

**OCULA Council Meeting**  
**November 21<sup>st</sup> , 2013**  
**OLA Office**  
**10 a.m. to 3:55 p.m.**

**Present:**

President: Kristin Hoffman  
Vice President: Sophia Apostol  
Past President: Jenn Peters  
Councillor-at-Large: Sarah Forbes  
Councillor-at-Large: Courtney Lundrigan  
Councillor-at-Large: Mindy Thuna  
Councillor-at-Large: Sharon Munro  
OCULA SC Planner: Jane Schmidt  
OCULA SC Planner: Jaclyn Chambers-Page

**OLA staff:**

OLA Executive Director: Shelagh Patterson  
OLA Manager, Operations: Helios He  
Manager, Member Services: Beckie MacDonald  
Education Co-ordinator: Michelle Arbuckle

**Regrets:**

Councillor-at-Large: Peter Duerr  
Publications Editor-in-Chief: Martha Attridge-Buften  
Deputy Editor: Carey Toane

**Minutes by:** Sharon Munro

The following are items of business discussed at the OCULA Council meeting on November 21<sup>st</sup>, 2013.

**Welcome:**

Kristin welcomed everyone to the OCULA Council meeting. Council members introduced themselves. Kristin explained the declaration of conflict of interest and asked if this applied to anyone present. No one was affected by this item.

**Approval of the agenda:**

Approved by: Jenn Peters

Seconded: Courtney Lundrigan

**Approval of the minutes for September 19<sup>th</sup>, 2013:**

Approved by: Sophia Apostol

Seconded: Sarah Forbes

**Business Arising and update on action items:**

Kristin and Sophia had a productive meeting with Harriet Sonne de Torrens and Mary Kandiuk of the *Canadian Association of Professional Academic Librarians (CAPAL)* Steering Committee. CAPAL is open to collaborating with OCUA on future professional development events.

**2013 OCUA budget:**

OCULA had spent the majority of its Awards budget by November of last year and should aim to be in the same situation this year. The *Special Projects* money still needs to be spent. The *OCULA Spring Dinner* made a profit. Courtney reminded councillors that expense claims should be submitted as soon as possible. Helios noted that the end of January is the cut-off point to submit expenses for the 2013 budget. Helios and Council members worked through budget planning for 2014. Travel costs will be updated after the OCUA election has taken place. Awards expenses include the \$200 *Lightning Strikes Award* (the free OLA membership for students is at no cost to OCUA) and the plaques for the *Special Achievement* and *Lifetime Achievement Awards*. Other possible budget items relate to filming and editing the *Lightning Strikes* presentations and buttons and magnets for the OCUA Ambassadors. The *OLA Finance Committee* will prepare the OLA budget in January 2014 and it will be approved by the OLA Board at their first 2014 meeting.

**Strategic Plan update:**

Shelagh Paterson sent the *OLA Strategic Plan* to all of the OLA divisions for feedback. The OLA Board will be approving the Plan on Friday, November 22<sup>nd</sup>, 2013 and will be focusing on specific priorities in the Plan and what can be accomplished in the first year. Discussion followed regarding changes and additional information to include in the Plan and OCUA Council discussed activities and initiatives for OCUA related to each section of the Plan. After the *Strategic Plan* is approved by the OLA Board and tactics have been identified for the first year of the plan, it will be launched at the 2014 *OLA Super Conference*. Martha has asked Shelagh to write an article about the *Strategic Plan* for *InsideOCULA*.

**Nominations and elections:**

Elections will take place in early December for OCULA Vice President and a Councillor-at-Large.

**Awards:**

Five nominations have been received for the *Special Achievement Award* and two for the *Lifetime Achievement Award*. The Committee for the *Special Achievement Award* is being chaired by Mindy and consists of M. J. D'Elia and Robin Bergart. The *Lifetime Achievement Award* Committee is being chaired by Jenn and consists of Sharon and Carey. The chairs of both committees will send the results of their deliberations and the reasoning for their decisions to OCULA Council by Friday, November 29<sup>th</sup>. Both awards will be handed out at the OCULA Awards Reception, following the OCULA AGM at the *OLA Super Conference*.

**Super Conference update:**

The OCULA Spotlight Speaker will be Bobbi Newman. She has also agreed to do a question and answer interview with *InsideOCULA*.

The OCULA Ambassadors will be involved in recruiting convenors for the OCULA sessions at the *OLA Super Conference*.

The incoming OCULA planner for the *OLA Super Conference* is Jeannie An (McMaster). Kristin commended Jane and Jaclyn for all of their work on the *Super Conference*.

**Spring Conference:**

Planners are being recruited for the *Spring Conference* from the pool of Super Conference planner applicants. The call for posters will go out in January and the *Spring Conference* will take place on the last Friday in April.

**OCULA Student Award Lightning Strikes:**

Seven submissions have been received. A committee has been formed to judge the submissions consisting of Sophia, Courtney, Jane and Sharon.

**Fall Event:**

Twenty-five people attended the Fall event from public, academic and government libraries. The feedback about the session was very positive and participants are keen to attend more sessions about entrepreneurial thinking. Other future topics identified by attendees included data management, research and publishing. The event was held at a central branch of the Ottawa Public Library. Sophia thanked Beckie and Michelle for all of their help with the event.

**Spring Dinner:**

Planning will begin shortly for the 2014 *Spring Dinner*. The top three prospects for the host institution have been identified. Meg Ecclestone will be the liaison between OCULA Council and the host institution.

**EI Sessions:**

Sarah gave a report about the EI sessions and discussion followed about ways to advertise them. Michelle is enhancing the existing OLA guidelines for developing webinars. Currently potential session leaders complete a 30 minute training session and Michelle gives feedback to people who are working on webinars.

**New Librarian Resident Funding Task Force:**

Courtney noted that the proposal for this project is to be submitted to the OLA Board for approval. Courtney and Caitlin Bakker (Task Force Chair, currently at the University of Northern British Columbia) are working on a document for the OLA Board that provides information about the Task Force and their recommendations. Discussion followed regarding possible fundraising ventures.

**Marketing Plan for 2013:**

Mindy and Sarah are working on buttons for the *OLA Super Conference*.

Mindy will set up a timeline for advertising OCULA events for the OCULA Ambassadors. The timeline will also serve as a guide for future OCULA Councillors with the marketing portfolio. It was agreed that OCULA Ambassadors should be able to customize messages about OCULA events to their colleagues, particularly if this works better for their institutions. The OCULA Ambassadors will be recognized for their work over the past year at the *OLA Super Conference*.

**Publications:**

Martha sent in a report to OCULA Council and noted that there will be a feature on the OCULA Spotlight Speaker, Bobbi Newman, and her talk at the *OLA Super Conference*. Martha asked OCULA Council members to send her ideas for the upcoming edition of *InsideOCULA*.

**Information Briefs:**

A copy of the *Terms of Reference* for the information briefs has been placed in the OLA Community web site and in the *OCULA Manual*. Sarah noted that when OCULA Council reviews the *Terms of Reference*, it is also important to review the templates for the information briefs. OCULA currently has eight information briefs and four more to come. A committee is now in place to review the briefs which includes the OLA Education Coordinator and the Editorial Board. Some discussion followed about ways to market the information briefs and it was recommended that they be printed and displayed at all of the OCULA events.

**OCULA statements on consultations: Ontario's Education Strategy; Tri-Agency Open Access Policy; Capitalizing on Big Data: Toward a Policy Framework for Advancing Digital Scholarship in Canada:**  
OCULA Council is working on responses to these three government documents and will share the final versions with OCULA members.

**Orientation materials for new OCULA Council members:**

Beckie is working on a cheat sheet for new OCULA Council members which will identify key OLA staff; give definitions for acronyms; identify the main communication methods for OLA; give information about expense forms and the duties of councillors at the *OLA Super Conference*. Kristin thanked Beckie for her work on the cheat sheet.

The OCULA Council meeting adjourned at 3:55 p.m..