

**ARLIS Ontario Chapter Meeting: Fall Meeting, October 28<sup>th</sup>, 2011 @ OCAD U  
Business Meeting: 4:00 – 4:45 pm**

Regrets: Heather Saunders, Tammy Moorese

Present: Victoria Sigurdson (Chair), Amy Weir (Minutes), Marta Chudolinska, Zita Murphy, Jenny Strickland, Lesley Bell, Linda Morita, Peggy Haist, Victoria Baranow, Amy Weir, Randall Speller, Robert Fabbro, Lynda Barnett, Barb Duff, Catherine Spence, Lynn Austin, Anete Ivsina, Mary Williamson, Irene Puchalski, Karen McKenzie and Daniel Payne.

**1. Welcome** – Victoria Sigurdson, Chair.

**Thank You's** – to conference planning committee, OCAD U and Jill Patrick for providing lunch, Pearl Santopinto, Amy Weir, those who are vacating their positions on the committee – Tammy Moorese, Randall Speller.

**2. Approval of Agenda** – Some changes to the agenda made by Victoria because said items were discussed earlier in the day (see Conference Planning minutes). Motion to adopt the modified agenda (Karen McKenzie), seconded (Peggy Haist). Motion passed. Agenda approved (unanimous).

**3. Approval of Minutes from Spring Meeting** – Motion to adopt minutes (Irene Puchalski). Seconded (Barb Duff). Motion passed. Minutes approved (unanimous).

**4. Chair's Report:** The publicity plan was presented at the ARLIS/NA Conference Planning meeting on June. An executive meeting had been held to discussing meeting planning and upcoming events.

2 Members (Amy Weir and Margaret English) attended the iSchool's (University of Toronto) Clubs and Associations Open House, which resulted in the addition of two new student members and a great deal of interest amongst students – particularly in volunteering at the conference. Amy and Margaret distributed bookmarks and information regarding the organization and the upcoming conference.

Pearl Santopinto has helped to plan arrangements for meeting in London, and the executives will be contacting her regarding these arrangements again soon.

Karen will be available to renew memberships (for 2012) at the meeting's end.

**5. Treasurer's Report** – Heather Saunders submitted the Treasurer's report for approval at the meeting today. Unfortunately, Heather was unable to attend the meeting so Victoria read the report for the members in attendance. The report is attached at the end of this document.

As of October 7, the chapter's account balance sits at \$5209.08 – income has been obtained through new membership dues and meeting fees from the spring meeting. The meeting fees for today's (October 28) meeting have been waived, thanks to our kind sponsor.

Expenses include the printing of bookmarks for the iSchool Clubs and Associations event and the crayon giveaways, which were a chapter donation to the ARLIS conference. The Chapter has been working with ARLIS to pay for some conference items that we will be reimbursed for at a later date.

We still have a \$2,500 contingency fund (see attached report). Jill Patrick raised some questions regarding the size of the contingency fund (Why \$2,500?), and Victoria has agreed to look into the terms pertaining to the fund that are present in past minutes.

**6. Election** - currently the Vice Chair position is vacant, and the position will remain vacant for the remainder of the year. Victoria Sigurdson asked if any members in attendance express interest in nomination for any of the vacant and to become vacant positions (Chair, Vice Chair, Secretary). Victoria discussed the duties that each position involves. Victoria Baranow (iSchool) expressed interest in the position of secretary for the 2012 year. No expressions of interest were put forward for the **chair** and **vice chair** positions, and these positions remain unfilled.

Victoria has contacted colleagues from a list of lapsed members and possible future members, and it was suggested that these people be contacted again regarding the vacant positions. A decision on how these members should be contacted was not agreed upon. Jill Patrick spoke about the importance of filling these positions, and emphasized that members are strongly encouraged to contact and inform those who may be interested about the vacant executive positions, and to send suggestions for nominations to Victoria. Victoria again suggested the possibility of a co-chair system, and other chapter members expressed an interest in the possibility of a co-chair team comprised of one 'new' and one 'experienced' chapter member. Chapter Nominations that arise will be voted upon online in the near future.

**7. Other Business** – Request from Heather Saunders to have her ARLIS/NA Membership reimbursed by the Ontario Chapter. Lesley Bell motioned to have Heather Saunders' ARLIS/NA Membership covered by the chapter. Seconded (Randall Speller). Approved (unanimous).

**8. Adjournment:** Karen McKenzie motioned to adjourn, meeting adjourned.

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ARLIS Ontario Treasurer's Report, Oct. 7, 2011  
Submitted by Heather Saunders

**Bank Balance at May 25, 2011:** \$5,278.20

**Bank Balance at Oct. 7, 2011:** \$5,209.08

**Recent Income:**

\$145.00      Membership dues (5 regular, 1 retiree, 1 student)

\$55.00      Meeting fees (spring 2011, 11 attendees)

Total: \$200.00

**Recent Disbursements:**

\$158.56      Spring meeting expenses

\$20.56      Bank fees (May, June, July, August, September)

\$39.55      Bookmarks\*

Total: \$218.67 (\$179.12 cashed + \$39.55 not yet cashed)

\$5,278.20      May 25, 2011 Bank Balance

+200.00      Recent Income

-179.12      Recent Disbursements (cashed)

-90.00      Disbursement noted in previous report that was not cashed at time of report

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**\$ 5,209.08      Oct. 7, 2011 Bank Balance**

Available Funds:

\$5,209.08      Oct. 7, 2011 Bank Balance

-39.55      \*Recent Disbursements (not yet cashed)

-2,500.00      Contingency Fund

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\$2,669.53 (plus \$100.00 in Cash Box)