- Worked with the organizing committee for the Calgary Holiday Social, 2008, organized by CLLG and jointly sponsored by SLA-WCC and CASLIS, Calgary
- Assisted local SLA members access our Virtual Programs and website
- Worked with SAIT Library Technician Program to provide a student report to Wired West following Stephen Abram's visit
- Successfully held the best attended library event in Calgary in 2008, 58 participants!
- Organized an informal dinner with Stephen Abram, the president of CASLIS Calgary and the Calgary Law Library Group
- Acted as Stephen's guide and host during his visit to Calgary

Alberta Director (Edmonton) Annual Report for 2008 - Weiwei Shi

- Spoke at Grant MacEwan College Library Technician Program to promote the SLA membership
- Submitted Chapter President's Code of Responsibility form
- Attended SLA WCC board meetings by phone
- Coordinated the Stephen Abram's visit with SLA WCC president and other board members
- Responded to member's inquiries, sent greetings to new SLA WCC members, and communicated with other board members
- Distributed access information for the virtual programs

BC Director (Victoria) for June – October 2008 - Pamela Wilkins

- Attended SLA meetings
- Liaised with SLAIS representative re Library Crawl event in December

BC Director (Vancouver) Annual Report for 2008 – Lesley Perkins

- Planned, organized, advertised and hosted the January 28 event with Lee Iverson on Digital Libraries; submitted my report to Richard Matiachuk
- Searched for new reasonably-priced venues for downtown events (VPL is on longer free for us)
- Planned, organized, advertised and hosted the April 8 event with Paul Whitney on Copyright
- Planned and organized three separate Ulla de Stricker events in May; contacted Michelle Mallette regarding holding free session at SLAIS and liaised with SLA@SLAIS student rep on the announcement; I booked the venue for paid sessions downtown, and sent information to Debbie Schachter
- Contacted other possible speakers for Fall events
- Discussed the Program Director (Vancouver) position, and programming budgets, with Susan McConkey
- Assisted with the organizing of the Stephen Abram chapter visit to Vancouver and hosted the event at the Terminal City Club on October 27.

Manitoba Director Annual Report for 2008 - Janice Ludberg

- Coordinated the Abram visit to Winnipeg.

Archives Director Annual Report for 2008 – Grazyna Nawrocka

- Revised and sent out “Instructions for Depositing Materials in the Archives.”
- Finished culling collection
- Updated (described and filed) archival materials
- Expanded classification system
- Created inventory database and its folksonomy
- Entered information into database
- Reorganized collection
- Migrated data from floppy disks to flash drive
- Participated in SLA Annual Conference in Seattle
- Took part in Ulla de Sticker presentations
- Completed free, online professional development workshops offered by the Click University
- Attended Board meetings
- Housed archival collection

Employment Chair Annual Report for 2008 – Anne Gregory

Since taking over the position of Employment Chair in March I have sent out weekly dispatches, usually on time. I have also been slowly but surely working on creating updated and expanded content for our employment webpage and I have fielded several employment related questions.

Membership Chair Annual Report for 2008 – Evelyn Taylor

- Currently, the Western Canada Chapter membership stands at 237 members. The geographic breakdown is as follows:
 - BC - 129
 - Alberta - 73
 - Saskatchewan - 9
 - Manitoba - 13

Other provinces, plus U.S. locations - 13

- In addition to sending out letters of welcome to new members and reminders to lapsed members, I notified the Regional Directors, Bulletin Editor and List Owner of new members, attended SLA WCC events in Vancouver, attended SLA Board meetings, volunteered for the WCC History Committee and attended the SLA Conference in Seattle.
- Over the year, I sent out 56 Welcome Letters to new members and 23 Reminders. I have not yet received the lists of new and lapsed members for November.
- There have been some glitches with the Lapsed Member Unit reports; I did not receive reports for May, September and October 2008. I have asked Vern Hemphill, Manager, SLA Membership for several updates.

Student Liaison Chair Annual Report for 2008 – Michelle Mallette

- Attended UBC SLA Student Chapter meeting
- Encouraging the development of an SLA Student Chapter at the University of Alberta (ongoing)
- Recruited a University of Alberta student to assist the Employment Chair
- Assisted SLAIS students in organizing an SLA Library Crawl in Vancouver
- Currently assisting students in the organizing of an SLA Library Crawl in Victoria
- Served as liaison for Stephen Abram's visit to SLAIS at UBC in Vancouver and University of Alberta's SLIS in Edmonton
- Provided guidance for revisions to the SLA Student Membership awards for SLA WCC
- Provided information on the history of the Student Membership Award for the SLA WCC website

Virtual Programs Chair Annual Report for 2008 - Barb Storms

- Coordinated the selection of 11 virtual programs for viewing by SLA WCC members
- Purchased, tested, and promoted the programs
- Provided trouble-shooting assistance to Program Chairs, as required
- There is one two-part program remaining for 2008 - this will be offered in December

Nominations Committee Report for 2008 - Christina de Castell

Also thank you to Anne Gregory for her assistance in recruiting an Edmonton Director, and everyone who has agreed to put their name forward for election.

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- Director, BC (Vancouver Island), Pam Wilkins, Jan – Dec 2009
- Director, Manitoba, Janice Ludberg, Jan – Dec 2009
- Director, Saskatchewan, Luella Newman, Jan – Dec 2009