

	<b>Completed Action</b>	<b>Responsible</b>	<b>Status</b>	<b>Meeting Date</b>	<b>Agenda Item</b>
1	Prepare the approved terms of reference for distribution and ensure the document is posted to the website.	Executive Director	Complete	27/09/2015	15.1
2	Communicate the approval to the Chair of the Task Force	Executive Director	Complete	27/09/2015	15.1
3	President to communicate approval of the CLA Intellectual Freedom Position Statement to the Chair of the Intellectual Freedom Advisory Committee and to request that the Toolkit be ready for launch with the Statement in conjunction with Freedom to Read week in February 2016.	President	Complete	27/09/2015	7
4	Investigate the requirements of both the Library Shipping Tool and the YCW Program to determine if they can be taken over by another association and what the criteria for that might be.	Executive Director	Complete	27/09/2015	6
5	Make the following housekeeping edit to August 7, 2015 minutes: the first sentence of item 18.1 is to be changed from "The President asked the Executive Council to discuss the Draft Digitization Strategy produced by the Library and Archives Canada" to "The President asked the Executive Council to discuss the Draft LAC Digitization Strategy".	Executive Assistant	Complete	27/09/2015	4
6	To arrange a special meeting to discuss CLA's finances from post-conference.	Executive Director	Complete	07/08/2015	3

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7	To send Executive Council an email with the details of the September Executive Council face-to-Face meeting.	Executive Director	Complete	07/08/2015	3
8	To communicate with Sharon Karr regarding her appointment to the eBook Task Force and the role of Chair.	Executive Director	Complete	07/08/2015	6
9	To thank Pam Ryan for her service on the eBook Task Force and note the end of her term.	Executive Director	Complete	07/08/2015	6
10	To communicate with Kay Cahill regarding her appointment to the eBook Task Force as VPL's representative.	Executive Director	Complete	07/08/2015	6
11	To communicate with Sharon Karr, once notification has been completed by the Executive Director, regarding regular meetings to discuss the activities of the eBooks Task Force.	President	Complete	07/08/2015	6
12	To work with the Councillors-at-Large to assign Liaisons to the Networks.	Vice-President	Completed	07/08/2015	7
13	To send status/activity summary on Network activity to the Ms. Bonnano and the Councillors.	Member Services Manager	Complete	07/08/2015	7
14	To write letter on behalf of CLA in support of the Draft Tri-Agency Statement of Principles on Digital Data Management.	Treasurer	Complete	07/08/2015	8

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15	To share the feedback from Executive Council discussions held at this meeting and the July 2015 meeting with the Intellectual Freedom Advisory Committee	President	Complete	07/08/2015	10
16	To consider the revisions provided by the Executive Council and complete a final draft for approval by Executive Council.	Intellectual Freedom Advisory Committee	Complete	07/08/2015	10
17	To ask IMPACT for any advice or support that they could give to the nomination process.	Executive Director	Completed - felt it was too far reaching for advocacy role however copies of the letter were sent to MPs with an interest in that area. Delay due to election - will be following up this week.	07/08/2015	13
18	To speak to the Library and Literacy Services for Indigenous peoples of Canada Network draft letter of support.	President	Complete	07/08/2015	13
19	To write a report on the activities she has been engaged in for the Executive Council at the next meeting.	Executive Director	Complete	07/08/2015	17
20	To provide a detailed update on Future Working Group progress via email.	President	Same as item 5 - remove from the list and move to the completed list	17/07/2015	9
21	To provide Executive Council members who were not present at the meeting with a summary of what was discussed in the July 17 meeting for review.	Executive Director	Complete	17/07/2015	8
22	To provide feedback to the IFS Committee on the review of the document by Executive Council following the discussion on August 7, 2015.	Executive Council	Complete	17/07/2015	8

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23	To have the Intellectual Freedom Statement ready for September for approval.	Executive Council and IFAC Committee	Complete	17/07/2015	8
24	To provide Executive Council with the updated and draft Strategic Action Plan for review before next meeting.	Executive Director	Complete	03/06/2015	20
25	To archive the 2014 Completed Action Items.	Executive Assistant	Complete	02/06/2015	5
26	To ask the Intellectual Freedom Advisory Committee to engage/involve CARL, CULC, and The Partnership in the development of the toolkit.	Executive Council / Executive Director	Completed -President did this	02/06/2015	6
27	To confirm appointment to Book and Periodical Council Freedom of Expression Committee with Vickery Bowles.	Executive Director	Complete	02/06/2015	7
28	To communicate to the Book and Periodical Council the decisions of Executive Council regarding appointments to the BPC's various committees.	Executive Director	Complete	02/06/2015	7
29	To post the approved Code of Conduct to the CLA website, the CLA 2015 Conference Website, the CLA 2015 Conference App, and to share it as widely as possible on social media.	Executive Director / Executive Assistant	Complete	02/06/2015	8
30	To send the new Councillors-at-Large the Executive Council orientation package on USB.	Executive Director / Executive Assistant	Complete	02/06/2015	9
31	To make themselves available to new members of Executive Council to assist in with any clarification of policies that may be required and to help to ease the transition.	President / Vice-President	Ongoing	02/06/2015	9

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32	To ensure that the Travel Policy had been updated following the amendments in January 2105 and that it is posted to the CLA site and in the Dropbox folder .	Executive Director	Complete	02/06/2015	9
33	To send the current Travel Policy to all members of Executive Council.	Executive Director / Executive Assistant	Complete	02/06/2015	9
34	Report Executive Council's feedback on the draft amendments to the Intellectual Freedom Statement to the Intellectual Freedom Advisory Committee to consider incorporating.	President	Complete	01/05/2015	6
35	Send the draft audit, along with a motion recommending the auditor for 2015, out to Executive Council once it is available.	Treasurer	Complete	01/05/2015	7b
36	Review the notes from the April Working Group meeting before the Wednesday May 6, 2015 meeting and provide feedback to Sandra Singh so that EC can bring any comments or concerns to the Working Group meeting on Saturday May 9, 2015.	Executive Council	Complete	01/05/2015	8
37	Send final copy of notes from the Stakeholder Working Group meeting after Saturday May 9, 2015 meeting.	Vice President	Complete	01/05/2015	8
38	Provide feedback on meeting notes to Executive Director, Treasurer and the Vice-President.	Executive Council	Complete	01/05/2015	8
39	Deliver the schedule for the June meeting so that the Executive Council has a final copy before conference.	CLA Office	Complete	01/05/2015	9

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40	Prepare a message to present to members as to why the code of conduct could not be finalized before conference 2015, assuming it is not ready.	President and Treasurer	Not applicable/needed	01/05/2015	10
41	Review Action List and provide status updates on their actions to the Executive Director	Executive Council	Complete	10/04/2015	5
42	Identify particular, older, action items for review and discussion at the June 2015 Executive Council Meeting to determine relevance and status.	Executive Director	Complete	10/04/2015	5
43	Provide questions for survey that will be posed to CLA membership in regards to what the community would like CLA to argue to the Government.	Impact	Complete	10/04/2015	7
44	Discuss with IMPACT the concept of a Federal Election Task Force and/or some other approach for involving CLA members and providing timely feedback.	President / Executive Director	COMPLETED	10/04/2015	7
45	Send out notes to Executive Council and Working Group from meeting with Rebecca Jones.	Vice President	Complete	10/04/2015	8
46	Speak to Susan Haigh, President of CARL, to see if she can put out a call to members about secondment of one of their staff for project coordination.	President	Complete	10/04/2015	8
47	Ask the Working Group if and how the report of the non-member survey is shared with the various memberships and the community-at-large.	Vice President	Complete	10/04/2015	9
48	To ensure that this session is included in promotions and featured as a highlight.	Executive Director	Micheal Vonn Session - Complete and ongoing	10/04/2015	12

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49	Provide report after the April 13, 2015 meeting.	Treasurer	Complete	10/04/2015	10
50	Will send a draft for review and approval for distribution to EC by email.	Treasurer	Complete	10/04/2015	11
51	To send her proposed amendments to the minutes of the January 31, 2105 Executive Council meeting.	Vice President	Complete	06/03/2015	4a
52	To incorporate suggested revisions from the Vice President into the January 31, 2015 Executive Council minutes and then share the minutes with Executive Council for review and approval at the April 10, 2105 Executive Council meeting.	Executive Director	Complete	06/03/2015	4a
53	To confirm the participation of the Nomination Committee members.	Past President	Complete	06/03/2015	8
54	To make a recommendation to Executive Council regarding the Nomination Committee for approval..	Participation Committee	Complete	06/03/2015	8
55	To bring forward further financial information and options for a 2016 conference/convention for consideration at the April 10, 2015 Executive Council meeting for decision.	Executive Director	Complete	06/03/2015	10a
56	To communicate to the properties in questions, the decision regarding the release of all space currently on hold for a 2017 national conference.	Executive Director	Complete	06/03/2015	10b
57	Executive Director/President to schedule an Executive Council conference call to discuss its vision of the future CLA.	Executive Director/ President	Complete	06/03/2015	11

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58	To select a project manager to be employed to coordinate working group's development.	Future CLA Working Group	Being discussed - unsure if still needed	06/03/2015	11
59	To add and update the Future CLA Working Group project timeline and Terms of Reference and email the document to EC for review.	Vice President	Complete	06/03/2015	11
60	Adjust the membership revenue line in the budget to reflect historical trends.	Executive Director / Financial Officer	Complete	31/01/2015	7b
61	Adjust the conference budget to reflect historical data regarding conference registration.	Executive Director / Financial Officer	Complete	31/01/2015	7b
62	Communicate the decision to the nominees, collect the forms and submit the nominations to IFLA by February 11	Executive Director	Complete	31/01/2015	8
63	Communicate the decision to the nominees, collect the forms and submit the nominations to IFLA by February 11.	Executive Director	Complete	31/01/2015	8



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64	Communicate with Mr. Bennett, Ms. D'Orsay, and the other two individuals regarding Executive Council 's decision for appointments to the role of interim Councillor-at-Large.	Executive Director	Complete	31/01/2015	9
65	Communicate to the membership regarding Executive Council's decision for appointments to the role of interim Councillor-at-Large.	Executive Director	Complete	31/01/2015	9
66	Communicate with Mr. Bennett, Ms. D'Orsay, and the other two individuals regarding Executive Council 's decision for appointments to the role of interim Councillor-at-Large.	Executive Director	Complete	31/01/2015	9
67	Communicate to the membership regarding Executive Council's decision for appointments to the role of interim Councillor-at-Large.	Executive Director	Complete	31/01/2015	9
68	Amend the Policy for Unpaid Speakers, Section on Policy for Executive Council Members Expenses at Conference to reflect the current CLA Travel Policy.	Executive Director	Complete	31/01/2015	10
69	Communicate to the individuals appointed to the CLA 2105 Local Planning Committee.	Executive Director	Complete	31/01/2015	12
70	To ask the Ottawa Public Library to appoint someone to the CLA 2015 Local Planning Committee	Executive Director	Complete	31/01/2015	12
71	Executive Director to communicate to the individuals appointed to the CLA 2105 Local Planning Committee	Executive Director	Complete	31/01/2015	12a
72	Ask the Ottawa Public Library to appoint someone to the CLA 2015 Local Planning Committee	Executive Director	Complete	31/01/2015	12a

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73	Provide Executive Council with a list of past winners and an update on which awards still require nominations.	Executive Director	Completed - further discussion taken in March 2015 and this process will not be followed in future years.	31/01/2015	19
74	(a) communicate the decision to cease producing Canadian Library Month with the CLM partners; (b) then communicate this decision to the membership.	Executive Director	Complete	31/01/2015	20
75	Check the Terms of Reference for clarification on maximum number of committee members.	Executive Director	Complete  There does not appear to be an overall policy on composition of committees. It is/should be addressed individually in the various committee terms or reference	09/01/2015	9
76	Negotiate facilitation quote from Portage group.	Executive Director	Completed. End result is \$6,000 plus HST and this was approved by EC	09/01/2015	5
77	Divide the invitee list and make individual phone calls to promote Summit attendance.	Executive Council	N/A	09/01/2015	5b
78	Send additional examples [of common issues in preparation for Jan 31] to President Marie DeYoung.	Executive Council	N/A - meeting completed	09/01/2015	5b

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79	(a) to determine process for changing the licensing from standard copyright to a Creative Commons copyright license (CC-BY); (b) change Cindy Matthews name as she requested, to Cindy Van Wonderen; to work with the OLA on the files required for them to produce and distribute the standard; and (d) ensure the document is filed with LAC and changed on the CLA website.	Executive Director	Completed need to file the new e-document has been filed with LAC	09/01/2015	6
80	Ask Ann Clemensen to pull the statistics on readership for Feliciter and Digest.	Executive Director	Completed - she has given them to me verbally. Feliciter gets a 30% open rate. We cannot get any data on further click throughs or length of time on click throughs (which would show if they are being read and what is being read. New platform should be able to track this. Digest sees a 40% click through and the community news sees the highest percent click through.	09/01/2015	7
81	Communicate this to Ann Clemensen and Jim Bennett and to ensure that a brief survey is undertaken with the membership asking them what kind of communications they want to receive from CLA.	Executive Director	Complete	09/01/2015	7

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82	Work with Ann Clemensen to develop and send out poll to membership regarding changes to Feliciter and preferred vehicles of communication.	Executive Director	Complete	09/01/2015	7
83	Send out Call to Members regarding the Councillor-at-Large vacancies and to bring these forward to the next Executive Council meeting.	Executive Director	Complete	09/01/2015	8
84	Provide Participation Committee with list of members of the Government Information Network.	Executive Director	Complete	09/01/2015	9
85	Communicate approved appointments to the members in question and to communicate thanks to those who had also expressed an interest but were not appointed at this time.	Executive Director	Complete	09/01/2015	9
86	Change the word as noted above in the Press Release and update the file on the website.	Executive Director	Complete	09/01/2015	10
87	Proceed with discussions as directed with ASTED regarding the translations of <i>Leading Learning Standard</i> and <i>The Canada IFLA Adventure</i>	Executive Director	Complete  No longer applicable. ASTED did not have the funds. CLA is going to use funds in the SLIC Fund which came from advertising on the SLIC site and from the School Libraries Division	01/08/2014	8
88	Speak with ASTED about also translating the letter and the briefing note.	Executive Director	N/A - will use monies from SLIC Fund	04/07/2014	7
89	Add actions and timeframes to the Strategic Priorities and Actions for 2014.	Executive Director	Completed	28/02/2014	6.1

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90	Privacy: review membership application forms to determine if CLA has all permissions to use names (e.g. of committee members) on the website	Member Services Manager / Executive Director	Completed  Verified - implied consent and we provide the ability to opt out of communications such as Digest	02/02/2014	Orientation 5