

	Outstanding Action	Responsible	Status	Meeting Date	Agenda Item
1	To send Treasurer the draft forum budget for 2016.	Executive Director		06/11/2015	8a
2	Prepare the CLA Intellectual Freedom Position Statement for hard launch in February 2016 in conjunction with Freedom to Read week.	Executive Director		27/09/2015	7
3	Offer staff support to the Intellectual Freedom Advisory Committee for the development of the Toolkit	Executive Director		27/09/2015	7
4	Inform the membership via the Digest that a nomination of the Truth and Reconciliation Commission has been made for the Grace Pepin Award however she is not to share the letter itself.	Executive Director	N/A	27/09/2015	8
5	Verify requirements of agreement/legislation regarding the Shipping Tool	Executive Director	In progress - have some information to review	27/09/2015	9
6	Seek a report on the Canadian Caucus Meeting held during IFLA in South Africa from Elise Boucher and Victoria Owen, co-chairs of the Canadian Caucus Meeting.	Executive Director	In progress - requested and expect receipt on Dec 2, 2015	27/09/2015	10
7	Draft a statement of support for the Canadian Civil Liberties Association (CCLA) and Canadian Journalists for Freedom of Expression (CJFE) Charter challenge against key sections of Bill C-51, the Anti-terrorism Act, 2015.	Who is going to draft this?	Still relevant?	07/08/2015	11

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8	To reach out to the CLA Networks and ask them to provide their feedback on the Draft Digitization Strategy document.	Past-President	In Progress - they have been asked.	07/08/2015	18
9	To ensure that all Committees and Networks are working within the new governance year: AGM to AGM.	Executive Director	In progress - communication regarding extending terms is drafted and anticipated to be delivered via email by Dec 2, 2015	02/06/2015	4g
10	To investigate options for funding and co-op students to undertake CLA's archived and stored files on as a project.	Executive Director / Executive Assistant	In progress - discussion with LAC regarding their potential to take a deposit of CLA's archives. Awaiting contact from collections department. Have reached out to LAC again. Have also discussed it with Uottawa; interested in both a student project and potentially housing CLA archives.	02/06/2015	5
11	To share the Code of Conduct and the accompanying procedures with legal counsel to ensure that the document is legal and enforceable and that it protects the Association. Specific questions to pose include the concept of safe space and sexual harassment at a conference function.	Executive Director	Waiting on procedures - group in progress on this	02/06/2015	8

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12	To determine current financial control policies and to ensure that there is a spending cap for Executive Director.	President / Treasurer / Executive Director		02/06/2015	11
13	Once the Statement is approved, the Intellectual Freedom Advisory Committee be asked to create a toolkit on how to deal with challenges.	President / Executive Director	Statement approved and Committee has agreed to timelines for Toolkit - to be released during Freedom to Read week	01/05/2015	6
14	Develop a new statement/policy on anti-harassment.			01/05/2015	6
15	Request that the concept of a national approach to digitization be added to the agenda of the next LAC Stakeholder Forum meeting.	President	I believe this is in motion.	31/01/2015	6
16	Share status update with Cheryl Stenstrom, Chair of the Stats and Values Task Force	Executive Director		09/01/2015	11
17	Reach out to Kathleen DeLong to discuss the 8Rs collaborative update and if she is willing to be the CLA's representative on this.	Executive Director	Partially complete. A quick conversation was had with Kathleen DeLong on Oct 21 with promises to reach out again with further detail once the project is confirmed with LAC.	09/01/2015	11
18	Follow up with LAC (Ms. Muir) regarding access to the document created by science libraries.	Executive Director	In progress, have made inquiry with H. Morgan. She is seeking permission.	29/09/2014	14

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19	Follow up with LAC regarding an update on the 8Rs study.	President / Executive Director	In progress. Initial discussions. To be undertaken as a collaborative effort with other organizations. Follow up discussions taken place, to be on next Stakeholder Forum meeting	29/09/2014	14
20	Follow up with Su Cleye, chair of The Partnership to discuss partnering on professional development.	Executive Director	Met with Su Cleye and she has redirected me to Lou Duggan.	05/09/2014	10
21	Write a letter for distribution to organizations and government ministries requesting their endorsement of Leading Learning as well as their assistance in its promotion.	Executive Director / IMPACT	ON HOLD FOR TRANSLATION: then will distribute letter to the Provinces and Territories along with a request/encouragement that they pursue endorsement by provincial/territorial governments and school boards.	04/07/2014	7
22	Speak with 3flow Communications about the development of a graphically enhanced and branded one-page brief note on Leading Learning that highlights the key points.	Executive Director	IN PROGRESS: Meeting held, material received. Committee has provided a shorter version of the information (they had	04/07/2014	7
23	Investigate Heritage Canada grant for translation	Executive Director	In progress - Request to new EA has been made. It is on the list of activities to undertake following conference	28/05/2014	7d

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24	Pursue funding opportunity with Library and Archives Canada for data collection and / or an agreement with Counting Opinions (Stats and Values)	Executive Director	ON HOLD - at this time as LAC is unable to provide the funds for a salary or for a third party contract. CLA does not have the current capacity to undertake this or to fund someone to undertake it nor does it have the funds to pursue the third party contract for the software and data collection.	28/05/2014	20
25	Follow up with Mary Cavanaugh regarding draft document of options for partnership with MediaSmarts	Executive Director	Never heard back from Mary. Not sure if this is something that we wish to continue to pursue at this time	28/05/2014	23
26	Assign, communicate and distribute position statements for review to appropriate committee, network, or other	Executive Director / President	In progress, some are advancing work and others are not. Only few being advanced to the best of our knowledge - see Network Report	28/05/2014	24
27	Create a policy regarding the review of position statements	Executive Director	IN PROGRESS: needs to be formalized and presented to EC	28/05/2014	24
28	Ensure that new financial policies evaluating ongoing services such as audit on a regular schedule to ensure that CLA needs are being met and that cost is still appropriate.	Treasurer / Executive Director	Been discussed. To be undertaken throughout 2014 gradually.	28/02/2014	6.1

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29	ED to work with G. Hyland and President to determine liaisons to library and technical schools	Executive Director / Member Services Manager	Shared/discussed with Member Services Manager. Some identification has been made and some communication has been sent to the students.	02/02/2014	Orientation 5
30	The structure and the policies surrounding the Networks including but not limited to the creation, operations and disbanding should be reviewed.	Executive Council	ON HOLD as we continue discussions around the proposed new Federated Association of Library Associations	02/02/2014	Orientation 5
31	Determine method of reporting to EC on legal responsibilities including workplace safety	Executive Director		02/02/2014	Orientation 7
32	Review of all financial and investment policies	Treasurer / Executive Director / Finance Committee	Been discussed. To be undertaken throughout 2014 gradually.	02/02/2014	Orientation 9
33	Complete IT project by December 31, 2013	Executive Director / Contractor	ON HOLD until we know needs of new structure. Will extend into 2014; HQ and member team formed and lead by incoming treasurer Mike Ridley; first team meeting held; second held mid-December; regular reporting to EC	29/05/2013	4.3