LTAS Board Meeting
July 29, 2012 6:30pm – 8pm

Attendance: Tamarack Hockin, Ashley Van Dijk, Stephen Karr, Mandi Schwarz, Sandra Cole, Phil Menger, Heather Duff, and Liza Capdecoume.
Regrets: Vaunda Dumont, Liz Tait, Shanna Meunier, Anita Thompson, Annalee Chow Wone, Jeffrey Libby, Jennifer Pride, Dan Vitaly and Tracy Bergey

Minutes: Ashley Van Dijk

Adoption of April 15, 2012 minutes – Phil moved for approval, Mandi and Sandra seconded.

Old Business:
- Apologies from Tamarack for rescheduling the meeting (from 22 July 2012) on short notice due to illness. (Unable to arrange alternate facilitator).
- BCLA Conference: Phil: were there any photos taken of the conference for the Browser? No, not this year. He volunteered to do so for next year.

BCLA Business:
June 26, 2012 BCLA Board Meeting attended by Tamarack and Jeffrey
- New section status: Currently BCLA has no orientation package for new sections.
  o Christopher Kevlahan (past president) and Annette DeFaveri (Executive Director) are chair's main contacts.
- Accreditation: Jeffrey and Tamarack presented at meeting requesting BCLA sent a letter of support for Christina Neigel's proposal for [Accreditation for Library & Information Technology Programs in Canada](pdf) (pdf). Decision to send letter. Jeffrey has drafted and sent to Annette.
  o Ashley: are the accreditation letters online? Answer: Yes, under "Other Documents" is the letter of support from LTAS, the BCLA letter will be uploaded after it's been signed and finalized.
    ▪ *Update: Letter has been revised and signed by June Stockdale (BCLA Pres). Copy will be posted to LTAS website shortly.*
- Website Redesign: BCLA's website is likely undergoing a complete redesign (CSS & CMS) in the next year. Not confirmed, but hopefully pre-2013 conference.

Tamarack's Report on her meeting with Annette DeFaveri (July 19)
- Positive meeting helped to bridge the gap of communications over only email and telephone.
- Tamarack brought with her questions from LTAS:
  o Question: What are our responsibilities to, and reciprocal benefits from, BCLA? Elicited long discussion. In brief, our formal responsibilities as a section are listed in the BCLA constitution & bylaws. Annette discussed flattening hierarchies in BCLA, and fostering networks and collaboration within the association. Also touched on the benefit of membership (individual) related to BCLA as a legal body for advocacy.

- o Question: Are there funds to set up a redirection of the LTAIG blog URL (Wordpress)? Answer: Yes, BCLA will fund for one year ($13).
- o Question: Can LTAS fundraise? Answer: Yes, but run ideas through Annette to ensure no conflicts (e.g., with conference sponsors). Payments can be administered through BCLA office with no fee if under $1500 raised.
  - Suggestion from Annette: UFV & Langara each have a scholarship with BCLA ($500?). LTAS may wish to fundraise for these.
- o Question: Is there a policy for speaking with the media? Answer: We are encouraged to speak/discuss issues where we are the experts (e.g., copyright article in the news). If relevant, clarify that you are not speaking on behalf of BCLA/LTAS (similar to not speaking "for" your employer: you don't represent the company, but your personal views).
- o Question: Is the BCLA office available for meetings of the Vancouver LTAS chapter? Answer: Yes.
  - **ACTION:** Tamarack to verify whether someone from the office needs to be there, and whether there is wifi.
- o Question: Is there a procedure for giving out awards? Answer: No, not currently. A new process needs to be drafted. Should we wish to develop an award (e.g., for recognition of a member's hard work and contribution). Annette will work with us to come up with criteria and procedure as this may help serve as a future template for BCLA. Something to think about, possibly in time for the conference in 2014?
- o Annette is interested in feedback from LTAS regarding what our membership wants from BCLA. Tamarack directed her of the 2011 dialogue reports on the website.
  - *Update: Annette has reserved October 19 to attend the LTAS 2012 AGM.*

Communications:
- - Name updates to LTAS go live August 1, 2012 on website, listserv & blog:
    - www.bcla.bc.ca/ltaig -> www.bcla.bc.ca/ltas (Allie)
    - ltaig-list[at]lists.bclibraries.ca -> ltas-list[at]lists.bclibraries.ca (Allie)
    - ltaig.wordpress.com-> bclaltas.wordpress.com (Heather)
    - *Update*: *Forum (proboards) URL can be changed. Date for change TBC.*
  - o Discussion re, new online moniker (LTAS, BCLALTAS, LTASBCLA, BCLA_LTAS, etc)
    - LTAS is taken (unavailable) on twitter and Wordpress.
    - Discussion to whether we could use libtech and libtechsoup for the blog.
      - Libtech is taken, and libtechsoup would be a long URL. Names/addresses should be the same for branding.
    - Tamarack moved to change to bclaltas (Wordpress blog and twitter) with the possibility of purchasing our own URL for LibTech Soup in the future. Mandi seconded.
- - Website Review (LTAS webpages on BCLA site):
  - o September 4, 2012 is when the deadline for updating LTAS site content.
  - o Liza, Stephen and Tamarack are working on the project.

- ▪ Liza with design, Stephen is familiar with CMS, Tamarack with content
  - o Mock ups will be sent out for feedback
- Brochure:
  - o On the website, under "About Us" as a PDF
  - o Good to have something to hand out to students in the Fall and Spring
    - ▪ Possible to have someone represent LTAS visit the schools with Annette when she goes to speak about BCLA?
      - **ACTION**: Tamarack to follow up

AGM:

- October 19, 2012 is Canadian Library Support Staff day. Should we hold the AGM on this date? Consensus – yes.
- Venue for Vancouver/FV: Surrey City Centre Library reserved, but other options/suggestions are welcome.
- Venue for PG: Likely UNHBC.
  - o *Update: Mandi confirms UNHBC is booked for October 19*
- Timeline and call for futher meeting will be sent out (Tamarack). Brief outline:
  - · August 31, 2012: venue needs to be booked
  - · September 7, 2012: AGM announced, RSPV forms (Google Docs?), nominations/positions
  - · 3rd week in September: draft AGM package with details such as any socials (pub night after, dinner prior), professional development (Annette to speak?), agenda, directions/parking.
  - · By October 5, 2012: Finalized version of AGM package sent out

Updates/New Business:

- Vaunda Dumont has stepped down as Prince George co-chair, Mandi has stepped into the position and will continue as co-chair with Liz Tait.
- Sandra: Vancouver will have a meeting in September (date tbc)
- Phil (Communications): checking sponsors
- Mandi (Careers): working on redirecting links for auto detections, only problem is with the public libraries.
- YAACS Liaison: Julianne is stepping down, is someone interested in taking on the position?
  - o **ACTION**: Call out needed. Tamarack to repost to listserv
- Phil: Declaration of Internet Freedom (sound cut out). Are we signing?
  - o Tamarack: something that BCLA would sign due to being the legal body, maybe bring it to them – Annette, Information Policy Committee or the Intellectual Freedom Committee

Wrap up:

Few minutes past 8pm

Expect AGM emails! Possibly need another meeting prior to the AGM.