

BCLA/CLA Student Chapter: 2013/14 Year in Review

BCLA Representative - Danielle Wing

2013/2014 Activities:

- Attended BCLA Board Meetings in person at 150-900 Howe Street
- Communicated events and shared information between the BCLA and the CLA/BCLA Student Group, including updates about the BCLA conference, and opportunities hosted by the BCLA and its Sections, Committees, and Interest Groups.
- Organized an information session with representatives from the BCLA Mentorship Program.
- Organized and hosted a "Getting Hired in Public Libraries" Panel in partnership with YAACS (co-organized/hosted with Rebekah Adams, Tour Coordinator)
- Attended the BCLA Conference & AGM.

General Description of Position and Responsibilities:

- Become a member of BCLA (free)
- Attend BCLA Board Meetings as a non-voting member
- Advocate for student needs and involvement within BCLA
- Subscribe to the BCLA listserv and forward appropriate emails to the SLAIS-student body
- Organize the visit to the LASSA Orientation and/or the LIBR 501 class every September and January to promote interest in the BCLA/CLA Student Chapter
- Try to organize at least one BCLA-related event per term at SLAIS (this can be in partnership with other student representatives or BCLA sections, committees or interest groups)
- Write a year-end report of the year's BCLA-related activities for the Student Chapter binder

Notes for Incoming 2014/2015:

- I will send out an e-mail to introduce the incoming exec. to Annette during the summer so that she can set up a meeting.
- Always check with the SLAIS Student Calendar to prevent double booking for events (<http://studentsatslais.weebly.com/>)
- The position on the BCLA Board is a non-voting position. You are not required to contribute during the BCLA board meetings or prepare anything beforehand, however, during the meetings there may be opportunities to provide suggestions/opinions on topics. You should always receive a copy of the Board package and agenda before each meeting and I would recommend bringing a copy with you even though it tends to be pretty long! You can bring a tablet/computer with you to the meetings if you prefer not to print it out.
- Sign up for the BCLA listservs and pass along notices of events and opportunities to the CLA/BCLA student group listserv if you think they would appeal to students

2014/2015 Elected Representative: Anna Ferri

CLA Representative - Iris Kovar-Gough

2013/2014 Activities:

- Communicated CLA events and news to SLAIS and student chapter including updates on CLA conference (submission deadlines, relevant programming, and volunteer opportunities).
- Applied and was granted \$300 of funding from the CLA for the joint chapter to support student events.
- Helped organize and facilitate the annual Freedom to Read Event including a 3-person panel on censorship and challenges in Canadian children's literature.

General Description of Position and Responsibilities:

- Become a member of CLA
- Maintain email contact with the CLA office in Ottawa. Contact information will be forwarded from the outgoing to the incoming representative.
- Subscribe to the CLA listserv and forward appropriate emails to the SLAIS student body
- Stay apprised and inform Student Chapter members of opportunities for student involvement with CLA (ie CACUL grant application, Conference volunteer opportunities)
- Write a year-end report of the year's CLA-related activities for the Student Chapter binder

Notes for Incoming 2014/2015:

- Historically, the CLA Representative attended teleconferences with the student representatives of other library schools. This has resumed in the 2013/2014 season and is expected to continue as 1 hour Skype meetings once a term where the representative relays our chapters events and any concerns to be set up by the CLA contact.
- Applying for funding from the CLA and keeping up-to-date on CLA activities is the primary activities of this position. To apply for funding:
 - In September remind all executives that they need to have an idea (even just generally) of what kinds of activities they will do for the coming year (eg: panels, tours, info events etc...) by the following meeting in October.
 - They need to have an idea about what level of funding they will need.
 - In October fill out the blank CLA student chapter budget for the funding application as comprehensively as is possible. Email this to the CLA contact.
 - It will take approximately 7-10 business days for approval and the cheque will take c. 4-6 weeks to be mailed. Make sure to check with the LASSA treasurer about how to get this cheque made out so it is easy for them to put it into BCLA/CLA's bank account.
 - Be prepared to write a short report for the CLA with information about the chapter's year end budget.

2014/2015 Elected Representative: Mark Christensen

Communications Officer and Webmaster - Amber Saundry

2013/2014 Activities:

- Made up orientation handouts & e-mail sign-up sheets for September & January
- Helped organize and facilitate the annual Freedom to Read Event including a 3-person panel on censorship and challenges in Canadian children's literature

General Description of Position and Responsibilities:

- Monitor e-mail account & forward appropriate emails to chapter members
- Maintain student chapter blog at <http://blogs.ubc.ca/bclacla/>
- Provide related content & update chapter website (in conjunction with executives)
- Make recommendations regarding content, design, and addition of new features as appropriate
- Work with other Student Chapter executive members to develop or provide information in support of BCLA/CLA Student Chapter communication and promotional activities
- Assist in communication and promotion of Association positions, interests and events to the student body and BCLA/CLA student members
- Coordinate completion of annual report with executives; publish & post accordingly
- Post meeting minutes after they have been approved at a regular meeting
- Write a report for the Year-in-Review

Notes for Incoming 2014/2015:

- Is someone willing to volunteer to scan the past year-in-reviews in the binder (SLAIS office), to be added to the blog? Not necessary but could be nice.
- Please update blog with new executive list (transfer 2013/2014 list to Past Members page), and add new executives to BCLA/CLA Exec GoogleGroup
- Throughout the year, maintain all pages (update members-at-large after 2 meeting attendances), upload meeting minutes after approval
- Throughout the year, ensure that all events, announcements, & meetings are posted on the blog; see past year for previous precedent, but feel free to adjust!

2014/2015 Elected Representative: Marché Riley

Secretary - Rachel Sim

2013/2014 Activities:

- Attended and took down minutes for every BCLA/CLA meeting
- Took note of members in attendance at each meeting and incorporated this information into the meeting minutes
- Distributed minutes, integrating feedback and/or corrections as needed
- Compiled the year-in-review reports from executive members and submitted the final document to the Communications Officer/Webmaster for posting

General Description of Position and Responsibilities:

- Attend monthly meetings
- Take minutes and distribute them in a timely manner to chapter members for review; make any revisions as requested
- Take note of members who are present at each meeting, and ensure that this information is included in the minutes
- If revisions are needed, send the updated minutes to the Communications Officer/Webmaster for posting, after they have been approved at a regular meeting
- At the end of the year:
 - Write a year-in-review report
 - Coordinate the creation of the year-in-review reports and compile them into a single document; send the document to the Communications Officer/Webmaster for posting

Notes for Incoming 2014/2015:

- The final year-in-review reports should be compiled, finalized, and submitted to the Communications Officer/Webmaster before the end of April

2014/2015 Elected Representative: Kaja Dawkins

Treasurer - Michelle Yule

2013/2014 Activities:

- Maintained Google spreadsheet with account information
- Communicated with the LASSA Treasurer (Jordan Hatt 2013/2014 - outgoing)
- Received receipts from club executives and members and passed along to LASSA Treasurer to be reimbursed
- Gathered budget information for the year from BCLA/CLA executives and created a balanced budget that was approved at the November meeting.
- Attended BCLA/CLA meetings and reported the status of the budget to members
- Write a year in review report

Events:

- Organized a bake sale that yielded over \$170 of profits
- Assisted with various BCLA/CLA events

Notes for incoming 2014/2015:

- I have passed along the spreadsheet to Anna.
- The current amount indicated in the spreadsheet I maintained conflicts with LASSA's spreadsheet. I think ours is more up to date but check the balance in September with the new LASSA Treasurer.
- Please don't hesitate to contact me with any questions!

*2014/2015 Elected **Interim** Representative: Anna Ferri*

Tour Coordinators - Ariel Deardorff & Rebekah Adams

2013/2014 Tours:

- Langara College Library, led by Director Patricia Cia, attended by 5 students.
- Surrey Public Library, led by April Cox, attended by 14 students.
- St. Georges School Library, led by librarian Elizabeth Walker, attended by 5 students.
- BCIT library, led by Director Dave Pepper, attended by 5 students

General Description of Position and Responsibilities:

- Canvas student chapter members for interests and ideas for tours
- Create Eventbrite pages for tours
- Publicize tours to students via the BCLA listserv
- Send details about tours to the Communications Officer/Webmaster for posting on website
- Initiate contact and liaise with tour facilitator at host institution
- Arrange thank you cards and small gifts for tour facilitators
- Write a year-end report on the year's tours for the Student Chapter binder

Notes for Incoming 2014/2015:

- Look into new ways to publicize tours. Generally about half of the people that RSVP do not show up.

2014/2015 Elected Representatives: Sarah Arbeider & Kaja Dawkins

ALPS Representatives - Ariel Deardorff & Amber Saundry

2013/2014 Activities:

- October 2012: "Getting Hired in Higher Education" A panel of six recent graduates (<5 years) shared with current SLAIS students details of job application, interview and hiring process for finding employment in an academic library. Panelists included Hillary Webb (SFU), Mari Paz Vera (VCC), Franklin Sayre (UBC), Leah Hopton (BCELN), Elyse Neufeld (SFU), and Jenna Walsh (SFU). The event was attended by 30 students.
- March 2013: "Incorporating Research and Scholarship into your Professional Practice." Four librarians from public and academic libraries spoke about their involvement with a variety of scholarship and research in the field of librarianship. Panelists included Eugene Barsky (UBC), Kay Cahill (VPL), Allan Cho (UBC), and Ania Dymarz (SFU). The event was attended by 20 people.

General Description of Position and Responsibilities:

- Attend bi/tri-weekly ALPS executive meetings, usually via webcast. Update ALPS executive on SLAIS events, news, etc., and provide feedback on ALPS events, news, etc.
- Report back to BCLA/CLA student chapter on ALPS events, news, etc.
- Organize ALPS-sponsored events targeted to students interested in careers in academic librarianship – typically one event per semester
 - ALPS executive helps connect student reps with academic librarians to serve as panelists/speakers at these events.
- Assist with BCLA/ALPS events as needed
- Write a report for the Year-in-Review

Notes for Incoming 2014/2015:

- It was suggested that the next “Getting Hired” panel include a mix of recent grads and hiring managers, this is a good idea.
 - 6 panelists might be too many perhaps shoot for 4-5 next year.
 - Do not offer parking passes, they are very expensive!
- The Spring event is more flexible, so please feel free to determine which topic/format would be of most interest to SLAIS students & consult with the exec - it doesn't have to be a panel!
- Due to the position returning to a single student representative, the ALPS exec have expressed that they are more than happy to provide further assistance & guidance
 - Also don't hesitate to contact Amber/Ariel if you have any questions!

2014/2015 Elected Representative: Sarah Arbeider

YAACS Representatives - Kristy Woodcock (Term 1) & Danielle Wing (Term 1 & 2)

2013/2014 Activities:

- Attended YAACS Executive meetings when possible. If we were not able to make it, we telephone conferenced-in or just stayed in contact with them via email.
- Arranged and hosted a “Readers’ Advisory for Youth” panel in the Fall
- Arranged and lead monthly book discussion groups at SLAIS
- Planned and hosted “Getting Hired in Public Libraries” panel in the Spring with Rebekah Adams (Tour Coordinator)

General Description of Position and Responsibilities:

- Book and lead monthly YAACS meetings at SLAIS – book club format, sharing of information about upcoming children’s literature/children’s services events both at UBC and throughout Vancouver.
- Be a member of BCLA and YAACS
- Plan one event per term
- Attend the YAACS Executive meeting at least once a term (or phone in if you cannot make it) Also stay in contact with the YAACS Executive Team
- Update the YAACS facebook group and twitter accounts with upcoming events and other relevant information
- Attend the BCLA/CLA meetings at SLAIS; report activities, etc.

Notes for Incoming 2014/2015:

- I will contact the head of the larger YAACS chapter to pass along the contact information for the new representatives. They will contact you to let you know about upcoming meetings and events.
- Keep in touch with Judi Saltman when planning events – you will want to avoid conflicting with any children’s services or children’s literature classes when planning meetings and events. Judi will also be able to assist you with promoting events and finding panelists, etc.

2014/2015 Elected Representatives: Laura MacDonald (MACL Rep) & undetermined MLIS Representative (election to be held in September)

ViMLoC Representative - Amber Saundry

2013/2014 Activities:

- Worked with ViMLoC executive to begin building a resource list of scholarships & awards for minority LIS students
 - Undergoing further expansion, will be posted on the ViMLoC website this summer & will always be open to contribution (there are many awards out there!)

General Description of Position and Responsibilities:

- Communicate with BCLA/CLA student chapter and SLAIS as a whole to keep students apprised of ViMLoC-related events and information.
- Write a report for the Year-in-Review

Notes for Incoming 2014/2015:

- As with last year, because ViMLoC is still a fairly new network within CLA (created Dec 2011), the role of the student representative is still somewhat undefined; most important for the student rep is to stay in touch with other members of ViMLoC to volunteer where possible
- Note that this isn't only for minority librarians, but for those who serve diverse populations such as those found in Vancouver!
- More info: <http://vimloc.wordpress.com/>

2014/2015 Elected Representative: Election for new ViMLoC Representative to be held in September

BCLA RAIG Representatives - Matthew Murray and Anna Ferri

2013/2014 Activities:

- Attended monthly meetings
- Wrote article about BCLA RAIG panel for BCLA Browser
- Assisted with organizing RA in Half Day event
- Wrote guest posts for blog

General Description of Position and Responsibilities:

- Make every effort to attend all RAIG meetings in person, or over the phone, and report back to the BCLA/CLA student group about recent meetings or events
- May participate and assist in the planning and execution of RAIG events
- May assist with or guest post on RAIG's blog, "What Are You Reading?"
- Plan events at SLAIS to raise awareness for RAIG and provide opportunities for students learn about RA
- Write a report for the Year-in-Review

2014/2015 Elected Representative: Election for new BCLA RAIG Representative(s) to be held in September