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

Attendance in Vancouver:
Past-President: Richard Matiachuk
President-Elect: Adrian Mitescu
Secretary: Lindsay Tripp
Treasurer: Lingbo Yan
Discussion List Chair: Alex McNeur
Vancouver Director: Suzanne McBeath
Student Liaison Chair: Helen Roytblat
Student Representative (UBC): Carrie Grinstead

Attendance by Teleconference:
President: Dawn Bassett
Communications Director: Karen Sawatzky
Archives Chair: Steven Gibson
Partner Relations: Elizabeth Watson
Employment Chair: Lindsay Willson
Vancouver Island Director: Iona Reid
Calgary Director: Sarah Gustafson
Manitoba Director: Philip Wolfart

Regrets:
Membership Chair: Evelyn Taylor
Edmonton Director: Lisa-Jane Watson
Bulletin Editor: Catherine Lee
Saskatchewan Director: Chantel Dourtsen

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 Minutes from the September 12, 2012 board meeting
5. President’s Update
6. Approval of Budget
7. Treasurer’s Update
8. Regional Directors’ update
9. New Business Arising
10. Announcements
11. Next Meeting
12. Adjournment

III. Minutes
1. Call to Order
   • Dawn called the meeting to order at 8:41am.

2. Welcome, Regrets, & Introductions
   • New and returning members of the Executive introduced themselves.
   • Dawn passed along regrets from Evelyn and Lisa-Jane.

3. Approval of Agenda
   • Dawn called for additions to the agenda. Hearing none, Dawn moved to approve the agenda; Suzanne seconded the motion. The motion was carried.

4. Approval of Minutes from the September 12, 2012 Board Meeting
   • Richard motioned to approve the minutes from the September 12, 2012 board meeting; Dawn seconded the motion. The motion was carried.

5. President’s Update (Dawn)
   • The SLA Annual Conference will be held in Vancouver in 2014; Dawn is looking forward to the event and anticipates being heavily involved in the planning process.

6. Approval of Budget (Dawn)
   • Dawn reported that our total annual income last year was $957.08. The dues allotment from SLA Headquarters was $2,238.73, giving the Chapter a total income of $3,195.81. The Chapter contributed $1,000 for the Canadian Reception at the SLA Annual Conference in Chicago. Without this extra one-off expense, the Chapter would likely have broken even.
   • The Chapter had no sponsorships last year, which had an impact on the budget. Part way through her term, the Chapter’s Partner Relations Coordinator resigned (for health reasons) and no one was actively fundraising for the remainder to the year. Dawn asked the Board to consider ways to support the new Partner Relations Coordinator, Elizabeth Watson, in her efforts.
• The proposed budget for 2013/2014 is conservative. Dawn is hoping the Chapter will be able to procure $500 in sponsorships. The allotment for program funding has been reduced to $100 (from $200; Vancouver used less than half of this last year). The Chapter will continue to cover Executive conference expenses and give away a number of student memberships (which are an excellent way of promoting the organization among budding information professions). The travel grant has been eliminated, but Dawn hopes the Chapter will be able to reinstate it next year.
• Suzanne said ANDORNOT may be interested in supporting a Vancouver-based event this year. ANDORNOT could not offer sponsorship last year, but expressed interest in supporting future events and asked for lead time.
• Dawn requested that Regional Directors explore web/archiving options, so members unable to attend in-person can still participate in events.
• Richard suggested that Board Members send Elizabeth a list of vendors that their organizations work with. This would give Elizabeth some lobbying power when she is seeking sponsorships (i.e. “Six members of the SLA WCC Board work for institutions that subscribe to your product”).
• Dawn moved to approve the budget for 2013; Karen seconded the motion. The motion was carried.
• Action: Dawn will send a message to the board listserv soliciting vendor lists for Elizabeth.

7. Treasurer’s Update
• Lingbo reported that she completed year-end after she returned from her trip to China. All outstanding bills were paid on time.
• Adrian now has signing authority for the Chapter’s TD bank account.
• Lingbo requested that board members save receipts for Chapter expenditures, and she will ensure they are paid.
• Lingbo thanked Adrian for implementing the move to Skype for the Chapter’s teleconferencing needs. The Chapter’s current deficit would be far greater if it were not for these savings.
• Dawn added that the Chapter should be able to use the GoToMeeting platform, supported by SLA Headquarters. (It was unavailable for today’s meeting, which coincided with the Toronto Chapter’s social media webinar.) GoToMeeting allows desktop sharing and will likely have fewer technical glitches than Skype.

8. Regional Directors’ Update
• Regional Directors’ meeting. Dawn reported that the Regional Directors held their first meeting of the year a few weeks ago, wherein they bounced programming ideas off one another.
• Vancouver Island Director. Iona reported that she has been brainstorming event ideas. She was waiting for the budget to be announced before moving forth with event planning. She now plans to consult Vancouver Island members about what type of events they would like to see.
• Vancouver Director. Suzanne reported that she is co-hosting an event with Carrie, the Student Representative for UBC, in a few weeks time. In light of this year’s reduced budget, she hopes to share food costs for the event. Webinar-based programming across the regions was successful last year and very cost effective; she hopes to do more of this in 2013/14. She will contact ANDORNOT to see if they are interested in sponsoring an event soon.
9. New Business Arising

- **Location for Vancouver meetings.** Suzanne reported that, after discussion with various members of the Executive, Vancouver-based in-person meetings will herein be held at Teck Resources. Meetings were previously held at the Department of Justice (thanks to Evelyn). However, issues with internet connectivity make it preferable to meet at Teck, particularly in light of plans to use GoToMeeting for future meetings.

- **Code of Responsibility forms.** Lindsay Tripp reported that SLA Headquarters would like her to submit signed Code of Responsibility forms from members of the SLA WCC Executive together as a package. Members are asked to sign a new form each year, even if they are continuing on in their position. Lindsay will re-distribute the Code of Responsibility form via the board listserv. Members of the Board are asked to resend their signed form to her, even if they previously mailed it to SLA Headquarters.

- **ACTION:** The Executive will resend their signed Code of Responsibility forms to Lindsay.

- **ACTION:** Lindsay will redistribute the Code of Responsibility form, and collect and send the signed forms to SLA Headquarters.

10. Announcements

- **Library associations in Manitoba.** Dawn reported that, in her role as Vice-President of the Manitoba Library Association, she is part of a working group to bring all library associations in the province together under one umbrella. The group is starting to discuss models, and is considering institutional memberships where members of other organizations would receive special deals on program registration.

- **SLA WCC Webmail.** Dawn reminded the Executive to check their SLA WCC webmail. If people would like to have email forwarded to their personal email accounts and need assistance, they can speak to Dawn or Adrian.

- Karen informed the Executive that she is unable to mediate bounced messages to the Board listserv until she gets home. Dawn added that she has discovered the Board webmail does not work well when you list numerous individual email addresses. Alex reported that any email he attempts to send to the Board listserv from his personal email account bounces. Adrian
• **SLA Leadership Summit.** Adrian reported that he attended the SLA Leadership Summit. Apparently, some Chapters are allowing individuals who are not SLA members to sit on their Executive boards. He reminded the Executive to check the status of their membership. Adrian reported that the San Diego Chapter has reported a number of encouraging trends as Host Chapter for the 2013 SLA Conference. Membership has gone up, and there has been a notable increase in the Chapter’s profile. It has also lead to more sponsorships. The one challenge for SLA WCC, as next Host Chapter, will be serving as the ‘cheerleaders’ for Vancouver. Dawn asked Adrian to share any information on this that might benefit Elizabeth in her fundraising efforts as Partner Relations Coordinator.

• **Vancouver table at the 2013 SLA Conference in San Diego.** Richard reported that there will be a table at the 2013 SLA Conference in San Diego to promote the next annual conference location. He asked those interested in staffing the table to contact 2014 Host Committee Co-Organizers Patricia Cia and Christina DeCastell.

• **ACTION:** Dawn will send out a link to the working group’s webpage for context.

• **ACTION:** Adrian will send a short report on the SLA Leadership Summit to the Executive via the listserv.

• **ACTION:** Karen will send out information on how to post to the Board listserv.

11. Next Meeting
   - The next meeting will be held on April 10, 2013. We plan to use GoToMeeting.

12. Adjournment
   - The meeting was adjourned at 9:23am.

**Recorder:**

Lindsay Tripp, SLA WCC Secretary
Appendix A: Board Reports

President: Dawn Bassett
Past-President: Richard Matiachuk
President-Elect: Adrian Mitescu
Secretary: Lindsay Tripp
Communications Director: Karen Sawatzky
Treasurer: Lingbo Yan
Membership Chair: Evelyn Taylor
Employment Chair: Lindsay Willson
Discussion List Chair: Alex McNeur
Partner Relations: Elizabeth Watson
Bulletin Editor: Catherine Lee
Archives Chair: Steven Gibson
Vancouver Director: Suzanne McBeath
Vancouver Island Director: Iona Reid
Edmonton Director: Lisa-Jane Watson
Calgary Director: Sarah Gustafson
Saskatchewan Director: Chantel Dourtsen
Manitoba Director: Philip Wolfart
Student Representative: Carrie Grinstead

President: Dawn Bassett
- Met with President-Elect, Past-President and Treasurer to develop draft budget.
- Met with Past-President to go over President duties.
- Sent out reminders regarding board meeting dates, changing over duties and webmail for new board members or members who are switching roles.
- Sent new board member list to SLA HQ.

Past-President: Richard Matiachuk
- Answered questions about the SLA and redirected inquiries as appropriate.
- Assisted Dawn and Adrian with the proposed budget.

President-Elect: Adrian Mitescu
- Attended the Leadership Summit in Dallas.
- Provided feedback to the President on this year's budget.
- Met via teleconference with the Programming directors to discuss plans for 2013.
- Assisted the Communications Director in her new role.
- Submitted signed Code of Responsibility form.

Secretary: Lindsay Tripp
- Compiled the minutes from the November 2012 Annual General Meeting; distributed to Board members for review.
• Received RSVPs and Executive reports in preparation for the February 13, 2013 Board Meeting; communicated attendance to Evelyn Taylor, Dawn Bassett (President), and Adrian Mitescu (President-Elect).
• Submitted signed Code of Responsibility form; began collecting forms from the Executive.
• Responded to emails as required.

Communications Director: Karen Sawatzky
• We've added several new followers on Twitter, and I've started tweeting fairly regularly. We've also been retweeted by SLA HQ and SLA Toronto.
• I've added one post to the website, and started a discussion on our LinkedIn group page, but that hasn't received any activity.
• I'm slowly starting to understand what I'm supposed to do, and Adrian has been very helpful in the transition.

Treasurer: Lingbo Yan
• Paid all the bills from the AGM.
• Entered all the income/expense in Quicken.
• Ran 2012 Balance Sheet and Cash Flow for President's budget project.
• Completed the year-end Audit of account.
• Arranged for the transfer of signature authority with TD.

Membership Chair: Evelyn Taylor
• Nothing to report at this time.

Employment Chair: Lindsay Willson
• Since the last meeting I have: updated the job board on the website and submitted the Code of Responsibility form.

Discussion List Chair: Alex McNeur
• Fielded list subscription requests.
• Responded to questions from list members.
• The list currently has 407 members.

Partner Relations: Elizabeth Watson
• Nothing to report at this time.

Bulletin Editor: Catherine Lee
• Nothing to report at this time.

Archives Chair: Steven Gibson
• Since taking over the archives role, I:
  o Was transferred the archives boxes from the previous WCC Archivist;
  o Spoke with Carolyn Sosnowski, Director, Education and Information Services (SLA "Archivist");
  o Corresponded with an Archivist at the Alberta Archives about housing the SLA WCC materials;
  o Reviewed SLA Archives guidelines and undergoing review of current holdings.
Vancouver Director: Suzanne McBeath
- Participated in conference call with Regional Directors to discuss programming.
- Corresponded with Carrie re: joint WCC/UBC pub night on February 21st.
- Sent announcement to listserv re: pub night.
- Submitted signed Code of Responsibility form.

Vancouver Island Director: Iona Reid
- Had a breakfast social early December; 7 members attended.
- Attended the Directors meeting on February 5th.
- Currently brainstorming various ideas for events - library tours, more socials, pub night, small professional development/conference.

Edmonton Director: Lisa-Jane Watson
- EBSCO sponsored a small Christmas gathering of 7 librarians. We met at a restaurant and had food, drink and lively conversation; members would like to continue meeting at a restaurant a few times a year.

Calgary Director: Sarah Gustafson
- Attended the kick-off meeting (via teleconference).
- Went through many emails that were in the Calgary inbox (there was no Calgary director in 2012).
- Started getting some ideas together for 2013: Knovel event, pub nights and/or lunches, tours. I plan to email the group and ask some questions about availability and interest for informal meetings.

Saskatchewan Director: Chantel Dourtsen
- Nothing to report at this time.

Manitoba Director: Philip Wolfart
- Nothing to report at this time.

Student Liaison Chair: Helen Roytblat
- I have been learning about the role of Student Liaison.
- Submitted the Code of Responsibility form.

Student Representative (UBC): Carrie Grinstead
- Since the last meeting, the SLAIS group has:
  - Participated in a library crawl and panel discussion at UBC;
  - Held an orientation meeting for new students;
  - Elected two new executive members;
  - Planned a joint pub night with WCC for February 21.