

Special Libraries Association
Western Canada Chapter
February 4, 2009 Board Meeting Minutes
8:30 a.m. P.D.T., 9:30 a.m. M.D.T., 10:30 a.m. C.D.T.
Vancouver board members at Justice Institute
Others in attendance by teleconference

Call to order: by President Debbie Schachter at C.D.T. 10:30

Attendance in Vancouver:

Chapter President	Debbie Schachter
President-Elect	Frances Main
Secretary	Shelley Tegart
Treasurer	Richard Matiachuk
Communications Director	Shirley Lew
Bulletin Editor	Allan Cho
Discussion List Chair	Alex McNeur
Membership Chair	Evelyn Taylor

Attending by teleconference:

Vancouver Director	Anne O'Shea
Vancouver Island Director	Pam Wilkins
Calgary Director	Pat Sandercock
Student Liaison Chair	Michelle Mallette
Virtual Program Chair	Barb Storms
Fund Chair	Bob Cole
Past President	Susan McConkey

Regrets

Employment Chair	Anne Gregory
Saskatchewan Director	Luella Newman
Chapter Archivist	Grazyna Nawrocka

(Please see appendix 1 for a compilation of Board reports submitted for this meeting)

Changes to the agenda

None

Agenda:

Meeting was called to order at 8:30 AM

Welcome and Regrets - None

Approval of Agenda by Frances Main and seconded by Shirley Lew.

Approval of the Minutes of the October 1, 2008 meeting Bar Storms name is spelt wrong in the June Minutes moved by Richard M. and 2nd by Barb Storms

President's Report – Debbie Schachter

Leadership summit – The summit is the kickoff to SLA’s centennial year

Economic impact on SLA:

- SLA investment revenue reduced (as it has for everyone); plus they anticipate fewer revenues for conference and membership this year
- Have taken some steps to reduce expenses: “austerity is the name of the game”
- Focus on networking, advocacy and member support in 2009, but at reduced cost

New:

2009 Membership Benefits:

- Anyone with salary of \$18k (US) or less can now renew for \$30/year – this will benefit the unemployed, underemployed, and those from developing nations
 - Since the new dues structure in place, SLA has had more than 100 new members from outside of North America
- Click U Live will be free as of January 15th; replays will be free; only the certificate programs will continue to be fee-based
 - 15% off the CI programs with the “buddy system”
- For January 2009, registration to SLA 2009 will be discounted by \$45 off the early bird rate
- New online linkages to degrees at a number of universities (including Syracuse, U of T)

SLA Budget 2009

- SLA has cut their budget in anticipation of reduced revenue; so far will not cut staff but no 2009 salary increases, and staff will be paying a portion of their own medical expenses
- Information Outlook will be reduced to 8 issues per year to reduce expenses; advertising revenue has been down anyway.
- No 2009 salary survey
- Making more leadership work virtual by doing more Webex and teleconferencing

New Member Focus:

- New Council for members in their first 5 years of their career in which Christina de Castell is involved
- New award for people making an impact in their first 5 years

Canadian Reception at Washington, Susan has done a fair amount of work SWETS, CEDROM-Sni are planning to sponsor the event with \$3500 each. The event will be held on June 15th at the Morrison Clark Hotel, and the ticket price will be \$5.

Reminder to Board members to look at the SLA-WCC Strategic Plan on the website and see what we are planning to do over the next year.

Code of Responsibility needs to be submitted to SLA Headquarters if you have not done so yet.

Treasurer’s Report and reimbursement policy - Richard Matiachuk

We have to keep a min balance in our chequeing account so Richard moved money from our (savings account) so we are not charged bank fees.

SLA – website on expenditure tracking, treasurer must co-sign everything with the president or president elect.

Run ideas past Debbie , keep track of all your receipts, events, members, how much money you brought in, send money to Richard, no money please, if sending by courier please contact Richard first. You can be reimbursement for courier

Spending not related to a program, i.e. flask disk for archives, once it is approved by Debbie

Please remember the following points about budgeting for events:

1. What type of event are you having and what needs does the even have?
2. Have you worked with the Treasurer to ensure that all events are in the unit's budget?
3. Have you included all costs associated with the event in your budget?
4. Have you priced your event appropriately?
5. What is your break-even point?

You can review these questions on the SLA site at:
<http://www.sla.org/documents/BreakEvenAnalysis.doc>

Programming Update – Francis Main

Monday meeting getting the group together, brain stormed some ideas, Barb Storm attended. The ClickU programs are now free, opportunity to increase participation with non-members, using the money set aside to sponsor the social events to increase membership, event at the end of April and show how the learning lab works. Susan McConkey did this as an opportunity to showcase the association. Barb Storms thought it was good networking event. Anne O'Shea wondered if SLA will allow this? Debbie will investigate if we can do this with SLA.

Virtual programs are one of the easiest ways of putting on an event that may attract new members. We could use the money to cover the refreshments.

Motion that out of our virtual program we allocate to each region \$200 to cover expenses for programs. Moved by Richard Matiachuk and 2nd Barb Storms. All in favour.

Anne O'Shea suggested a series of professional basics, Centennial Series with three or four events each focused on a specific topics with useful fundamental such as: budgeting, performance management, best practices in supervision, register for one session or the series. Pat Sandercock wants to know who are the people who can do these sessions. Pam would like to have Victoria to piggyback on Vancouver.

To celebrate the Centennial possibly do a photo/snapshot of the chapter, Shirley Lew recommends that we do this on the website.

Bob Cole would like to know how long has the WCC been in existence and what has it contributed to SLA?

Debbie Schachter and Francis Main will look at the possibilities of adding something to the website.

Virtual Programs Update – Barb Storms

Live web seminars / replays are free for members – Barb's position to be abolished for 2009 until there is a need for one.

Moved that we put the position on hold for 2009 until such time as we require this position again. Debbie and 2nd by Francis Main. All in Favour. The website will be updated by Shirley

Awards Committee – Susan McConkey

Members include: Valerie Swanson, Robyn McDowell, and Karen Crosby (?)

Travel grant criteria marketing for the event. Circulating ideas for marketing this award. She will come back in April with the criteria. Debbie Schachterasked about the timing of the travel grant, should it be promoted in January and awarded earlier.

Proposed Board Meeting Dates for 2009:

February 4th
April 8
June 10
Sept 9
November 25 AGM

Adjournment Pat Sandercock. adjourned the meeting

The meeting was adjourned at 9:26 AM.

SLA Western Canada Chapter Board Reports February 4, 2009

Chapter President: Debbie Schachter
Chapter President Elect: Frances Main
Past President – Susan McConkey
Secretary: Shelley Tegart
Treasurer: Richard Matiachuk
Vancouver Director – Anne Shea
BC (Victoria) Director: Pamela Wilkins
Alberta (Edmonton) - Weiwei Shi
Archives: Grazyna Nawrocka
Bulletin Editor - Anne O'Shea
Membership Chair: Evelyn Taylor
Virtual Programs Chair report - Barb Storms
Communications Directors Report – Shirley Lew
Discussion List Chair – Alex McNeur
Employment Chair – Anne Gregory

SLA WCC President Report Activities for November 2008 – February 2009 - Debbie Schachter

- sent out introductory email to SLA WCC Executive
- attended SLA Leadership Summit in Savannah, Georgia
- wrote a column for SLA's Information Outlook
- met with Frances and Richard for signing authority and cheque signing
- submitted Code of Conduct form to SLA
- submitted Chapter Officer Form to SLA
- recruited new Wired West editor (Allan Cho)
- sent out invoices and contracts to Canadian Reception sponsors (organized by Susan McConkey in 2008)

SLA WCC President Elect Activities for November 2008– February 2009 – Frances Main

- met with Richard and Debbie for signing authority and cheque signing
- submitted Code of Conduct form to SLA
- submitted Chapter Officer Form to SLA
- contacted a Yukon chapter member who expressed interest in getting involved in SLA WCC
- arranged a meeting of Chapter Program Directors (taking place on Monday, Feb 2nd)

SLA WCC Past President Activities for November 2008 – February 2009 – Susan McConkey

- Planning Canadian reception in Washington with D. Schachter and C de Castell.
- Sent information re SK Regional Director position to incoming SK Regional Director, L. Newman.
- Sent details concerning fund raising position to C Hogg, incoming Fund Raising Development Officer
- Communication with Awards Committee members
- Sent in SLA Code of Responsibility

SLA WCC Secretary Report Activities for November 2008 – February 2009 - Shelley Tegar

- Submitted Board Reports for October 1, 2008
- Submitted Board Meeting Minutes for October 1, 2008
- Sent in SLA Code of Responsibility

SLA WCC Treasurer's Report for November 2008 – February 2009 - Richard Matiachuk

- Reimbursed expenses and paid bills to close the 2008 fiscal year
- Arranged for the change of signing authorities on the bank account
- Transferred reserve GIC funds to the operating account in order to cover expenses (i.e. the invoice for deposit on the room for the Canadian Reception at the 2009 SLA Conference)
- Signed 2 'letters of agreement' for the 2009 SLA Canadian reception sponsorship funding
- Arranged for the 2008 financial reports (income & expenses) (i.e. "the books") to be audited. Audit was done and signed-off
- Year-end reports submitted to SLA Headquarters.

**BC Director (Victoria) for Activities for November 2008 – February 2009 -
Pamela Wilkins**

- Along with Michelle, I helped organize the SLAIS library crawl for Victoria

**Manitoba Director for Activities for November 2008 – February 2009 -
Janice Ludberg BC Director (Vancouver) for Activities for November 2008 –
February 2009 – Anne O’Shea**

- Met with Lesley Perkins to go over the duties and procedures for the position
- Arranged to meet with Allan Cho to hand over the Wired West Bulletin Editor duties

**Alberta Director (Edmonton) for Activities for November 2008 – February
2009 - Weiwei Shi**

**Alberta Director (Calgary) for Activities for November 2008 – February 2009
– Pat Sandercock**

- Led students on a tour of the Ministry Library

**Archives Director for Activities for November 2008 – February 2009 –
Grazyna Nawrocka**

- Contacted past presidents with request for written submissions
- Started discussion with Communications Director, Discussion List Chair and Bulletin Editor to explore how to make 100 SLA anniversary more visible for membership at large
- Commenced works on updating Archives part of our website

**Employment Chair for Activities for November 2008 – February 2009 – Anne
Gregory**

- Nothing to report

**Discussion List Chair for Activities for November 2008 – February 2009 –
Alex McNeur**

- Fielded list subscription requests
- Responded to questions from list members
- Continue to reduce held accounts and verify working email addresses

The list currently has 424 members.

**Membership Chair Report for Activities for November 2008 – February 2009
– Evelyn Taylor**

- Arranged a meeting room for the February board meeting
- Sent Welcome letters to three new members

- Emailed Vern Hemphill, Manager, SLA Membership asking for an update on the Lapsed Member Unit Report module. Lapsed Member Reports have not been received for May-December 2008

Virtual Programs Chair Report for Activities for November 2008 – February 2009 - Barb Storms

- sign and send in the Code of Responsibility Statement
- provide minimal input to the email discussions regarding the SLA Student event in Edmonton
- will attend the programming teleconference meeting on Feb 2nd

Student Liaison Chair Activities for November 2008 – February 2009 – Michelle Mallet

- I have been working with Edmonton director (new and former), virtual programs and employment chairs to set up a speakers' panel at School of Library & Information Studies at The University of Alberta -- that is set up for February 25, though we are still finalizing the last speaker
- I also provided minor guidance for students at SLAIS, UBC, who organized, with Victoria director, a special library crawl similar to the event in Vancouver in September

Communications Directors Report Activities for November 2008 – February 2009 – Shirley Lew

Updated the SLA WCC web site with:

- contact information and profiles of the 2009 Board members;
- minutes from the June meeting;
- announcements of recipients of the 2008 Outstanding Information Professional Award and 2008 Travel Grant.

I've also shared some ideas with the Archives Chair on how to mark the SLA centennial on the SLA WCC web site.

Employment Chair Report Activities for November 2008 – February 2009 – Anne Gregory

No reports