



**CSLA/AAPC  
BOARD OF DIRECTORS TELECONFERENCE MEETING**

**Draft Minutes  
December 1, 2010**

**Participants:**

Neil Dawe, NLALA, CSLA, ASLA	CSLA/AAPC President	√
Liane McKenna, BCSLA, CSLA	CSLA President-Elect	√
Linda Irvine, OALA, CSLA, ASLA	CSLA/AAPC Past President	√
Gordon Smith APALA, CSLA	APALA	√
Jim Floyd, NLALA, CSLA	NLALA	<b>Resigned</b>
Chris Grosset, NUALA, CSLA	NUALA	
Peter Briggs, NWTALA, CSLA	NWTALA	√
Claude Potvin AAPQ, AAPC	AAPQ	
Lawrence Stasiuk, OALA, CSLA	OALA	√
Glen Manning, MALA, CSLA	MALA	
Trevor Tumach, SALA, CSLA	SALA	
Carol Craig, AALA, CSLA	AALA	√
Pavel Gradowski, BCSLA, CSLA	BCSLA	√
Paulette Vinette, CAE	CSLA Executive Director -Recording	√
Guest : Arnis Budrevics, OALA , FCSLA	Chair, Finance Committee	

**ACTIONS – See Separate CSLA Evergreen Action List December 1, 2010**

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**1. Call to Order**

New President Neil Dawe called the meeting to order at 12:34 EST and welcomed everyone to the teleconference. He reported that Jim Floyd, NLALA, CSLA has resigned from the Board for personal reasons.

The Executive Director reported that the 2010 year-end forecast spreadsheet sent in the pre-meeting materials had a formula error and the projected year-end surplus is expected to be \$26,365.31.

The Executive Director explained that the CSLA bylaw 6.5.3 states "*The Board may meet by teleconference provided that either a majority of the Board consents to a meeting by teleconference or meetings by teleconference have been approved by resolution passed by the Board at a meeting of the directors of the Society.*"

**MOTION 2010.12.1**

**Motion to consent to holding CSLA Board meetings by teleconference**

**Moved and seconded that the Board approve holding CSLA Board meetings by teleconference in 2010 and in 2011. Motion carried.**



## **2. Approval of Proposed Agenda**

### **MOTION 2010.12.2**

#### **Motion to accept the agenda**

**Moved and seconded that the agenda be accepted.** Motion carried. It was agreed that Pawel Gradowski have an opportunity to report on the website enhancement submissions prior to having to leave the call early.

## **3. Approval of Minutes**

### **MOTION 2010.10.3**

#### **Motion to approve the minutes**

**Moved and seconded that the minutes of the October 20, 2010 Board minutes be approved with the amendment of adding the words “carried” to Motion 2010.10.7.** Motion Carried.

## **4. Website Enhancement Report**

Gradowski reported that he has carefully reviewed the two proposals generated from an RFP that was issued to six potential suppliers. He then reviewed his observations of the contents of the two proposals, commenting the F5's proposal was very scant on details compared to Luna Designs. Cost wise, the proposals were close, however F5 predicted needing eight hours a month for training, significantly more than Luna. Gradowski agreed to forward his recommendations by December 12 so that the Board could vote on the winning bidder during their next teleconference on December 15, 2010, and he stated that the winning bidder would need to begin work in January 2011. CSLA will need to prepay a portion of the new web-enhancement contract in 2010.

Gradowski also commented that he felt the Board should think of ways to enhance the CSLA 2011 Iqaluit Congress sponsorship package.

## **5. Review of Action Items from the November 17 Evergreen Action List**

The Executive Director reviewed the action items from the November 17, 2010 Evergreen list. The following are the action reports:

1. Briggs drafting a social media policy statement for BOD review/approval.
2. Dawe has started his President's Blog: <http://cslapresident.wordpress.com/>
3. Vinette to set up strategic planning workshop date and logistics (with Briggs)
4. Dawe spoke with Sears who agreed to her tasks (reviewing LACF/CSLA relations; code of ethics and new membership categories).
5. McKenna, Potvin and Manning to address university students in early 2011.
6. Board has now received the 2011 CSLA Iqaluit Congress agreement for their records.
7. McKenna/Vinette working on updating CSLA draft policies.
8. Smith to draft Advocacy Task Force terms of reference.
9. ExCom to review IFLA Terms of Reference for Jim Taylor's position.
10. Awards of Excellence posted and promoted.
11. AALA agreed to follow the Agreement terms re allocation of surplus to CSLA.
12. Component staff leaders to be copies when CSLA writes to Component Presidents.



## **6. Discussion of Revised Reciprocity Agreement**

Linda Irvine reported that the revised draft Reciprocity Agreement she circulated the day before had revisions in schedules A and B and asked the Board to send her comments. She will circulate a new revised draft to the Board by December 12<sup>th</sup> and the Board will be asked to approve sending that version to Component Presidents for their review in January 2011, subject to the Board's deliberations December 15, 2010. Irvine thanked Claude Potvin and Peter Briggs for their assistance.

## **7. Financial Items**

### **a) Discussion of Year-End Forecast**

In the absence of the Chair of the Finance Committee, the 2010 year-end forecast discussion was deferred to the next meeting.

## **7. Discussion of Board Written Reports**

### **7.1 Advocacy Task Force Report**

Gordon Smith spoke to his written report, thanking Lawrence for joining the Task Force and stating that while the Task Force had not been active in recent months, Gordon will convene an Advocacy Task Force teleconference meeting in December.

### **7.2 Congress Task Force Report**

Neil Dawe spoke to his written report outlining the work of his Congress Task Force studying the needs of future CSLA Congresses, and Neil reminded Board members that if that had ideas to help the Congress Task Force to let him know.

### **7.3 Student Outreach Report**

Neil Dawe spoke to his written report in which he explains that he addressed the two Ontario university LA student bodies, and that Liane McKenna, Glen Manning and Claude Potvin have agreed to address the other three accredited universities. He stated that CSLA had agreed to provide the juice and cookies for these sessions and would do so for the remaining three.

Dawe suggested the Strategic Planning workshop discuss formalizing this student outreach activity and including NAIT and the Dalhousie program, and make the food/beverage expenses a line-item in the budget. It was clarified the money should not go to the schools.

### **7.4 CSLA/NUALA Signed Agreement**

The Executive Director stated that she had provided the 2011 CSLA Congress Agreement with NUALA in the pre-material documents for their records. In response to a question, it was clarified that if the Congress lost a significant amount of money that made it impossible for NUALA to pay their CSLA loans, CSLA would not be reimbursed the \$30,000 seed/loan money by NUALA.



### **7.5 Chris Grosset Report**

The President reported that over 75 people had pre-registered as full delegates. Carol Craig asked the Board to help sell CSLA Congress sponsorships, and reach outside the Board to get help. The Executive Director reminded the Board that sponsorship would include having the company logo on the [www.csla.ca](http://www.csla.ca) homepage for 2011.

### **7.6 President's Report**

Dawe spoke to his report to the members in the November CSLA *Bulletin*. He is working with the Executive Director to see if the follow up teleconference offered to the Presidents' Council meeting in March was wanted. It was also announced the Myke Hodgins, AAPQ, CSLA has accepted an invitation to join CLARB's Communications Committee, following in the footsteps of Peter Briggs.

## **8. Discussion re Approach to Developing a New CSLA Strategic Plan**

It was agreed that a web-based Strategic Planning meeting would be planned for January 2010 and that Component Presidents should be invited to participate in at least part of the meeting.

## **9. 2011 Iqaluit Congress Update**

Concern was expressed at the placement of the AGM Sunday morning which would make it unfeasible for Western Canada members to participate via web access. It was agreed to review the matter of the AGM timing at the December 15, 2010 meeting and the Executive Director will alert the Congress Chair to the concerns.

## **10. Dates of Board Teleconferences:**

December 15, 2010  
February 8, 2011  
April 5, 2011

## **11. New/Other Business**

Linda Irvine stated that as the Chair of the Honours and Recognition Awards Committee, she wants to reach out to members across Canada to nominate members and asked for the Board's help.

## **12. Adjournment**

It was moved to adjourn the meeting at 12:48 p.m. EST.

**Note:** *The template for Board reports which must be received 48 hours in advance of Board meetings/teleconferences is attached as Appendix A.*



Appendix A

**CSLA BOARD REPORT FOR:**  
*(insert meeting date)*

**YOUR NAME:**

**POSITION:**

**1. ACCOMPLISHMENTS SINCE LAST MEEETING**

**2. ISSUES REQUIRING BOARD DISCUSSION, INCLUDING ISSUE BACKGROUND**

**3. ISSUES REQUIRING BOARD DECISION & IMPLICATIONS**

**4. FOR INFORMATION ONLY**