

## VALL Executive Minutes

September 17th, 2021

### Zoom Meeting

Present: Rebecca Tomlinson, Ronit Barenboim, Beth Galbraith, Katherine Melville, Kurtis Kolthammer, Rachel Carlson, Clare Asquith Finegan, Allyssa McFayden, Alexandria Everitt,

Regrets: Natalie Rocheleau, Joni Sherman, Jen Brubacher

1. VALL Executive meeting minutes for August 23rd, 2021, approved.
2. President (Rebecca)
  - a. Had meeting and changeover with Alex Everitt (VP) to give mail key
  - b. Reminder to all Executive members to ask for help from Rebecca, Alex or Beth if you need any help completing your duties or other VALL items.
3. Past President (Beth)
  - a. Beth reported that all long form executive job descriptions have now been updated on the website, including new workflows and processes for virtual events. When executive only page is set up on VALL website, documents and templates related to each role can be added to these pages.
  - b. Beth suggested a speaker to the Programs Committee: Kayla Lar-Son, a librarian from Xwi7xwa Library @ UBC who gave a virtual lecture at Dalhousie recently on the topic of “Raising our hands, Indigenous Data Sovereignty & Relationality in LIS”. Beth thought Kayla was a great speaker and parts of the lecture would be great for a VALL Session.
  - c. Beth also mentioned an initiative from UBC iSchool, IBPOC Mentorship Recruitment that was posted on the UBC alumni listserv. This could be a great initiative for VALL to help support by posting information on our website for members to join as mentors. Rebecca mentioned getting permission to post. Beth & Katherine (who is a UBC Alumni & received initial email) to contact iSchool for permission.
4. Vice President (Alexandria)
  - a. Checked mail – bank statements, asked about cancelling print bank statements since Ronit can check bank statements on online banking. Discussed if there was any reason to keep print copies. Copies of statements including Annual Statement can be saved from online banking.
    - i. Online bank account currently goes back to 2016 for statements

- ii. Approved print statements to be cancelled.
  - b. Added additional new members to Lawbster forum, names provided by Clare
  - c. Alex asked how we promote VALL Sessions and events and suggested posting on SLAIS social page on Facebook, especially upcoming session on legislative refresher. Kurtis still in contact with Langara instructor to look at promoting to Langara Library Technician students. Could look at promotion of VALL events being more consistent to UBC iSchool & Langara.
5. Treasurer (Ronit)
- a. Expenses – no new expenses.
  - b. Income – \$80 from 4 new memberships/renewals – moved from PayPal to Operating Account
  - c. The VALL Peter Bark Memorial Fund Non-Redeemable Annual Term of \$11,500 non-redeemable annual term matured – accrued \$366.90 over its 19-month term (if I understand it correctly, we accrued \$230.63 in the annual term + \$136.27 in capital interest from the additional 7 months)
  - d. **VALL Operating Account:** \$ 13,734.34 + \$144.13 Membership Shares + \$80 transferred from PayPal (will take a few days to process) = \$13,958.47
  - e. **Peter Bark Bursary Account:**
  - f. Annual term matured on September 4<sup>th</sup> with a final amount of \$11,866.90 – as per discussion at the last meeting, this was reinvested as follows:
    - i. \$3,000 into a 1-year non-redeemable (1% interest)
    - ii. and \$8,500 into a 3-year escalating deposit (0.95% in the first year, 1.05% in the second year, and 2% in the third year → averages 1.33% over 3 years)
  - g. This left us with \$1,701.07 in (liquid) Savings + (\$3,000 1yr + \$8,500 3yr reinvested) + \$1,000 in another 3-year escalating term deposit that matures in September 2022 + \$179.42 in Membership shares = \$14,380.49
  - h. Discussed the VALL Statement of Income and Expenses 2020-21 for inclusion in the VALL Review. Technically there is a loss on the statement but this was planned for with the extension of membership dues 2020-21. Suggested adding a note to the Statement so that future readers will know why we did not have as much income from membership dues. Report approved.
6. Programs (Allyssa, Rachel, Natalie)
- a. Provided information about first VALL Session – Sept 29, 2021 “Legislative Refresher” with Speakers: Tracy McLean and Liz Blackburn at CLBC; When: September 29, 2021 12-1 pm; Where: Zoom; Moderator: Allyssa; Tech. support: Natalie

1. Save the date email has been sent to the membership with registration details to come
2. Unresolved questions for the Sept session
  - a. Price for members/non-members - to be discussed after other Programs business
  - b. Approving a \$25 gift card for each of the speakers – approved
  - c. How to book the Zoom meeting, etc. – Rachel to email Rebecca with questions
  - d. Granting the presenters permission to share the presentation as needed.
3. Before we discussed Price & Permissions, Rachel & Allyssa went on to discuss other programming plans
  - a. October Social Planning
    - i. Could do a coffee social on zoom like last year
    - ii. Virtual ‘speed dating’ online tool Gatheround (<https://gatheround.com/>) to pair people with new members to chat. Discussed the cost of the platform, can we do the same idea in Zoom? Gatheround could be easier to set up “breakout rooms” than Zoom and there are interactive components like pre-determined templates & prompts. 40 people could work for free on Gatheround. Last year we had 12-15 people attend our coffee socials.
  - b. November event – contacted Host Consulting Services which was suggested by Rebecca at last meeting. Host Consulting is an Indigenous Consulting company offering presentations and workshops. Two quotes provided:
    - i. 1-hour presentation “Decolonial Toolbox” - \$1,200
    - ii. 2-3-hour workshop “In Good Relation” Colonial 101 with an intersectional approach to relationship building - \$3,800.
    - iii. Allyssa to get more information on if sessions can be tailored for libraries/law
    - iv. Discussion about the price for the presentations – some felt it was too high, especially if a broad topic of decolonization. Others felt it was in line with professional speaking fees. More information required.
  - c. Allyssa also wanted to contact Kayla Lar-Son after Beth’s suggestion to see if she could give a talk in November. Allyssa to contact both Kayla & Host Consulting for more info.
4. Discussion went back to pricing for Sept session
  - a. In the past in-person events were priced for lunch & venue rental as most speakers for VALL do not charge a speaker fee. Non-members usually pay \$10 more than members for in-person events

- b. If there is no speaker fee, food or venue rental should we be charging for events? Some felt that it was important for members to be getting a benefit. There was also a lot of discussion about how much we should charge, how to collect the money (if by PayPal, PayPal has a fee so we need to make the event charge worth it for the PayPal fee), how to manage registration, who gets the Zoom meeting link, checking people into the event. More discussion needed on the logistical side of registration and payment for virtual events
  - c. Further discussion about whether Sept event specifically is the event to charge for, since earlier in meeting we agreed to expand the promotion to students at SLAIS and Langara. Also, should we be charging for event when speaker does not charge? We are a non-profit and we need to keep that in mind when we discuss charging for events
  - d. Decided for September event we will not charge, but it will be an event by event decision going forward.
5. Discussed Permissions – VALL has been recording virtual sessions to post on VALL YouTube channel for members to re-watch or for members who missed a session. Tracy and Liz at CLBC want permission to use recordings as needed at CLBC, including posting to their Vimeo channel. Agreed to sharing permission for recording with CLBC. Will provide more info at event that it will be recorded so all attendees are aware.

## 7. Membership Secretary (Clare)

- a. New Members
  - i. Katherine Bunce, Guild Yule LLP
- b. Current total members – 90
  - i. Paying Members – 70
  - ii. Lifetime – 14
  - iii. Honoured – 5
  - iv. Honourary – 1
  - v. 29 members have not renewed from last season.
- c. One eblast sent out to membership – Save the Date for Sept session
- d. Forum – sent 6 new member info to Alex on Aug 30
- e. Asked for assistance with drafting email to lapsed members for membership push, including info about Sept event. Clare to send draft to Rebecca and Beth for suggestions.

## 8. Web Editor (Kurtis & Joni)

a. Looking into making the login screen go back to VALL website rather than the WordPress dashboard. Still working on this.

b. 1 new member added to website

c. Performed a number of updates on website including adding login button to the top of the screen, creating executive bio page for new executive, added new sliders

d. Researched two add-ons for WordPress for surveys – Quiz & Survey Master & Quiz, Poll, Survey & Form by Opinion Stage. Both insert an ad on the website for free version and charges for paid versions without ads are too expensive for our needs at 1-2 surveys a year. Survey tool search will continue.

e. Google analytics included top pages visited: Job Postings, Executive Contact Page, VALL Exec Bios

f. Kurtis to follow up with Joni about changing all members to Contributors so they are no longer able to view the media files, for the Executive Only page set up.

## 9. VALL Review (Jen and Katherine)

b. Next Issue – November, still in discussion on a theme

c. Deadline will be October 31, 2021

d. Rebecca to complete a column and need a professional photo

Next Meeting –Rebecca to send a Doodle poll to schedule.

