

	Outstanding Action	Responsible	Status	Meeting Date	Agenda Item
1	Respond to the request to appoint observers to the upcoming ALA Accreditation Review Committee for UBC and McGill to let ALA know the decision and the action that is being taken.	Executive Director		04/03/2016	5
2	Respond to the request to appoint a member to the Canadian Committee on Cataloguing to let them know the decision and the action that is being taken.	Executive Director		04/03/2016	6
3	Provide the 2015 AGM minutes, the minutes of the 2016 Special Meeting of Members and the 2015 and 2016 audited financial statements to the membership via email.	Executive Director		04/03/2016	13b
4	Executive Director to send an updated cash flow estimate to Executive Council once ready.	Executive Director		04/03/2016	13b
5	Create a document that showed CLA's current assets, expected assets, outstanding liabilities, and wrap up costs including any severance costs.	Treasurer/Staff	In progress	04/03/2016	13b
6	To discuss with IFLA on how individual members of their organization can participate with the new federation.	Executive Director		27/01/2016	5.3
7	To speak to ALA about revising the RDA agreement RDA and how this partnership will transfer to the new organization.	Executive Director	In progress	27/01/2016	5.3
8	To speak to IFLA about CLA membership since the organization has been voted to dissolve.	Executive Director	In progress	27/01/2016	5.3

	Outstanding Action	Responsible	Status	Meeting Date	Agenda Item
9	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 review by Task Force	02/06/2015	8
10	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
11	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	Was put on hold until after the vote on dissolution. To be forwarded to the new Federation	01/05/2015	6
12	Share status update with Cheryl Stenstrom, Chair of the Stats and Values Task Force.	Executive Director		09/01/2015	11
13	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
14	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

	Outstanding Action	Responsible	Status	Meeting Date	Agenda Item
15	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
16	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
17	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
18	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

	Outstanding Action	Responsible	Status	Meeting Date	Agenda Item
19	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
20	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 Still relevant however no capacity at this time. Reccommendation to Proposed Federation to Pursue	28/05/2014	23
21	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
22	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

	Outstanding Action	Responsible	Status	Meeting Date	Agenda Item
23	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
24	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
25	Determine method of reporting to EC on legal responsibilities including workplace safety	Executive Director		02/02/2014	Orientation 7
26	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
27	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

	Completed Action	Responsible	Status	Meeting Date	Agenda Item
1	Share the request to appoint observers to the upcoming ALA Accreditation Review Committee for UBC and McGill with the Future Federation Working Group and ask them to discuss the issue urgently.	Executive Director	Complete	04/03/2016	5
2	Share the request make an appointment to the Canadian Committee on Cataloguing with the Future Federation Working Group and ask them to discuss the issue urgently.	Executive Director	Complete	04/03/2016	6
3	Share the updated Statement on Library Service to Multicultural Communities with the Future Federation Working Group and ask them to discuss the issue urgently	Executive Director	Complete	04/03/2016	7
4	Respond to the Chair of the Network that updated the Statement on Library Service to Multicultural Communities informing them of Executive Council's decision and the action that is being taken along with Executive Council's appreciation for their work and hope that the new federation adopts the guideline and builds on it.	Executive Director	Complete	04/03/2016	7
5	Share the updated Canadian Guidelines on Library and Information Services for People with Disabilities with the Future Federation Working Group and ask them to discuss the issue urgently.	Executive Director	Complete	04/03/2016	8
6	Respond to the Chair of the Network that updated the Canadian Guidelines on Library and Information Services for People with Disabilities informing them of Executive Council's decision and the action that is being taken along with Executive Council's appreciation for their work and hope that the new federation adopts the guideline and builds on it.	Executive Director	Complete	04/03/2016	8

7	Inform Christina Neigel of Executive Council's decision to return author rights on the book Dewey Decimal & Library of Congress Classification	Executive Director		04/03/2016	9
8	Inform the applicant for the research and development grant that CLA will not be offering the grant in 2016.	Executive Director	Complete	04/03/2016	10
9	To confirm with the lawyer on CLA activities during the dissolution process.	Executive Director	Complete and ongoing as needed	27/01/2016	5.3
10	To write a letter to members explaining the result of the special general meeting and the next steps.	President	Complete	27/01/2016	5.3
11	To hire a temporary employee to complete the archiving of the old CLA website.	Executive Director	Complete	27/01/2016	5.4
12	To find a curator for copyright.	Councillor-at-Large Christina Hwang	Complete	27/01/2016	6
13	To ask Ann Clemensen Canplan Inc. about the process for the platform that would be set up for the networks and committees to register their meetings.	Executive Director	Complete	27/01/2016	6
14	To speak to corporate members about attending the meeting and/or assigning a proxy.	Councillor-at-Large Virginia Clevette	Complete	08/01/2016	7
15	To provide Councillor-at-Large Virginia Clevette with the list of names and contact of honorary members.	Executive Director	Complete	08/01/2016	7
16	To speak to honorary members about attending the meeting and/or assigning a proxy.	Treasurer	Complete	08/01/2016	7
17	To provide Treasurer Ridley with the list of names and contact of honorary members.	Executive Director	Complete	08/01/2016	7

18	To draft press releases regarding the outcome of the meeting, one for a positive vote for dissolution and one for a negative vote for dissolution, for review by Executive Council.	Executive Director	Complete	08/01/2016	7
19	To review the guidelines for guests and provide feedback to the Executive Director.	Executive Council	Complete	08/01/2016	7
20	Will ask the parliamentarian about the secret ballot and if this is obligatory.	Executive Director	Complete	08/01/2016	7
21	To draft communication to the membership regarding absentee voting and another regarding observers at the Special meeting.	President	Complete	08/01/2016	7
22	To identify 3 – 4 members of the community who are known and respected and to ask them if they would carry proxy votes for other members.	Executive Director and Executive Council	Complete	08/01/2016	7

	Completed Action	Responsible	Status	Meeting Date	Agenda Item
1	To confirm that Library and Archives Canada is still able to undertake the planning and sponsorship of the panel on building a Canadian national digitization strategy.	Executive Director	Complete	04/12/2015	7
2	Executive Council to review and approve the draft CLA Copyright Statement on Reproduction via email before December 7, 2015.	Executive Council	Complete	04/12/2015	10.2
3	To inform Rob Tiessen that he has the weekend to review the draft statement on reproduction provided by Christina de Castell.	Executive Director	Complete	04/12/2015	10.2
4	To send Treasurer the draft forum budget for 2016.	Executive Director	Complete	06/11/2015	8a
5	To send Executive Director her proposed edits to the September 27 & 28 th draft minutes.	President Singh	Complete	06/11/2015	4a
6	To incorporate the President Singh's suggestion for the welcome letter into the draft copy.	IMPACT	Complete	06/11/2015	5
7	To plan a meeting with Councillor-at-Large Christina Hwang and CanPlan Inc. to discuss the 2016 Forum	Executive Director	Complete	06/11/2015	10
8	To send possible dates for a meeting to the Executive Director.	Councillor-at-Large Christina Hwang	Complete	06/11/2015	10

	Completed Action	Responsible	Status	Meeting Date	Agenda Item
9	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
10	Communicate the approval to the Chair of the Task Force	Executive Director	Complete	27/09/2015	15.1
11	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	Complete	27/09/2015	10
12	Verify requirements of agreement/legislation regarding the Shipping Tool.	Executive Director	Complete	27/09/2015	9
13	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
14	Prepare the CLA Intellectual Freedom Position Statement for hard launch in February 2016 in conjunction with Freedom to Read week.	Executive Director	Complete	27/09/2015	7

	Completed Action	Responsible	Status	Meeting Date	Agenda Item
15	Offer staff support to the Intellectual Freedom Advisory Committee for the development of the Toolkit.	Executive Director	Complete	27/09/2015	7
16	Prepare the CLA Intellectual Freedom Position Statement for soft launch and to release it in October or early November.	Executive Director	Complete	27/09/2015	7
17	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	President	Complete	27/09/2015	7
18	Inform the Chair of the RDA Committee of Principles that she must step down from the role of Chair of the RDA Marketing and Communications Working Group.	Executive Director	Complete	27/09/2015	6
19	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

	Completed Action	Responsible	Status	Meeting Date	Agenda Item
20	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
21	To arrange a special meeting to discuss CLA's finances from post-conference.	Executive Director	Complete	07/08/2015	3
22	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
23	To draft communication to Committee members and Network Moderators asking them to extend their terms until the 2016 AGM.	Member Services Manager	Complete	07/08/2015	5
24	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
25	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
26	To communicate with Kay Cahill regarding her appointment to the eBook Task Force as VPL's representative.	Executive Director	Complete	07/08/2015	6

	Completed Action	Responsible	Status	Meeting Date	Agenda Item
27	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
28	To work with the Councillors-at-Large to assign Liaisons to the Networks.	Vice-President	Completed	07/08/2015	7
29	To send status/activity summary on Network activity to the Ms. Bonnano and the Councillors.	Member Services Manager	Complete	07/08/2015	7
30	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
31	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
32	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
33	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.	IMPACT	N/A	07/08/2015	11

	Completed Action	Responsible	Status	Meeting Date	Agenda Item
34	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
35	To speak to the Library and Literacy Services for Indigenous peoples of Canada Network draft letter of support.	President	Complete	07/08/2015	13
36	To write a draft communication to membership regarding the status of the work on the proposed federation and CLA's 2016 conference and will send to all the Executive Council members for review.	President	Completed	07/08/2015	16
37	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
38	To reach out to the CLA Networks and ask them to provide their feedback on the Draft Digitization Strategy document.	Past-President	Complete	07/08/2015	18
39	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

	Completed Action	Responsible	Status	Meeting Date	Agenda Item
40	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
41	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
42	To have the Intellectual Freedom Statement ready for September for approval.	Executive Council and IFAC Committee	Complete	17/07/2015	8
43	To provide Executive Council with the updated and draft Strategic Action Plan for review before next meeting.	Executive Director	Complete	03/06/2015	20
44	To ensure that all Committees and Networks are working within the new governance year: AGM to AGM.	Executive Director	Complete	02/06/2015	4g
45	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	N/A - files have been tranfered to LAC	02/06/2015	5
46	To archive the 2014 Completed Action Items.	Executive Assistant	Complete	02/06/2015	5
47	To send Intellectual Freedom Statement to CARL, CULC and The Partnership following approval.	Executive Director	Complete	02/06/2015	6

	Completed Action	Responsible	Status	Meeting Date	Agenda Item
48	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
49	To confirm appointment to Book and Periodical Council Freedom of Expression Committee with Vickery Bowles.	Executive Director	Complete	02/06/2015	7
50	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
51	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
52	To send the new Councillors-at-Large the Executive Council orientation package on USB.	Executive Director / Executive Assistant	Complete	02/06/2015	9
53	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
54	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
55	To send the current Travel Policy to all members of Executive Council.	Executive Director / Executive Assistant	Complete	02/06/2015	9

	Completed Action	Responsible	Status	Meeting Date	Agenda Item
56	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
57	Request that the concept of a national approach to digitization be added to the agenda of the next LAC Stakeholder Forum meeting.	President	Complete	31/01/2015	6
58	Develop a new statement/policy on anti-harassment.		N/A	01/05/2015	6
59	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
60	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
61	Send final copy of notes from the Stakeholder Working Group meeting after Saturday May 9, 2015 meeting.	Vice President	Complete	01/05/2015	8
62	Provide feedback on meeting notes to Executive Director, Treasurer and the Vice-President.	Executive Council	Complete	01/05/2015	8
63	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

	Completed Action	Responsible	Status	Meeting Date	Agenda Item
64	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
65	Review Action List and provide status updates on their actions to the Executive Director	Executive Council	Complete	10/04/2015	5
66	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
67	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
68	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	Complete	10/04/2015	7
69	Send out notes to Executive Council and Working Group from meeting with Rebecca Jones.	Vice President	Complete	10/04/2015	8
70	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
71	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
72	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

	Completed Action	Responsible	Status	Meeting Date	Agenda Item
73	Provide report after the April 13, 2015 meeting.	Treasurer	Complete	10/04/2015	10
74	Will send a draft for review and approval for distribution to EC by email.	Treasurer	Complete	10/04/2015	11
75	To send her proposed amendments to the minutes of the January 31, 2105 Executive Council meeting.	Vice President	Complete	06/03/2015	4a
76	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
77	To confirm the participation of the Nomination Committee members.	Past President	Complete	06/03/2015	8

	Completed Action	Responsible	Status	Meeting Date	Agenda Item
78	To make a recommendation to Executive Council regarding the Nomination Committee for approval..	Participation Committee	Complete	06/03/2015	8
79	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
80	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
81	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
82	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
83	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
84	Adjust the membership revenue line in the budget to reflect historical trends.	Executive Director / Financial Officer	Complete	31/01/2015	7b
85	Adjust the conference budget to reflect historical data regarding conference registration.	Executive Director / Financial Officer	Complete	31/01/2015	7b
86	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

	Completed Action	Responsible	Status	Meeting Date	Agenda Item
87	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
88	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
89	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
90	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
91	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
92	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
93	Communicate to the individuals appointed to the CLA 2105 Local Planning Committee.	Executive Director	Complete	31/01/2015	12
94	To ask the Ottawa Public Library to appoint someone to the CLA 2015 Local Planning Committee	Executive Director	Complete	31/01/2015	12

	Completed Action	Responsible	Status	Meeting Date	Agenda Item
95	Executive Director to communicate to the individuals appointed to the CLA 2105 Local Planning Committee	Executive Director	Complete	31/01/2015	12a
96	Ask the Ottawa Public Library to appoint someone to the CLA 2015 Local Planning Committee	Executive Director	Complete	31/01/2015	12a
97	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
98	(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
99	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
100	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

	Completed Action	Responsible	Status	Meeting Date	Agenda Item
101	Divide the invitee list and make individual phone calls to promote Summit attendance.	Executive Council	N/A	09/01/2015	5b
102	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
103	(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
104	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

	Completed Action	Responsible	Status	Meeting Date	Agenda Item
105	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
106	Work with Ann Clemensen to develop and send out poll to membership regarding changes to	Executive Director	Complete	09/01/2015	7
107	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
108	Provide Participation Committee with list of members of the Government Information Network.	Executive Director	Complete	09/01/2015	9
109	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
110	Change the word as noted above in the Press Release and update the file on the website.	Executive Director	Complete	09/01/2015	10

	Completed Action	Responsible	Status	Meeting Date	Agenda Item
111	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
112	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
113	Add actions and timeframes to the Strategic Priorities and Actions for 2014.	Executive Director	Completed	28/02/2014	6.1
114	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

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
1	Communicate with Brian Campbell and the Book and Periodical Council regarding the decision to award Mr. Campbell the 2015 CLA Advancement of Intellectual Freedom in Canada Award.	Executive Director	Completed	05/12/2014	11
2	Investigate what could be done according to the CLA bylaws and how best to communicate this to the membership.	Executive Director	Completed and communicated	05/12/2014	12
3	Ensure that CLA becomes a member of Readers First.	Executive Director/Past President	Completed	05/12/2014	13a
4	Address with IMPACT	Executive Director / Past President	Completed	05/12/2014	13b
5	Ensure that a motion to move the motions and actions items from the closed minutes of the September 28 – 29, 2014 Executive Council meeting is on a future appropriate Executive Council agenda.	Executive Director	Motion moved. All items are complete now. Sandra - Jane Carried	07/11/2014	4
6	Send the draft list of invitees to Executive Council for confirmation and feedback.	Executive Director	Completed	07/11/2014	6
7	Investigate catering opportunity at the Metro Toronto Convention Centre.	Executive Director	Completed	07/11/2014	6
8	Draft a budget for the meeting and share with Executive Council	Executive Director	Completed	07/11/2014	6

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
9	Include in lease considerations the option to buy out the lease early so that the liability is completely eliminated.	Executive Director	Completed. Realtor has indicated that we can certainly arrange to "buy out" the lease at the time of sublease however the landlord is unlikely to make any reductions as a result. CLA is responsible for 100% until May 31 2020. I will continue to pursue however we may need to evaluate if eliminating the liability outweighs any potential interest earned on the funds by keeping them in our accounts as well as looking at the impact on cash flow.	07/11/2014	7
10	Summarize a proposal for the hiring of a company to undertake the exhibit and sponsors sales for CLA 2015 and send out via email for a vote.	Executive Director	Completed and approved	07/11/2014	14
11	Follow up with LAC to request the addition of a discussion on a national approach to digitization.	President / Executive Director	Jane has spoken with LAC. They don't see this as a wise investment of resources. Will be an issue for libraries.	29/09/2014	14

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
12	Consider pursuing the creation of a long-term good legislative direction for web harvesting with LAC.	Executive Council	Completed - initiative to be pursued Generally called "non-print legal deposit". Link to UK info: http://www.bl.uk/catalogues/search/non-print_legal_deposit.html . J Schmidt meeting with LAC end of Jan to discuss	29/09/2014	14
13	Consider partnerships on speakers and/or joint sessions with conferences of similar focus and content that are scheduled in close proximity to CLA 2015.	Conference Committee and Executive Council	Completed. It was decided not to pursue anything at this time	28/09/2014	6
14	Follow up on status of budget and critical path for CLA 2015	Executive Director	Completed	28/09/2014	6
15	Follow up with Su Cleye, chair of The Partnership to discuss partnering on professional development.	Executive Director	N/A Met with Su Cleye and she has redirected me to Lou Duggan.	05/09/2014	10
16	Communicate decision of EC regarding professional development along with (hopefully) a new means for delivering professional development in partnership with The Partnership.	Executive Director	Completed - Have communicated decision to membership with status that we hope to work with The Partnership.	05/09/2014	10
17	Establish a special task force / jury to define an award or grant to be awarded to a CLA member for the completion or undertaking of work that meets the mandate of Bibliomondialis no later than September 1, 2014	Executive Council	Completed, different approach to the use of the funds to be taken as per Jan 31 2015 decision	01/08/2014	4c

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
18	Follow up pursue a partnership with the existing partnership of CBC/Radio Canada, VIA Rail, and Community Foundation of Canada on the program entitled 2017 Starts Now	Executive Director	Completed and ongoing - IMPACT has reported that the opportunity to promote this particular function is passed as it was completed before it was even brought to our attention. They are looking to have the toolkit adjusted to include libraries and are looking into other options linked to this with the intent of undertaking something for October 2015 (CLM campaign)	01/08/2014	9
19	Develop process for accounts payable that allows the Treasurer at minimum to see what has been paid out at minimum quarterly.	Executive Director	Complete- needs to be formally documented	28/05/2014	7a
20	ED to provide EC with addition information on the MEA operating fund.	Executive Director / Accounting	Complete - level was given, other funds might need to be revisited and rules around changing redirection or variance in being able to use in a time of transition or change.	02/02/2014	9.2

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
21	Work with IMPACT re options for membership survey and leveraging Shipping tool success with non-members	Executive Director / Member Services Manager	N/A Not role of IMPACT and is always front of mind when speaking of our successes. Have also heard recently during consultations that people are tired of hearing us quoting this one success.	30/09/2013	9
22	Add a discussion regarding a response to the Royal Society's report on the future of libraries in Canada to the October agenda.	Executive Director	Completed	29/09/2014	19
23	Communicate Executive Council's decision to the Visible Minority Librarians of Canada Network	Jane Schmidt	Completed	29/09/2014	22.1
24	Investigate availability and cost of conference space in Ottawa in 2017 during CLA's conference dates.	Executive Director / Conference Planner	Completed, no space available in Ottawa between June and September	29/09/2014	17
25	Send a summary of the meeting between Executive Council and LAC to the membership via the CLA web site.	Executive Director	Completed, thanks to Jane Schmidt for drafting the communication	29/09/2014	14
26	Executive Director to investigate holding CLA's September 2015 EC meeting at 395 Wellington.	Executive Director	To be pursued in July 2015, verbal offer already made by LAC	29/09/2014	14
27	Extend thanks to LAC for meeting with us and note that we hope to continue this kind of discussion and look forward to working together.	Executive Director	Completed via email and via paper card	29/09/2014	14

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
28	Follow up with LAC on their involvement with CLA 2015.	Jane Schmidt	Completed and ongoing	29/09/2014	14
29	Investigate holding CLA's September 2015 EC meeting at 395 Wellington.	Executive Director	N/A - meeting to be in Toronto however it is noted and will be considered when holding future meetings in Ottawa	29/09/2014	14
30	Follow up with LAC regarding the potential to partner with them on an initiative to showcase the role of libraries in Canada's history as part of the 2017 celebrations.	Executive Director	N/A - CLA has decided not to pursue any projects or activities related to the 2017 celebrations.	29/09/2014	14
31	Communicate with Donna Bourne-Tyson to thank her for representing CLA thus far however her appointment to Dal SIM School Council is no longer necessary.	President	Completed	29/09/2014	19
32	President to invite Dr. Guy Berthiaume to be the opening keynote speaker at CLA 2015.	President	Completed - Request has been via email	28/09/2014	6
33	Follow up with the Conference Planner regarding an update on the status of the critical path, the conference template (session times and rooms) and the draft budget	Executive Director	Completed	28/09/2014	6
34	Work with staff and volunteers as appropriate to plan a face to face meeting in either Ottawa or Toronto of the conference committee.	Executive Director	COMPLETED - November 1	28/09/2014	6
35	Communicate decision regarding the termination of the production of Feliciter in Flash format to the Web & IT Manager.	Executive Director	Completed and implemented	28/09/2014	9
36	Share some of these thoughts with CULC for feedback on the change in structure	Vice-President	Completed, summary email to be sent to EC	28/09/2014	6

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
37	Ask Conference Planner for cost of cancelling either Wednesday or Saturday at CLA 2015.	Executive Director	Completed - data to be shared for Nov 7 meeting	28/09/2014	6
38	Approach Ryan Patrick about becoming a member of the conference planning committee	J. Schmidt	Completed and he agreed	28/09/2014	6
39	Update list and number the outstanding items for ease of reference	Executive Director	Completed	28/09/2014	5
40	Review the action list and forward their top 10 priorities to the President as soon as possible	Executive Council	No longer relevant	05/09/2014	5
41	Follow up with Toronto Public Library regarding the creation of the E-Books Task Force as a follow up response to communications about the issue between April and August 2014.	Executive Director	Completed - Letter sent	05/09/2014	8
42	Follow up with The Partnership regarding complimentary Associate Membership status in CLA.	Executive Director	Completed	05/09/2014	9
43	Follow up with Su Cleye to discuss potential for quarterly conference calls with The Partnership.	Executive Director	Complete - letter sent November 17, 2014	05/09/2014	9
44	Review the action list and inform the Executive Director of any items that they feel are completed.	Executive Council	Complete	05/09/2014	5
45	Draft a planning process for Executive Council for the 2015 Strategic / Convention portion of conference 2015.	President	Complete	05/09/2014	7
46	Pursue a membership arrangement with the Book and Periodical Council (BPC) whereby CLA receives a discount on membership in BPC for an amount equivalent to a membership in CLA for BPC.	Executive Director	Completed	05/09/2014	8

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
47	Develop language for communicating to those who were not appointed to the E-Book Task Force that they were not appointed.	President / Executive Director	Complete and emails sent	05/09/2014	8
48	Go back to the consultants and ask them to reframe the proposals to focus only on (a) sustainable governance and structural options and (b) following the facilitated session at the end of September, a survey of non-members and then share this with EC for decision.	Executive Director	Completed	05/09/2014	6
49	Draft a motion of support for the Library Leaders Advocacy Coalition to share with Executive Council for approval by electronic vote.	President	Completed - vote in progress	05/09/2014	11
50	Communicate approval of appointment of Helena Merriam as Chair of the Local Arrangements Committee for the CLA 2015 National Conference and Trade Show.	Executive Director	Completed	01/08/2014	4
51	Dissolve the charity, Bibliomondialis Canadian Partnership for Libraries Bridge Building once the remaining funds, minus the costs of dissolution, are disbursed.	Executive Director	Completed - dissolved intentionally did not apply for article of continuance	01/08/2014	4c
52	Draft a second version of the terms of reference for the Code of Conduct Task Force and send to Executive Council for approval by e-vote.	Executive Director	COMPLETE and approved	01/08/2014	7
53	Invite the CLA 2015 National Conference Co-Chairs to join the September 28-29 Executive Council meeting via teleconference.	Executive Director	Complete	01/08/2014	6
54	Executive Director to reformat action list in Excel	ED	COMPLETED - you've got it!	01/08/2014	5

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
55	Add a discussion regarding structure and process for the convention / strategic sessions for CLA 2015 to the September 5 teleconference agenda.	ED	COMPLETED	01/08/2014	6
56	Communicate approval of their recommendations regarding structure and theme for the CLA 2015 National Conference and Trade Show to the Conference Co-Chairs.	ED	COMPLETED	01/08/2014	6
57	Contact Annette Demers, Chair of the Library Leaders Advocacy Council, to explore CLA's role in the Coalition.	P	COMPLETED: President to report at September 5 2014 meeting	01/08/2014	14.1
58	Draft a letter to LAC-BAC regarding concerns around ongoing complimentary access to the LAC-BAC Union Catalogue once the system is transferred to the OCLC platform.	President	COMPLETED and letter is sent	01/08/2014	14.2
59	Send a written summary of the changes that were made to the CLA's investment portfolio to Executive Council and the Finance Committee via email.	Treasurer	COMPLETED, included in September 5 2014 meeting package	01/08/2014	
60	Share the Declaration with CLA's networks before the end of July 2014 and ask them to sign on to The Lyon Declaration as well.	Executive Director	Complete	04/07/2014	6
61	Follow up with the School Libraries Advisory Committee regarding Executive Council's decisions and for a summary of the key points for the briefing note.	Executive Director	Complete	04/07/2014	7
62	Draft terms of reference for the Code of Conduct Task Force from the minutes and to draft and communicate the call for interest with the terms of reference to the membership no later than July 17, 2014	Executive Director	Removed - also action item from August meeting	04/07/2014	8

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
63	Review the action list and provide a status update via email to the Executive Director on the outstanding items.	Executive Council	Complete	04/07/2014	5
64	Immediately communicate decision regarding Lyon Declaration to IFLA as indicated in the original request.		Complete	04/07/2014	6
65	Confirm with ASTED that they will translate the Leading Learning document and that they will do so on a complimentary basis.	Executive Director	Complete	04/07/2014	7
66	Executive Director to send sample of one-page briefing note to Executive Council following the meeting –	Executive Director	Complete	04/07/2014	7
67	Ask Councillor Marc Truitt if he would chair the Code of Conduct Task Force.	President	Complete	04/07/2014	8
68	Confirm CLA acknowledgement of Mr. Abram's apology to Ms. Schmidt - COMPLETED	Executive Director	Complete	04/07/2014	13.1
69	Share the letter one more time with Executive Council prior to sending to Mr. Abram	President	Complete	04/07/2014	13.1
70	Draft a public communication regarding the discussion between NELI and CLA and the end result with reasoning for distribution.	Executive Director	N/A - Is this still relevant given Ernie's decision? No, I think it can be checked off.	28/05/2014	6
71	Assign, communicate and distribute position statements for review to appropriate committee, network, or other	Executive Director / President	N/A 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

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
72	<p>Follow up with Ernie Ingles regarding other potential ways in which NELI and CLA can partner on the administration of the program</p> <p>EDITED ACTION NOW THAT MINUTES ARE COMPLETE:</p> <p>Communicate to Ernie Ingles, the decision not to provide financial services alone to NELI along with the desire to partner in a more substantial way that would provide CLA with some management over the process and content of NELI: a co-chair scenario is to be suggested.</p>	Executive Director	<p>Completed – Ernie indicated that he had already identified and implemented another solution. He indicated that he had wanted to speak to me about it at conference however knew that my time was (rightly) occupied with other priorities. My next step is to follow up on that email to share our concerns and to open the door for a different kind of partnership in the future should he wish to reconsider.</p>	28/05/2014	6
73	Create a discretionary fund in budget for Networks in the next budget (2015)	Treasurer / Executive Director	Not able to do so at this time	28/05/2014	7b
74	Develop marketing and revenue plan for Leading Learning	Executive Director / Communications & Marketing	<p>Complete – discussed with Communications & Marketing Contractor – Was discussed July 4 by EC and decision made regarding action to be taken which does not include a full blown marketing plan so I query if this can be removed from the list?</p>	28/05/2014	16

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
75	Pursue ASTED as a translation partner on the Leading Learning project	Executive Director	Complete – have agreed but have a small request to be considered by EC on August 1	28/05/2014	16
76	Communicate EC decision regarding the proposal for publication of <i>Canadian Copyright in Schools and School Libraries: a Primer</i> and the proposal for publication of <i>Researching the Canadian Market – A Sourcebook for Entrepreneurs</i> to the respective authors	Executive Director	Completed: have communicated with both authors. B. Clubb, has volunteered and I have accepted, to coordinate the publication of this text as well. She has stated a desire to have it completed by year end.	28/05/2014	17
77	Develop a communication plan with regard to CLA as a publisher and the decisions made regarding: the proposal for publication of <i>Canadian Copyright in Schools and School Libraries: a Primer</i> ; the proposal for publication of <i>Researching the Canadian Market – A Sourcebook for Entrepreneurs</i> ; and the decision regarding CLA's future as a publisher.	Executive Director / Communications & Marketing	Complete	28/05/2014	17
78	Investigate the benefits of membership with the Book & Periodical Council beyond what was presented at the meeting on May 28 and report back to EC for consideration by electronic vote.	Executive Director	Completed - approved. Negotiating a membership arrangement with them.	28/05/2014	19
79	Seek original request for grant funding and share with jury recommendation for decision.	Executive Director	Complete	28/05/2014	21

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
80	Ask conference planning committee to consider and provide recommendations to EC regarding restructuring of conference based on guidelines discussed during EC meeting on June 1, 2014	Executive Director / President	COMPLETED: decision made July 4, 2014	28/05/2014	22
81	Seek proposals / quotes from association governance experts to evaluate what models exist in similar organizations, recommend what model might work for CLA (includes some kind of consultation with stakeholders internal and external), facilitate a session of EC to discuss this in conjunction with their September meeting and to provide a report that EC can take to The Partnership in January to discuss as well as other stakeholders with the ultimate goal of having a decision and some action taken on implementation by conference 2015.	Executive Director	COMPLETE – Request for quote has been sent to 3 companies and they have responded. Proposals are considered for approval September 5, 2014	28/05/2014	22b
82	CLA will no longer undertake Professional Development outside of conference as this is a role of the provinces: communicate this out to the membership	Executive Director / Communications & Marketing Contrator	IN PROGRESS: communication has been made to Cabot Yu, the member who proposes webinars. Communication now needs to go to members but after discussion at EC level re feedback from Cabot Yu that will take place on September 5 2014	28/05/2014	22b

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
83	Forward ideas for partnership and collaboration with MediaSmarts to Executive Director for inclusion in the discussion document being drafted by Mary Cavanaugh	Executive Council	COMPLETED: none received	28/05/2014	23
84	Ensure website position statement page is up to date and that current position statements are on the site	Executive Director / IT & Web Infrastructure	Complete	28/05/2014	24
85	Investigate the Toronto Public Library request for support in advocating the restrictive practices related to e-books of some publishers, in particular the e-book working group that is referenced.	Executive Director	Complete	28/05/2014	25
86	Create a task force to look at e-book practices, collect what is being done, and report to EC for discussion and potential adoption / development of overarching principles and potential advocacy initiatives.	Executive Council	Complete and work has begun	28/05/2014	25
87	Have a meeting with the "Conversations Towards 2017" group and report back to EC	Executive Director /President	Complete – shared on August 1 with decision from EC re moving forward.	28/05/2014	26
88	Send a copy of the link for Conversations Towards 2017 to EC	President	Complete	28/05/2014	26

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
89	Continue to pursue opportunities and outreach on 2017 re national initiatives	ED / Communications & Marketing	N/A - CLA has decided not to pursue any projects or activities related to the 2017 celebrations.	28/05/2014	26
90	Ask the Chief Librarian of LAC if there is appetite to recognize the 10 year anniversary of LAC.	Executive Director	Complete. There is no real appetite from LAC to celebrate this milestone. Retrospective was discussed as an option for a conference topic in 2015.	28/05/2014	27
91	Include ISSUE management protocol in EC orientation	Executive Council	For July or August	28/05/2014	27
92	Share the paper regarding open government of Canada with EC	President	Complete	28/05/2014	34
93	Formally communicate to the Copyright Advisory Committee that a decision had been taken not to distribute the drafted CLA response to Canadian Copyright Institute's Policy Statement Regarding Changes to Canada's Copyright Act that affect copying in educational centres.	President	Complete	01/05/2014	4
94	Update bylaws from May 1 meeting and distribute for approval via electronic vote	Executive Director / President	Complete	01/05/2014	5
95	Fix the timing in Article 5.07, Elections.	President	Complete	01/05/2014	5

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
96	Add a statement/article permitting the appointment of directors until the next election should a position be vacated	Executive Director / Legal Counsel	Complete	01/05/2014	5
97	Give Partnership notice and ask if there are any concerns that CLA will be publically discussed the potential of a federated model and the support of the Partners for this.	President	Complete	01/05/2014	8
98	Communicate EC decision regarding CLM theme to the CLM committee	Executive Director	Complete	01/05/2014	7
99	Prepare a one page summary of the "Future of CLA" document for distribution to members as a basis for discussion at the Town Hall during conference 2014.	Vice President	Complete	01/05/2014	8
100	Make the letter from CRA available to CLA members via the CLA web site with commentary that CLA is and will remain compliant.	Executive Director	Complete	28/03/2014	8
101	Update the CLA website and the Toronto Special Libraries Information Services Network members that the Network has been disbanded.	Membership Services Manager	Complete	28/03/2014	7
102	Finalize and distribute the Strategic Action Plan to EC members by April 4, 2014	President	Complete	28/03/2014	4
103	Provide feedback on the final draft of the Strategic Action Plan by April 11, 2014	Executive Council	Complete	28/03/2014	4
104	Distribute the final draft of the Strategic Action Plan to EC Members for e-vote	Executive Director	Complete	28/03/2014	4
105	Verify with legal counsel the correct way to reflect the third year, ex-officio, role of the Past President and if it needs to be in the By-laws.	Executive Director	Complete	28/03/2014	5

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
106	Finalize and distribute by April 4, 2014 the By-laws to EC members in a format that compares them to the current (2012) version of the CLA By-laws	President	Complete	28/03/2014	5
107	Communicate ECs approval in principle and concerns regarding the language to the CLA Copyright Advisory Committee	Executive Director	COMPLETED. After more extensive review and discussion the CLA Copyright Advisory Committee, in consult with the President, VP, and ED, decided that it was best for CLA to hold off on a formal statement at this point in time.	28/03/2014	6
108	Verify dates for a teleconference meeting between the auditors and the Finance Committee	Executive Director	Complete	28/03/2014	11
109	Follow up with Mr. Ingles once financials and the program are received and reviewed.	Executive Director	COMPLETED. Have also followed up with external accountant and now legal counsel to ensure that CLA is following the law (GST collection and submission, need to set up a fund that requires CRA approval, etc). Will reach out to Mr. Ingles again once opinion received.	28/03/2014	13

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
110	Send Treasurer's Report to the EC to review prior to sending to the membership.	Executive Director	Complete	28/03/2014	15.1.1
111	Speak to Cabot Yu about duties and responsibilities with respect to the Leadership Forum	President	Complete	28/03/2014	15.1.2
112	Approach the Moderator of the Government Libraries Information Professionals Network to discuss changing the word "summit" to something like events, meetings, or conferences.	President	N/A - move to completed	28/02/2014	6.1
113	Provide Strategic Action Plan Goal Areas revised document for March 28, 2014 meeting	Executive Director	Complete	28/02/2014	6.1
114	Put together a document outlining thoughts on a facilitated and comprehensive discussion on the membership structure.	Executive Director	COMPLETED by the VP and EC	28/02/2014	7
115	Identify what administrative support CLA can provide and what fees might be charged to NELI for taking on that role.	Executive Director	Complete	28/02/2014	11.1
116	Speak with Ernie Ingles to share Executive Council's decision regarding his proposal.	President	Completed. Verbal update to be provided at meeting on March 28, 2014	28/02/2014	11.1
117	Executive Council to do a Skype test meeting sometime before March 28, 2014.	Executive Council / Member services Manager	Complete	28/02/2014	11.2

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
118	Provide background information on Institutional Fee membership renewals as soon as possible.	Membership Services Manager	COMPLETED: Information has been provided however a more in depth analysis has been requested and forwarded on several occasions. Will be shared as background information for larger consultation process	28/02/2014	7
119	Investigate and set up a system like drop box for EC documentation as well as the creation of one single document for EC meetings versus multiples	Executive Director	Complete - Drop Box set up Creation of one document is extremely time consuming and may not be valuable use of CLA Staff time. This is anticipated to be a function of the new IT system so holding off further work until we have a system chosen.	02/02/2014	Orientation 8
120	ED to confirm which cities have been most profitable for CLA conferences in recent past.	Executive Director / Conference & Events Contractor	Complete	02/02/2014	9.2
121	ED to ensure that a balance sheet and line item summary page is a part of future of financial reports.	Executive Director / Accounting	Complete	02/02/2014	9.1

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
122	VP Singh to prepare a background/discussion paper on the need for librarian credentialing and/or continuing education certification and what part CLA could play in this area.	Vice President	BACK BURNER FOR NEW ORGANIZATION SHOULD IT COME TO FRUITION	02/02/2014	10.1
123	Refer staff recommendation "to consider the creation of a new personal non-voting membership category, offered at a reduced membership fee as long as their employer is an institutional member" to a broader review of membership categories.	Executive Director	BACKBURNER FOR DISCUSSION WITH NEW ORGANIZATION SHOULD IT COME TO FRUITION	02/02/2014	11.2
124	That the ED review the conference program and reports and provide the EC with a discussion document for consideration by EC.	Executive Director	I don't believe this is relevant anymore. It was done verbally and as part of a larger consultation. It is also ongoing.	02/02/2014	13.1
125	EC members asked for clarification of what the benefits are for corporate members vs institutional members. ED to follow up.	Executive Director	COMPLETED: This has recently been provided as a function of reviewing/undertaking other activities	02/02/2014	Orientation 3
126	Information on the role of the Program Committee and the Local Arrangements Committee should be provided to EC members	Executive Director / Conference & Events Contractor	COMPLETED: This was done as part of the review and approval of the new conference planning committee structure.	02/02/2014	Orientation 5

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
127	Consider inviting Jefferson Gilbert (CULC ED) to join the Stats and Values Task Force since CULC is working on similar project and he has relationship with Counting Opinions. In addition, Stephan Abrams and Bill Erwin are also individually undertaking work. CLA should make attempt to coordinate all in order to avoid duplication of efforts and to encourage working together.		Coordination of efforts is underway by this community on their own. Recent webinar to discuss who was doing what.	02/02/2014	Orientation 5
128	ED to work with President to determine options for CLA representation at provincial and territorial library conferences	Executive Director / President	Ongoing so probably can move to the done part of the list.	02/02/2014	5
129	Ensure a meeting between EC and library school educators is scheduled for Victoria conference.	Executive Director / Conference & Events Contractor / President	Shared/discussed with GH and WW Done, given that the conference is over	02/02/2014	7
130	Send EC members the link to 2012 Audit Report.	Executive Director	COMPLETED	02/02/2014	9.1
131	ED to ensure that speaker registrations are monitored for future conferences.	Executive Director / Conference & Events Contractor	This is being done and has been done in the past. Will be part of report on conference prepared by ED Can move to the done part of the list.	02/02/2014	9.1
132	ED to confirm CLA's financial obligations related to future conferences.	Executive Director / Conference & Events Contractor	Complete	02/02/2014	9.2
133	ED to assign network liaison responsibilities and advise EC members. Confirmation can be done by e-voted/decision	Executive Director	Complete	02/02/2014	11.1
134	ED to advise the Prison Libraries Network proposers of the provisional approval of the network and the requirements to be fulfilled before approval is finalized.	Executive Director / Member Services Manager	Complete	02/02/2014	11.2

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
135	ED to ensure that Network Policy is updated in files and on website.	Executive Director	Complete	02/02/2014	11.2
136	ED to ensure that the establishment the newly approved Prison Libraries Network be widely publicized once all membership conditions have been met.	Executive Director / Member Services Manager	Complete	02/02/2014	11.2
137	ED to advise moderators of the approval of the Next Generation Network.	Executive Director / Member Services Manager	Complete	02/02/2014	11.3
138	ED to request the Next Generation Network clarify their definition of "new librarian".	Executive Director / Member Services Manager	Completed. Within 5 years of graduation. Terms of Reference to be updated.	02/02/2014	11.3
139	ED to request the moderators of the Next Generation Network to be the hosts of the First Timers Breakfast at the 2014 CLA Victoria conference.	Executive Director	Completed and confirmed	02/02/2014	11.3
140	That the ED work with IMPACT to revise and strengthen the library closures statement and related communications as discussed, as quickly as possible	Executive Director	Complete	02/02/2014	12
141	That EC approve the final statement prior to release	Executive Council	Complete	02/02/2014	12

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
142	That the communication consist of a media release prefacing the position statement as quickly as possible	Executive Director	Discussion with IMPACT confirmed that a media release with the position statement at the point in time when released was not worth doing as the issue was quiet and pick up was unlikely. It was felt that a strategic focus on securing meetings with government was a better use of time and if/when a media release was appropriate then it would take place.	02/02/2014	12
143	That a letter with the position statement be sent to the head of LAC in advance of release for information	Executive Director	Complete	02/02/2014	12
144	That when the ED meets with LAC officials, that this issue be raised as one of critical importance, even if the CLA statement is not yet finalized	Executive Director	Complete	02/02/2014	12
145	That the ED work with IMPACT to devise a broad communication strategy around the library closures position statement.	Executive Director	In progress, verbally noted and action begun. Letters have gone and meetings are being scheduled.	02/02/2014	12
146	That the ED work with Wendy Walton to determine if the Dysart workshop could start and end earlier to as to avoid scheduling conflicts with the final plenary session.	Executive Director / Conference & Events Contractor	Completed. Moved timing however not enough registrations so it has been cancelled	02/02/2014	13.1

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
147	That the ED review the issue of the nature, financing and scheduling of the All Delegates Social (currently scheduled for the Friday evening from 8-11 pm) with Wendy Walton and the local arrangements committee, including Maureen Sawa. It was noted that EC is leaning in the direction of not having this event.	Executive Director	Complete – email sent to EC regarding outcome. Needs to proceed as local committee is committed and cannot be changed.	02/02/2014	13.1
148	That the ED work with CLA staff to request the new Next Generation Network to play a major role in the First Timer Breakfast.	Executive Director	Also noted above as an action item under item 11.3 - Completed	02/02/2014	13.1
149	That the ED work with Wendy Walton to ensure there is a Town Hall event scheduled for the CLA 2014 Victoria conference.	Executive Director / Conference & Events Contractor	Complete	02/02/2014	13.1

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
150	That the ED work with Wendy Walton and the Conference Committee to develop a survey and follow-up town hall meeting to solicit broad member feedback on the role and type of future conferences that CLA should be pursuing.	Executive Director / Conference & Events Contractor	Discussion with WW; will be meeting early March 2014 to further advance discussion and action. Meeting with WW completed. Further discussion with President resulted in decision to hold off on survey until after the town hall, due in large part to time but also because it was felt that the town hall discussion, along with other documentation and research could be used as the basis for the development of the survey which would be conducted after conference. Can move to the done part of the list.	02/02/2014	13.2
151	That the ED work with Wendy Walton to review the status of future conference site negotiations and contracts.	Executive Director / Conference & Events Contractor	Completed, ED has information and will include in report on conference prepared by ED. CLA has proposals for sites in Niagara Falls and Vancouver for 2017 but nothing is committed.	02/02/2014	13.2

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
152	ED to ensure completed draft of RFI is sent to IT Team and EC members.	Executive Director	Complete	02/02/2014	17
153	ED to assign networks liaison to councillors	Executive Director	Complete	02/02/2014	Orientation 5
154	ED to work with President to determine options for CLA representation at ALA, RDA and IFLA	Executive Director / President	COMPLETED ED to attend RDA meetings President to attend IFLA 2014, consider sending ED as well in 2015 and beyond Marc Truitt to represent at ALA 2014	02/02/2014	Orientation 5
155	Consider reviewing revenue sharing options for/with the networks because networks	Treasurer / Executive Director	Will be done as part of 2015 budget process - this was not considered due to financial restrictions and future direction N/A FOR NOW - COMPLETED	02/02/2014	Orientation 5
156	G. Hyland requested to prepare report on membership drop-off numbers and trends	Member Services Manager	COMPLETED – provided at May 1 meeting	02/02/2014	Orientation 5
157	Send slide deck of presentation regarding duties and responsibilities to EC members	Executive Director	Complete	02/02/2014	Orientation 7
158	Check level of liability coverage for EC members and CLA staff and advise	Executive Director	Liability coverage (D&O) is \$1,000,000	02/02/2014	Orientation 7

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
159	Review lobby registration with I-ED	Executive Director	Completed and ED registered	02/02/2014	Orientation 7
160	Send 2012 audit link to EC members	Executive Director	Removed – duplicate item	02/02/2014	Orientation 9
161	Consider going out to tender for CLA auditors in the future	Executive Council	Completed. Noted as action item in the Strategic Plan and will be reviewed as a potential policy by Finance Committee.	02/02/2014	Orientation 9
162	ED to ensure website is reviewed for significantly outdated material.	Executive Director	ONGOING: we have approval to develop interim website - material will be updated as part of that process move to completed list as it is an ongoing function.	02/02/2014	9.2

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
163	ED to revise the first two goal areas including tactics and develop a format that can accommodate an indication of timelines and status or completion.	Executive Director	COMPLETED	02/02/2014	10.1
164	Consider having the President (or another member of EC / ED) do a video blog on a regular ongoing basis (e.g. include the Royal College of Physicians and Surgeons).	Executive Council	Complete	02/02/2014	Orientation 12

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
1	EC members to recommend additional names for Finance Ctte	Executive Council / Executive Director	Completed: committee is M,Ridley, M. DeYoung, S. Singh and Jeff Barber (non-EC member)	06/12/2013	9
2	Revise Strategic Action Plan as per discussion	Interim Executive Director	Complete	06/12/2013	10
3	Promote Strategic Action Plan to committees and networks	Member Services Manager	COMPLETED and on the website	06/12/2013	10
4	Upload names of committee members and Network Chairs to CLA website post Part Ctte approval	Member Services Manager	Complete	06/12/2013	10
5	Review Committee TORs to identify where consultation with institutional members should be added	Member Services Manager	CONTEXT OF NEW FEE STRUCTURE FOR INSTITUTIONS. LOOKING AT CREATING MORE OPPORTUNITY FOR STAFF TO PARTICIPATE. HAS BEEN OUR PRACTICE SO FEEL IT IS COMPLETE	06/12/2013	12
6	Share Tri-Agency response with CARL, CRKN and OCUL	Interim Executive Director	Complete	06/12/2013	12
7	Confirm whether life members are included in Membership trend report	Interim Executive Director / Member Services Manager	Complete	06/12/2013	18
8	EC accommodation in Victoria	Conference & Events Contractor	Complete	06/12/2013	20
9	I-ED to seek mtg with Access Copyright and include Chair of Copyright Ctte	Interim Executive Director	DECIDED NOT TO PURSUE DUE TO COMPLEXITY AND POTENTIAL LEGAL ISSUES	30/09/2013	6

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
10	Membership Mgr to incorporate EC suggestions into future membership recruitment	Member Services Manager	Complete	30/09/2013	6
11	Membership Mgr to identify % breakdown between academic and public members and advise EC	Member Services Manager	Included in Dec Membership Trends report	30/09/2013	6
12	Membership Mgr to devise new list of institutional members who have not renewed for EC to make more calls	Member Services Manager	List and script prepared for President to call institutional members	30/09/2013	6
13	Advise Stats and Values TF of term extension and report requirements	Interim Executive Director	Complete	30/09/2013	6
14	Contact Association of Canadian Archivists to advise them of CLA's participation in Canadiana.org project	Interim Executive Director	Complete	30/09/2013	8
15	Clarify with LAC Fabio Onesi re definition of competencies	Interim Executive Director	ISSUE RESOLVED SO N/A - move to completed list	30/09/2013	9

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
16	Follow-up with LAC on service to Canada's Aboriginal Peoples	Executive Director / President	<p>Not included in most recent bilateral meeting due to time; more follow-up required <i>when new LAC Head appointed - is this still relevant?</i></p> <p><i>FEEL ISSUE CLA SHOULD PURSUE. LAC WILL ASK HOW THEY CAN HELP. INAC ISSUE - COULD THEY INITIATE CONVERSATION. HAS TO BE COMMUNITY PROCESS. FNLA AS A START POINT? BECOME PARTNERS WITH GROUPS THAT WISH TO PUSH ISSUE FORWARD ON NATIONAL LEVEL. CLA AS FACILITATOR OF DISCUSSION. CAN CLA HELP IN PROMULGATING THAT MATERIALS ARE AVAILABLE. GOOD EXAMPLE OF AN ISSUE THAT WE DIDN'T MANAGE TO GET BEHIND/PUT OUR ARMS AROUND - GOOD TEST CASE FOR NEW ORGANIZATION TO EVALUATE WHY NOT AND HOW CAN THIS BE AVOIDED IN THE FUTURE? TIMING PERFECT AFTER NEXT ELECTION? NEED</i></p>	30/09/2013	9
17	Request Digital Strategy from M Déry (LAC)	Interim Executive Director	Completed; strategy reviewed at bilateral mtg Nov 28, 2013	30/09/2013	9

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
18	Determine willingness of LAC to engage further in national statistics project	Interim Executive Director	Completed; LAC indicated willness to enter into discussions at bilateral meeting Nov 28, 2013	30/09/2013	9
19	Resend letter to PCO re new Librarian and Archivist and also reach out to all signatories	Interim Executive Director	Letter resent to PCO.	30/09/2013	9
20	Add Canada's Sesquicentennial to CLA 2014 objectives	Interim Executive Director	Complete	30/09/2013	9
21	Request update on LAC Strategy to complete the transcription of metadata and materials not in catalogue etc	Interim Executive Director	Complete	30/09/2013	9
22	Advise LAC that CLA will represent Canada's library communities in their planning for sesquicentennial	Interim Executive Director	Complete	30/09/2013	9
23	Send letter of thanks for fee reduction to Impact	Interim Executive Director / Pilar Martinez	Complete	30/09/2013	10

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
24	Investigate potential grants and fundraising with Impact	Executive Director	Initiated; fund appeal included in latest issue of CLA Digest; more work required in this area Sept 2014 - This is an ongoing function. Some discussion has taken place with IMPACT. May be a role that a fund / business development person could take on should that be the direction CLA moves with staffing.	30/09/2013	10
25	Apply cost increases to CLM partners in 2014	Communications & Marketing Manager	Included in budget	30/09/2013	11
26	Send reminder letter to membership pilot project directors	Member Services Manager	Complete	30/09/2013	11
27	Provide revised budget doc to EC before Finance Cttee mtg in November	Interim Executive Director / Communications & Marketing Manager / Accountant	Complete	30/09/2013	11

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
28	National Household Survey: contact GIN network to coordinate strategy	Executive Director	<p>Carried over to 2014 - was suggested again by IMPACT in 2014. An option to have a few questions on an omnibus survey. Could be pursued for election campaign.</p> <p>Have had discussion with IMPACT about participating in a national omnibus survey. More cost efficient and can be more useful.</p> <p>LONG FORM CENSUS ISSUE - SUSTAINED ADVOCACY INITIATIVE</p>	30/09/2013	12
29	Involve Councillor Schmidt in development of E-Book issues backgrounder	Executive Director / Councillor Schmidt	E-Book task force created to develop recommended actions for CLA	30/09/2013	12
30	Federal Digital Economy Strategy: contact Impact to for status update	Interim Executive Director	Complete	30/09/2013	12

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
31	Federal Prison Libraries: contact Monique Woroniak and Amanda Bird re possibility of this as EC strategy	Interim Executive Director	Include in 2014 action plan	30/09/2013	12
32	Hill Days: contact Impact re options for next 2 years	Interim Executive Director	IMPACT contacted	30/09/2013	12
33	Add Legislative Librarians to engagement strategy	Interim Executive Director	Eliminated from strategy	30/09/2013	12
34	Produce web version of 2014 strategies once finalized by EC	Executive Director	Strategic Priorities posted; action plan to follow Feb 2/3 mgt	30/09/2013	12
35	Complete volunteer call-out to repopulate committees, juries and networks	Member Services Manager	Completed; recommendations being prepared for consideration by Participation Committee	30/09/2013	14

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
36	Develop library school/technician program script for EC and other CLA reps when visiting programs on behalf of CLA	Member Services Manager / Executive Director	COULD WE CALL ON MEMBERS IN VARIOUS CITIES TO DO THIS? GETTING INVITATION IS THE TRICKY PART; EVEN WHEN WE ASK WE ARE UNABLE TO GET THE INVITATION. LETTER TO DIRECTORS OF EDUCATION PROGRAMS TO REINTRODUCE EC AND IMPORTANCE OF PROFESSIONAL ASSOCIATIONS. IS THIS A MOOT POINT, NEW ORGANIZATION ISSUE? COULD STILL DO THIS TO ENCOURAGE AND INFORM. ID ACTIVE AND ARTICULATE MEMBER OF CLA IN ABORIGINAL COMMUNITY(IES) AND ASK THEM TO FOLLOW UP WITH SCHOOL AUGUST OR SEPTEMBER.	30/09/2013	14
37	Advisory Committee for Print Disabled; draft thank you letter for President Pilar	Interim Executive Director / Pilar Martinez	Complete	30/09/2013	14
38	Move to January billing date for membership renewals	Member Services Manager	EC decision made to not move to January billing date	30/09/2013	16

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
39	Establish ToR for proposed E-Book Working Group and consider recommended names from EC	Executive Council / Executive Director	Complete	30/09/2013	19
40	Include E-Book strategy in 2014 priorities	Interim Executive Director	Complete	30/09/2013	19
41	Proceed with Heritage GG Award with noted provisos	Interim Executive Director	Contacted Heritage Canada Foundation; CLA work on hold until HCF revises funding model	30/09/2013	21
42	Investigate and recommend better metrics for <i>Feliciter</i>	Judy Green (now former employee)	N/A	30/09/2013	11

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
43	Follow up with LAC re acquisitions budget and TDR	Executive Director / President	Completed - discussed at September 29, 2014 meeting	30/09/2013	9
44	Review communication of ministerial letters to members	Interim Executive Director	Completed: Reviewed with J. Green; to use CLA Digest and website	30/08/2013	6
45	Advise BCTLA approval to hold AGM during CLA 2014	Conference & Events Contractor	Completed. WW advised of EC decision	30/08/2013	7
46	Provide Conf Task Force with EC 13-4-062	Interim Executive Director	Complete	30/08/2013	7
47	EC Members to make keynote suggestions to VP	Executive Council / Interim Executive Director	Keynotes finalized	30/08/2013	7
48	Select Keynote/Plenary speakers for Victoria 2014	Vice President / Conference & Events Contractor / Interim Executive Director	Complete	30/08/2013	7
49	Complete Renewal Strategy Phone calls	Executive Council / Interim Executive Director	Script revised post Aug 30 mtg	30/08/2013	8
50	Amend renewal message and send to EC members	Interim Executive Director	Complete	30/08/2013	8
51	Advise all Network moderators of EC Liaisons and include reworked network policy	Interim Executive Director / Member Services Manager	Completed: moderators meeting scheduled for Sept 26	30/08/2013	8
52	Prepare membership fee proration impact report for Sept 30 mtg	Interim Executive Director / Communications & Marketing Manager / Accountant	Completed; provided to Finance committee	30/08/2013	8

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
53	Establish committee and prepare RSC brief for EC approval	Interim Executive Director	Completed: Brief completed and presented Jan 16 by Ridley/Schmidt, posted on CLA website; committee members thanked; copies sent to CARL , CRKN and CULC. Meeting held Oct 22; President Martinez now holds the pen for Brief revision; team has been advised; CULC has asked for a copy of CLA brief	30/08/2013	9
54	Present brief outline to Edmonton RSC consultation	President / Treasurer / Karen Hildebrandt	Date for presentation is Oct 22	30/08/2013	9
55	Councillor Evans to attend Halifax consultation Nov 8/9	Communications & Marketing Manager	Unable to attend but reported that most attendees were practioners	30/08/2013	9
56	Councillor Schmidt to attend Toronto consultation Jan 15/17	Councillor Jane Schmidt	Completed: M Ridley and J. Schmidt did presentation; Brief posted on CLA website	30/08/2013	9
57	Executive Search	Executive Council	Completed: V.McKay started Jan 27, 2014	30/08/2013	10
58	Advise UO of EC decision on student chapter	Interim Executive Director / President	Complete	30/08/2013	12
59	Conduct review of all CLA student chapters	Interim Executive Director / Member Services Manager	1 st report included in EC packagefor Sept 30 mtg	30/08/2013	12

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
60	Revise budget presentation format for EC	Interim Executive Director / Communications & Marketing Manager / Accountant	IED meeting with Treas Sept 24	30/08/2013	13
61	Meet with Treasurer to revise financial report format	Interim Executive Director / Treasurer	IED meeting with Treas Sept 24	30/08/2013	15
62	Develop schedule and documentation for 2014 Budget	Interim Executive Director / President / Treasurer	Complete	30/08/2013	15
63	Review terms of and appointment to committees and task forces and advise EC	Interim Executive Director / Member Services Manager / Participation Committee	Report completed on Committees for EC Sept 30; SV Task Force extended to May 31, 2013	30/08/2013	16
64	Coordinate Networks Moderator meeting in Sept/Oct	Interim Executive Director / Member Services Manager	Mtg Scheduled for Sept 26	30/08/2013	16
65	Compile data, review fund balances and terms of reference for all CLA special funds	Interim Executive Director / Communications & Marketing Manager / Accountant	Completed; available information supplied to Treasurer	30/08/2013	16

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
66	Prepare report on how to deepen engagement with CLA Networks	Interim Executive Director / Member Services Manager	Report completed. More support being provided to networks e.g. inclusion in strategic action plan; access to teleconferencing support; CLA HQ participation in network tele-meetings to provide support and guidance	30/08/2013	16
67	Receive and process Merv Tweed Archives re Book Rate	Interim Executive Director	Archives received; processing in planning; Carleton has agreed to take and process Tweed Archives	30/08/2013	
68	EC 2014 Orientation 2014	Interim Executive Director / Executive Council	Completed. Document provided to EC for Dec 6 th meeting; orientation scheduled for Feb 2/3, 2014	30/08/2013	President Request
69	Organize Skype for EC teleconferences	Executive Director	COMPLETED	30/08/2013	President Request
70	Brief Submitted to Canada's Plan for Open Govt Consultation	Interim Executive Director	COMPLETED	30/08/2013	
71	Consider building in incremental increases to membership dues	Executive Council / Executive Director	N/A - move to completed list - part of budget process	02/06/2013	3.1.1

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
72	Prepare financial policy revisions to require EC to review membership and conference fees each year	Executive Director	N/A - move to completed list DONE NOW AS PART OF BUDGET PROCESS. WAS A REALIZATION THAT HAD EC BEEN ON TOP OF THIS MIGHT NOT BE IN FINANCIAL SPOT WE ARE IN NOW. PART OF REG BUSINESS PRACTICE	02/06/2013	3.1.1
73	Investigate weighted voting as part of bylaws	Executive Director / Vice President	Carried over to 2014 Done and incorporated in new By-laws	02/06/2013	3.1.1
74	Call Members re new institutional fees; email details of AGM attendees to assist EC	Executive Council / Executive Director	EC members pursuing lists	02/06/2013	3.1.1
75	Solicit external organizational feedback on institutional fees	MDY and KH	Hildebrandt attended 2 AAAL meetings and reported on CLA each time; KH also brings the CLA connection to the GacEwan LIT advisory ctte; Meetings attended: ACUL and AAAL in Fall	02/06/2013	3.1.1

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
76	Prepare first draft of bylaws for fall review	ED and MDY	Drafted, legal reviewed and presented to EC for approval March 28, 2014	02/06/2013	3.1.2
77	Resolution 13-2: post on CLA website	ED-staff	Complete	02/06/2013	3.1.3
78	"Straw-dog" document with options for membership engagement	P / ED	Done and posted on CLA website: need to review responses	02/06/2013	3.2
79	Include reminder in Digest for members to subscribe to CLA listserv	ED, staff	Scheduled for Oct 4, 2013 issue.	02/06/2013	3.2
80	Re Spreading out awards at conf; advise staff	ED/WW	Complete	02/06/2013	4
81	Letter of welcome to LAC Interim Head	Pres	COMPLETED and conversation had	02/06/2013	5.1
82	Contact Fabio Onesi at LAC re Ancestry .ca	ED	Complete	02/06/2013	5.1
83	Solicit information on Last Copy initiation	ED	Being investigated I consider this done given the LAC initiative.	02/06/2013	5.1
84	Expand draft guidelines for Feliciter guest editors	ED with JS	Complete	02/06/2013	6
85	Draft call for volunteers to prepare briefs for RSC and CCA expert panel consultations	P/ED	CCA committee remains to be populated and brief completed Done now that Brief has been submitted.	02/06/2013	7.1
86	Review financial policies and draft policies where needed	T / P	This is noted as an action item on more recent meetings so I am removing it from here.	02/06/2013	7.2
87	Organize video conference to allow members to provide input into budget	Executive Director with Staff	REMOVE - DECIDED NOT TO PURSUE	29/05/2013	4.1

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
88	Organize budget meeting in July/August	ED/Treas	Done between Treasurer and ED;	29/05/2013	4.1
89	Motion: seek candidate to take responsibility for IT Renewal project	ED/Pres	Discussion held between IED and M. Ridley Sept 19.	29/05/2013	4.3
90	Add more content to Leaflet: the value of federal libraries	ED, GLIMP	N/A - move to completed list	EC 13-2-035	5.3

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
91	Investigate why educational institutions not included in model copyright policy	ED	<p>If still important, suggest we give this to the Copyright Ctte. What would we do with the information gathered? Are we in a position right now to take on whatever the resulting project is or should this be a recommended action for the new national library association?</p> <p>NOT A POLICY - OMISSION RE EDUCATIONAL INSITUTIONS - RESPONSE WAS THAT LEGAL COUNSEL OF INDIVIDUAL INSTITUTIONS WOULD COME UP WITH OWN LANGUAGE/POLICY. K -12 OR ACADEMIC? BOTH. ACADEMIC COVERED THROUGH ANOTHER POLCIY. LOOK AT WHAT IS THERE AND ENSURE INCLUSIVE</p>	EC 13-2-035	10.1
92	Draft letter to CALL, CAUT, CARL to request meeting re appointment of new Librarian and Archivist of Canada	ED/Pres	Joint letter sent	29/05/2013	5.4.1

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
93	Motion: to implement a standardized renewal date starting 2014 for all membership categories, prorating as required	ED, Staff	Advertized to members that this is starting in 2014	29/05/2013	6.2
94	EC members to liaise with their networks by Sept 1, 2013 and to prepare a communication for uploading to the CLA website	EC, ED, Staff	Complete	29/05/2013	6.3
95	Pres to draft letter to Access Copyright after ED has met with Copyright Committee	President	N/A - Move to completed list	29/05/2013	10.1
96	Meet with Caron Rollins to discuss Intellectual Freedom/open government and web renewal	ED	Worked with members Rollins/Kyle to prepare and finalize Open Government brief	29/05/2013	10.2
97	Link network policy and financial support policy as one document for convenience of network moderators and members	ED	To be reviewed at moderators meeting Sept 26	29/05/2013	11.2
98	Share revised network policy with networks. Jane Schmidt to communicate with Maha Kumaran re funding of networks	ED, Staff	Complete	29/05/2013	11.2
99					
100	NOTE: The items following were the initial responsibility of the previous Executive Director. Some items have been updated or completed but				
101	complete information was not available. Further investigation is required to confirm continuation, modify or eliminate.				
102					

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
103	Draft communication to members reporting on the meeting with LAC management	ED	Sept 2014 - have moved to completed list as this would no longer be relevant Information included in Digest; more substantive reporting required	EC 13-2-035	
104	Send EC final 2012 budget summary	ED	Complete	EC 13-2-035	4.1
105	Revise 2013 budget to show all revenue and expenses for IT project together	ED	for end March; new document prepared for Sept 30 mgt	EC 13-2-035	4.1
106	Implement 2013 budget recommendations from Finance Committee	ED, staff	Complete	EC 13-2-035	4.2
107	Model institutional fee structure proposed as option 1 in EC 13-1-015	ED, staff	Complete	EC 13-2-035	4.3/6.1.1
108	Discuss proposed revised institutional fee structure with directors of institutional members in advance of the AGM in Winnipeg	ED, EC, staff (member services)	Complete	EC 13-2-035	4.3/6.1.1

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
109	Develop and distribute communications on the value of personal membership and the importance of individual engagement	ED, Staff (member services)	<p>Preliminary work done following Stats and Values TF report; included in 2014 strategic action - we have adjusted the letters to members. We don't budget money to go beyond renewals and into recruitment so we have not pursued this. I would suggest now is not the right time to pursue this and that we mark this as n/a and move it to the complete list. WRITE A LETTER TO EXISTING MEMBERS DURING TRANSITION - WE VALUE MEMBERSHIP AND TO CLARIFY STATUS OF MEMBERSHIP RENEWAL. EXCITING TIME, WE WANT/NEED YOU TO BE PART OF THIS. NEED TO DEMONSTRATE THAT WE ARE MAKING PROGRESS AND NOT THROWING MONEY AWAY.</p>	EC 13-2-035	4.3
110	Draft resolution for AGM to amend fee structure for institutional members	ED	Complete	EC 13-2-035	4.3
111	Convene bi-lateral conference call meeting in cooperation with LAC, (to take place 2-3 times per year)	ED	next meeting Sept 30, 2013 with I-LAC-Head Dery with EC	EC 13-2-035	5.2.1

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
112	Re-send questions to LAC and request written response	ED	asap – ask for response in advance of next bi-lateral meeting	EC 13-2-035	5.2.1
113	Send thanks to Alvin Schrader and Michael Brundin for their efforts in developing the National Statistical and Values Profile of Canadian Libraries	Pres	Complete	EC 13-2-035	5.4
114	Issue call for volunteers for Task Force to examine recommendations from National Statistical and Values Profile of Canadian Libraries; Pres, JS on task force	ED	Complete	EC 13-2-035	5.4
115	Circulate report from NNELS symposium to relevant stakeholder groups (LSPPD AC, ACS Network, EC)	ED	Complete	EC 13-2-035	5.5
116	EC to attend various provincial regional conferences	All EC	Martinez attended LAA, ALA, OLA, meetings	EC 13-2-035	6.1.1
117	Draft revisions to and resolution for bylaws amendments to comply with new Not-for-Profit Corporations Act	JG/MDY ED/MDY	Assigned to J. Green to lead (as of Sept 2013); Removed from here as it is an action item from a more recent meeting.	EC 13-2-035	6.1.2
118	Update revisions to vision, operating principles and priorities document and post to web	ED	Complete	EC 13-2-035	6.2.1
119	Add regular IFLA/international feature to <i>Feliciter</i> ; solicit articles from CLA members active in IFLA	ED, staff	on-going; VP preparing article for next <i>Feliciter</i> item	EC 13-2-035	6.2.1
120	request one EC member to attend moderators' network teleconference	ED/J. Schmidt	Councillor Schmidt attended and has committed to do so again	EC 13-2-035	6.4

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
121	Participation Committee to make committee appointments following call for volunteers	Pres, VP, JE, ED	Complete	EC 13-2-035	6.5/6.3
122	Conference Review TF to report findings to EC	Task Force, EC	Complete	EC 13-2-035	8.1
123	Notify Alvin Schrader that Jason Openo has been appointed to the IFAC for a 2 year term	ED	Complete	EC 13-2-035	10.2
124	Communicate approval of School Libraries Cross Country Checkup proposal to the Advisory Committee	ED	Complete	EC 13-2-035	10.3
125	Draft a CLA Networks engagement policy	Staff (member services)	Complete	EC 13-2-035	11.1
126	Find out if money in Library Advocacy Now! Fund can be re-directed for other advocacy purposes	ED	Complete - yes and it has been done	EC 12-4-056	4.1
127	Consider ideas for new revenue streams	All	Ongoing	EC 12-4-085	4.3
128	Form task force for conference review	VP/ED	Report completed; final meeting of TF Sept 12, 2013	EC 12-4-085	8.1
129	Survey of members on <i>Feliciter</i> content and format	Member Comms AC	on hold while we gather metrics following launch of on-line <i>Feliciter</i> and staffing of communications function is reviewed	EC 12-4-057	7.3

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
130	Continue participation on the PCDHN Forum	ED	on-going ; status report requested of LAC; no meetings called by LAC in 2013	EC 12-4-056	7.1
131	Explore potential partnership with Office of the Information Commissioner of Canada	ED, staff	on-going	EC 12-4-056	7.5
132	Recognition of long-standing members	ED, staff	Included in 2014 strategic action plan; in cooperation with Ex Libris Association -are we able to do this? Are our lists accurate and accessible? I suspect that they are not after conversation with Geraldine - at least not easily accessible. NICE BUT NOT A PRIORITY AT THIS TIME - move to completed list	EC 12-4-056	9.2
133	Consider how Networks can contribute to the Conference Program Standing Committee	ED, staff	Networks were actively encouraged to submit program proposals	EC 12-4-056	11.1

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
134	Impact Public Affairs to assist with social media strategy	ED, staff	<p>Sept 2014 - This would be part of the role of the communications person/contractor hired following decision in late September on staffing - we have been doing this in an ad-hoc and sometimes planned manner. I would suggest that we continue as we are for now, use Agnieszka's skill to develop an interim plan and then leave this to the new CLA. We will have to build something to communicate and promote for the transition of the new CLA - AGREE - move to completed list</p> <p>Renewed focus as of Sept 2013; J. Green lead; mtg held with IMPACT</p>	EC 12-2-025	5.3

	Completed Action	Responsible	Status	Meeting Date	Agenda Item No.
135	Introduce Parliamentary Partners Program	ED, EC, Impact	Carried over to 2014 - Is this still relevant UNSURE WHAT THIS IS. TO RECOGNIZE FEDERAL LIBRARIES IN THEIR NEED TO REMAIN NEUTRAL AROUND ADVOCACY. THEY HOWEVER HAVE THEIR OWN ASSOCIATIONS. N/A	EC 12-2-025	5.3