Special Libraries Association, Western Canada Chapter (SLA-WCC)
Wednesday June 13, 2012
8:30am PST (9:30am MST, 10:30am CST)
Vancouver-area board members in attendance at the B.C. Department of Justice
Others in attendance by teleconference

I. Attendance and Regrets
II. Agenda
III. Minutes
Appendix A: Executive Board Reports

I. Attendance and Regrets

Attendance in Vancouver:
President: Richard Matiachuk
Past President: Frances Main
Secretary: Lindsay Tripp
Treasurer: Lingbo Yan
Membership Chair: Evelyn Taylor
Employment Chair: Tania Alekson
Discussion List Chair: Alex McNeur
Vancouver Director: Suzanne McBeath
Student Liaison Chair: Lindsay Willson

Attendance by Teleconference:
Communications Director: Adrian Mitescu
Fund Development Director: Rachel Zhao
Vancouver Island Director: Iona Reid
Edmonton Director: Lisa-Jane Watson
Bulletin Editor: Ann Dreolini
SLA, Chapter Cabinet Chair-Elect: Debbie Schachter

Regrets:
President Elect: Dawn Bassett
Student Representative: Helen Brown
Manitoba Director: Philip Wolfart
Saskatchewan Director: Luella Newman
Archives Chair: Catherine Lee

Vacancies:
Calgary Director

Please see Appendix A for a compilation of Board reports submitted for this meeting.
II. Agenda

1. Call to Order
2. Welcome, Regrets, & Introductions
3. Approval of Agenda
4. Approval of the Minutes – April 11, 2012
5. President’s Report (Richard Matiachuk)
6. Treasurer’s Report’s (Lingbo Yan)
7. Guest Report (Debbie Schachter)
8. Employment Chair’s Report (Tania Alekson) – follow-up from last meeting
9. Bulletin Editor’s Update (Ann Dreolini)
10. Additional Portfolio Updates
11. Updates from the Regional Directors
12. New Business
13. Next Meeting Date
14. Adjournment

III. Minutes

1. Call to Order
   • Richard called the meeting to order at 8:32am.

2. Welcome, Regrets, & Introductions
   • Richard passed along regrets from Dawn, Philip, and Helen.

3. Approval of Agenda
   • Suzanne moved to approve the agenda. Tania seconded the motion. The motion was carried.

4. Approval of the Minutes – April 11, 2012
   • Frances moved to approve the minutes, circulated by Lindsay via email on April 11, 2011 for review. Suzanne seconded the motion. The motion was carried.

5. President’s Report (Richard Matiachuk)
   • Richard has a conference call with someone from SLA headquarters next week to discuss host responsibilities and anticipated expenses for the SLA 2014 conference. He is continuing to look for local sponsors.
   • Patricia Cia and Christina de Castell, Co-Chairs of the 2014 SLA Conference Host Committee, could not attend today’s meeting. They will have more time in July to get involved with the Committee. This is not time sensitive at present; however, Richard wants Patricia and Christina to feel supported in their role by the Chapter.
   • At present, 103 people are registered to attend the Canadian reception at the 2012 SLA conference in Chicago. The event sponsor, CEDROM-SNi, has been very supportive.

6. Treasurer’s Report (Lingbo Yan)
   • Lingbo reported that the Chapter is currently spending more than it is earning.
• Richard added that the Chapter needs to explore ways to generate more income; this includes fining new sponsors. The Chapter is still waiting to receive its annual allotment from SLA headquarters.

7. Guest report (Debbie Schachter)
• Debbie is currently serving as Chapter Liaison to the SLA Board. The Board meets regularly and also corresponds via email.
• Update on SLA finances:
  o There have been questions about whether SLA will cover conference fees for speakers and presenters. SLA’s revenues have declined in recent years; while it may be possible in future, SLA is only able to cover the basics for presenters at this time. Members of the Board receive only a small stipend for travel; conference fees are covered by Board Members personally or by their employers.
  o SLA is on track to meet revenue projects for the annual conference, thanks to strong enrollment numbers. Sponsorships are also close to what the organization had hoped to achieve.
  o Staffing has been reduced at the SLA head office over the past two years. It is expected to be reduced by one more position in February. The organization is trying to cut expenses and still meet the expectations of its members.
• Debbie welcomes any questions from SLA WCC members; SLA is always striving to connect with members, to ensure they do not feel isolated. She will also be available to chat at the Canadian reception.
• Debbie reported that Richard has connected with SLA President Brent Mai about his possible visit to Vancouver. She hopes to touch base with Brent at the November meeting. Debbie wonders if it might be possible for Brent to carpool with SLA Treasurer Dan Trefethen, who lives in Seattle.
• Debbie announced that she will be serving as SLA WCC’s Nominations Chair again this year. She will be contacting Members of the Board over the summer to see if they would like to continue in their position. She will then work to fill those positions that will become vacant in November 2012.

8. Employment Chair (Tania Alekson) – follow-up from last meeting
• Tania thanked Adrian and Richard for their feedback regarding the Chapter job board. (Adrian has also been forwarding postings that are not on the various library job sites.)
• She is still working to formulate a policy and will circulate it to the Board for review when it is closer to completion. If the Board opts for a wide scope in terms of the types of jobs posted, then perhaps it should consider narrowing the geographic scope to Western Canada.
• Postings with open-ended closing dates can be challenging in terms of maintenance. It can be difficult to determine when these positions have been filled and, in turn, when they should be removed from the job board.
• Suzanne asked whether SLA WCC provides other resources to assist members with job hunting. Tania replied that some materials from the previous Employment Chair are posted to the website. She invites Members of the Board to pass along other materials they think would be of use.
• Tania reported that she has been contacted by employers who are surprised to learn there is no fee to post to the SLA WCC job board. The British Columbia Library Association, for example,
charges organizations $50 per posting. Job postings were previously only open to members via the listserv, but are now open to all. The job board has more hits than any other page on the SLA WCC website, and draws traffic to the site.

- Tania encourages Members of the Board to forward job postings. She will continue to troll various websites and compile listings.

**Actions:** Members of the Board are invited to pass along job postings of potential interest to SLA WCC members, as well as resources related to job hunting.


- Ann’s first issue as *Wired West* editor was posted in March 2012. She posted a second issue on May 2012, which received good feedback.
- Ann is planning to post another issue in August 2012. She intends it to be an SLA 2012 conference wrap-up and invites Members of the Board to pass along submissions (for example, a write-up on the Canadian reception). The cutoff date for submissions is August 3rd or 4th.
- Richard inquired about possible themes for the November 2012 issue. Nothing is currently planned, and Ann welcomes suggestions.
- Richard suggested that those attending the SLA 2012 conference take photos, since the Chapter has not uploaded fresh content for some time.

**Actions:** Those attending the SLA 2012 conference are asked to take photos and/or submit a short write-up to *Wired West*.

### 10. Additional portfolio updates

- **Membership Chair.** Evelyn sent welcome letters to new members and to those renewing their SLA memberships. She will try to note this distinction in letters to SLA WCC Regional Directors. She continually notifies the Bulletin Editor and Discussion List Chair about new members in the region.
- Evelyn can generate a list of members in a particular area for Regional Directors through the Membership Directory on the SLA website, by searching for a city and chapter code. One shortcoming of this system is that it does not include members in small surrounding towns.
- Each year Evelyn sends a list of members to the Chapter President for the Annual General Meeting, as well as to the Archives Chair.
- Evelyn will forward a link to the Membership Chair Wiki, to provide members of the Board with a sense of what it looks like.
- SLA WCC currently has 207 members. This is down from 233 in October 2009. Membership continues to drop, likely due to the economy and institutions scaling back on professional development funds.
  - Suzanne inquired about institutional subscriptions. At present, Evelyn believes that the Legislative Assembly in Edmonton is the only corporate member, but will look into this further. She has requested a list of individual member names from the Legislative Assembly, but has yet to hear back.
  - Richard reported that he attended a webinar for Chapter Presidents. There are different levels of access for Chapter Presidents and Membership Chairs. He raised the question of how to deal with dropping membership numbers.
Suzanne made membership a requirement of webinar attendance. This spurred a few people to renew their memberships or become members. The Chapter needs to continue to demonstrate the value of a membership.

Iona reported that she has arranged times to speak with potential members by phone.

Frances pointed out that the Chapter has never done an active membership drive. This could be a component of SLA President Brent Mai’s visit to Vancouver. Perhaps he could speak to the benefits of an SLA membership.

**Discussion list.** Alex explained that one must be an SLA member to participate in the discussion list. He raised the question of whether or not the Chapter should consider opening the discussion list to the public. It might give potential members a chance to see what the Chapter is about.

Tania wonders whether a two-tiered system is possible (for example, a system that allows people to read, but not post unless they are members).

Debbie provided some historical context. In previous conversation on this topic, the discussion list was identified as one of the few tangible benefits of membership. Many (if not most) Chapters then decided to close their discussion lists to members only. The Chapter must continue to articulate the value of an SLA membership to current and potential members.

Suzanne asked if there is currently a closed, password-protected area to post materials for members only (i.e. slides from the recent SLA WCC Lunch ’n Learn/SLA webinar entitled *Broadening Your Existing Skill Set*.)

Adrian confirmed that such an area does indeed exist. Permissions can be granted in one of two ways: (1) interested individuals register on the website and create a profile, or (2) the Chapter can create a generic login to share with interested individuals upon request.

Suzanne inquired about the work level associated with distributing permissions this way. Adrian’s sense is that it is relatively straightforward. Suzanne is hoping to purchase more content on behalf of the Chapter and open it up to members.

Evelyn pointed out that there are similar materials posted to the SLA site; these could be used for promotional purposes in the membership drive.

Tania noted that non-members can only see a name in the SLA Member Directory; a membership is required to view more details. Adrian will look into this.

Frances alluded to the conundrum of trying to be open, while still providing novel content to paying members.

Richard suggested that the Board discuss the following questions on the listserv: What is the value of being a member of our Chapter? Should services like the discussion list be open to all. At a later date, the Board could open this discussion up to Chapter members.

**Communications Director.** Adrian reported that Skype has recently made some changes. People can now call into a conference, which they were unable to do until just a few weeks ago. To take advantage of this feature, the Chapter would need to get an online number at a cost of $30 annually (in addition to the annual $30 base fee). However, Skype does not have a Canadian toll free number at this time. Adrian asked those who attend Board meetings via teleconference if they are able to call US numbers. This will determine whether calling in is a viable option. Skype may add Canadian numbers in future, but he could not get an answer in regards to a timeline. SLA WCC teleconferencers would have the added convenience of not having to wait by the phone for Adrian to call.
Richard asked whether VOIP (calling through a computer) is a workaround. Adrian confirmed that people with Skype accounts can currently call him, and be added to the conference call.

**Actions:**
- Adrian will investigate the ‘two-tiered model’ for posting material to the Chapter website.
- Richard will start a dialogue on the listserv regarding whether or not to open the discussion list up to the public.

**11. Updates from the Regional Directors**
- Suzanne is thinking about planning a summer pub night in Vancouver for the end of July. This would give people a chance to touch base and debrief after the SLA 2012 conference.

**Action:** Suzanne will pursue plans for a July pub night further when she returns from Chicago.

**12. New Business**
- There was no new business.

**13. Next Meeting Date**
- The next meeting will be held on Wednesday September 12, 2012 at 8:30am (PT).

**14. Adjournment**
- Alex motioned to adjourn the meeting. Suzanne seconded the motion. The motion was carried and the meeting was adjourned at 9:15am.

**Recorder:**

Lindsay Tripp, SLA WCC Secretary
Appendix A
Executive Board Reports

1. President: Richard Matiachuk
2. President-Elect: Dawn Bassett
3. Past-President: Frances Main
4. Secretary: Lindsay Tripp
5. Communications Director: Adrian Mitescu
6. Treasurer: Lingbo Yan
7. Membership Chair: Evelyn Taylor
8. Discussion List Chair: Alex McNeur
9. Employment Chair: Tania Alekson
10. Archives Chair: Catherine Lee
11. Fund Development Director: Rachel Zhao
13. Vancouver Director: Suzanne MacBeath
14. Vancouver Island Director: Iona Reid
15. Edmonton Director: Lisa-Jane Watson
16. Saskatchewan Director: Luella Newman
17. Manitoba Director: Philip Wolfart
18. Student Liaison: Lindsay Willson
19. Student Representative: Helen Brown

Vacant: Calgary Chair

1. President: Richard Matiachuk
   • Continued discussions with Kathy Bryce (ANDORNOT) about partnering with the Chapter to help offset the costs of the annual November event in Vancouver. They still needed to make a decision. I have not heard back from ANDORNOT since leaving a voice mail message two weeks ago;
   • Coordinated the partnership agreement with CEDROM SNi for their support of the Canadian Reception at the SLA Conference in July;
   • Tracked registrants to the Canadian Reception in Chicago. As of June 6 there are 83 people who have shown an interest in attending the event;
   • Emailed the Toronto and Eastern Canada Chapters about promoting the Canadian Reception;
   • Held a teleconference with Dawn and Frances about vendor partners for our part in the 2014 SLA Conference. Following this meeting I spoke to Patricia Cia about the host committee and Debbie Schachter about an SLA contact to discuss the kinds of expenses we may expect in hosting the 2104 SLA Annual Conference;
   • Co-signed cheques and responded to email requests for information about the Chapter;
   • Made some initial inquiries regarding a possible replacement for the Calgary Regional Director position;
   • Met with a UFV Library Tech graduate about working in special libraries and information centres.
2. **President-Elect: Dawn Bassett**
   - Completed first draft of Programming survey;
   - Completed first draft of Event feedback form;
   - Wrote an article for *Wired West*;
   - Met with Richard and Frances to discuss funding;
   - Attended the Manitoba Libraries Conference / Presented as well;
   - Had a coffee break meeting with a few SLA Manitoba members;
   - Began to organize Mendeley demo - tentative date is in October.

3. **Past-President: Frances Main**
   - Attended one of the Vancouver SLA webinar events;
   - Had discussions with Richard and Dawn as required.

4. **Secretary: Lindsay Tripp**
   - Prepared and circulated draft minutes from the April 11, 2012 meeting; made revisions as required;
   - Collected and compiled rsvps and reports for the June 13, 2012 Board meeting; informed Richard Matiachuk and Evelyn Taylor of attendees.

5. **Communications Director: Adrian Mitescu**
   - Contributed to *Wired West*;
   - Handled routine requests to update the website/emails;
   - Investigated possible use of GoToWebinar for Chapter meetings/development sessions;
   - Investigated improvements to our Skype account.

6. **Treasurer: Lingbo Yan**
   - Since the last meeting, I wrote out four checks and deposited one check. Our account's current balance as of today (June 5th, 2012) is $9,454.43;
   - We finally sorted out where the print monthly TD deposit goes. It is being mailed to my current work location, rather than to Dawn, the last Treasurer;
   - I have faxed the first Quarter's SLA WCC TD bank statements to the SLA Treasurer - as required.

7. **Membership Chair: Evelyn Taylor**
   - Sent the email Welcome letter to new/ renewed members;
   - Mailed Welcome letter to one new member whose phone number wasn't in service & no email given;
   - Advised Regional Directors of new members in their region;
   - Advised Bulletin Editor Committee Chair of new members for possible bio’s in newsletter;
   - Advised Discussion List Committee Chair of new members;
   - Provided list of all members residing in Edmonton to Lisa-Jane Watson;
   - Emailed corporate membership of Edmonton Legislative Library to determine number of members under this membership;
   - As of June 7, 2012, the SLA WCC has 208 members.
8. **Discussion List Chair: Alex McNeur**
   - Evelyn Taylor looked after the discussion list for three weeks while I was away;
   - Fielded list subscription requests;
   - Responded to questions from list members;
   - The list currently has 417 members.

9. **Employment: Tania Alekson**
   - Surveyed the board about the job listings on wcanada.sla.org;
   - Posted available jobs on the website.

10. **Archives Chair: Catherine Lee**
    - Since the beginning of my term as the SLA WCC Archivist, I have been tasked with the transition of our chapter's archives from its current arrangement to a full digital storage system. During the past few months, I have looked into a number of solutions to resolve the recurring issue of housing our chapter's growing archives and have arrived at the conclusion that the best way to do this is to store our archives in a secure, web-based platform. A large part of the reason as to why this is the best solution stems from the fact that we all work remotely via the web from various locations in Western Canada and our office is itself in many ways is a "virtual office". Without a running server and a physical office location, it would be rather difficult to store our chapter's archives all in one place with a server-based program such as FileMaker Pro or MS Access as these would only be searchable on-site. That is, these would be searchable only if one was physically present in an office by using the office workstations. Also, the current arrangement of scanning and linking digital copies of our chapter's archives and then storing the hard copies of the archives in the Archivist's office/library will eventually prove to be impractical because the chapter's archives is a continually growing collection. By storing our archives in a secure, web-based storage platform, our board will have access to the chapter archives from anywhere within Canada and outside of Canada provided that they have access to a computer and Internet connection.
    - I have very recently spoken with Richard about this and I am looking into obtaining further information with regards to the functionality and the fee structure for a digital asset management system by the name of Canto Cumulus ([http://www/canto.com](http://www/canto.com)). I would like to discuss this further with everyone in our upcoming board meeting with respect to the costs as well as to the potential positive and/or negative impacts to the SLA WCC of moving to this digital storage system. If anyone has any suggestions or concerns, please feel free to discuss on our list or at the meeting.

11. **Fund Development Director: Rachel Zhao**
    - Nothing to report.

12. **Bulletin Editor: Ann Dreolini**
    - The last issue of Wired West went up on May 22nd;
    - I am going to be working on the next issue for August; it will be an SLA Conference wrap-up issue. Those interested in contributing are encouraged to be in touch.
13. **Vancouver Director: Suzanne McBeath**
   - Organized and hosted a two part webinar;
   - Received a draft member survey for review from Dawn;
   - Spoke with Richard about a future visit from Brent Mai.

14. **Vancouver Island Director: Iona Reid**
   - I have been contacted by a couple of Librarians about SLA membership;
   - Received drafts of Feedback from and Survey from President Elect.

15. **Edmonton Director: Lisa-Jane Watson**
   - Attended the Regional Director’s meeting;
   - Informally polled SLA-WCC Edmonton members about meeting topics;
   - Booked a session for June 26 about Twitter.

16. **Saskatchewan Director: Luella Newman**
    - Nothing to report.

17. **Manitoba Director: Philip Wolfart**
   - Since our last meeting I finally met, albeit briefly with Dawn Bassett, while attending the Manitoba Library Association. I tried to meet with other chapter members, but was told, that since many/most of the members are solo librarians they were unable to attend the conference, but many had expressed interest in a meeting later in the year.
   - At the same conference I also attended a working lunch of the Spruce Library Consortium of which I’m on the board.
   - Karen Sawatzky, one of our members has been active as our rep on the Manitoba Library Consortium and submitted a report to Dawn.

18. **Student Liaison: Lindsay Willson**
    - Nothing to report.

19. **Student Representative: Helen Brown**
    - Nothing to report.