

VALL Executive Minutes

April 29th, 22

Zoom Meeting

Present: Rebecca Tomlinson, Beth Galbraith, Katherine Melville, Alexandria Everitt, Allyssa McFayden, Kurtis Kolthammer, Natalie Rocheleau, Rachel Carlson, Clare Finegan

Regrets: Ronit Landon, Jen Brubacher, Joni Sherman

1. VALL Executive meeting minutes for March 28th, 2022
2. President (Rebecca)
 - a. President's Social – did not happen in April, but will attempt again in May, will work around the CALL/ACBD conference.
3. Past President (Beth)
 - a. Executive recruitment is ongoing.
 - i. Exec members staying on: Alex (past president), Rebecca (Past President), Kurtis (Web Editor), Clare (Membership), Ronit (Treasurer)
 - ii. Programs, VALL Review, and VP are pending.
 1. Rachel Wartheim from Dentons, new member, has agreed to join the VALL Review, and she has spoken with Jen & Katherine and is excited about the role.
 2. Beth focusing on new members first, both as a welcome & conversation, but also re: programs & VALL Review.
 3. VP Role will need a more experienced member – reconnecting with those who declined last year etc.
 4. Focusing on at least 2 for Programs, but will depend on the conversations and how members feel regarding Covid and capacity for volunteer work.
4. Vice President (Alexandria)
 - a. Peter Bark Bursary – no further applicants.
 - i. Alex still to follow up with previous Peter Bark recipients to confirm if any would like to use their funds this year.
 - ii. Alex will provide a bio for Peter Bark for the VALL Review.

- b. Several new members; new process for Lawbster. Nate Russell, Courthouse, still sets up the new members, but the VP then logs into Lawbster under an Admin account and adds them to the VALL group; small hiccup with this, and Alex is following up with Nate and will amend the instructions.
 - c. Lifetime Membership – potential candidate is nominated, and the Executive discusses and votes.
 - i. Alex would like to nominate Teresa Gleave; has been approximately a year since her retirement, and will proceed with the formal nomination process to the Executive. If approved, Teresa will be announced at the June VALL in-person meeting.
5. Treasurer (Ronit)
- a. Expenses – No new expenses.
 - b. Income
 - i. VALL Operating Account - \$7.17 in Shared Success dividends in our Class B Membership Shares.
 - ii. Peter Bark Memorial Fund Account – No new income.
 - c. Account balances
 - i. VALL Operating Account:
$$\begin{aligned} & \$12,299.42 \text{ in Savings} \\ & \$151.30 \text{ in Membership Shares} \\ & = \underline{\$12,450.72} \end{aligned}$$
 - ii. Peter Bark Bursary Account:
$$\begin{aligned} & \$1,701.08 \text{ in Savings} \\ & \$3,000 \text{ Non-Redeemable Annual Term (matures September 7, 2022)} \\ & \$8,500 \text{ 3-year escalating term deposit (matures September 4, 2024)} \\ & \$1,000 \text{ 3-year escalating term deposit (matures September 9, 2022)} \\ & \$179.42 \text{ in Membership shares} \\ & = \underline{\$14,380.50} \text{ (no changes since last report)} \end{aligned}$$
6. Programs (Allyssa, Rachel, Natalie)
- a. April Substantive session – Host Consulting with Salia Joseph; 47 attendees out of 53 registrants; we are still awaiting an invoice from Host, and have asked if they will share their slides with VALL.
 - i. Some feedback from Executive that what was delivered was not in line with what was described, and limited takeaways from the session.

- ii. Feedback from Programs was that Host Consulting was a bit difficult in terms of communication in advance, did not provide three speakers as discussed. Programs put in considerable time attempting to communicate and organize the session. As a result, VALL will not provide an endorsement or contract with Host Consulting in the future.
- b. As per previous Exec discussions – no social in May.
- c. June Social – potential date of June 10th beginning at 5:00, at the Art Gallery Patio, for a two hour window. We received a quote in late March for a \$2000 minimum spend on food and beverages, plus tax and gratuity. We will be required to provide a 50% deposit in advance, with associated cancellation fees.
 - i. Programs to reach out to the Art Gallery to inquire if pricing remains the same, confirm menu, rain plan, and other operational details.
 - ii. Suggestion to move away from a Friday (perhaps the Thursday evening instead).
 - iii. Discussion of offering a complimentary welcome drink, with a drink ticket to provide an alternate choice
 - iv. Programs will reach out to Jason / Erin to secure the VALL Sign and member nametags.
 - v. Potential vendor sponsorship – we can have multiple sponsors, as long as we ensure that they are sponsoring different parts of the event, potentially door prizes, welcome drink, flowers for members (retired or all).
 - vi. Retired members – many VALL members have retired since the beginning of the pandemic – Programs to confirm members who retired since 2020, and watch registrations so we can plan for gifts, flowers, etc.

7. Membership Secretary (Clare)

- a. New Members – None
- b. Current total members – 106
 - i. Paying Members – 83
 - ii. Lifetime – 14
 - iii. Honoured – 5
 - iv. Student - 1
- c. Eblasts sent out to membership – 5 total, including event notices, and Directory update.
- d. Spring Membership Directory has been uploaded.
- e. Membership Renewal – discussion regarding moving back to the regular membership renewal rate?

- i. Yes – we are planning for a return to in-person events, increase in pricing does help support in-person and hybrid programming for the upcoming VALL season.
 - ii. We may need to purchase AV equipment to support hybrid programming as we move forward.
 - iii. VALL Executive agreed to return the pricing to \$40.
- f. Student Membership – we had a new student member who was not in a professional program related to law libraries, and was high school level.
 - i. VALL cannot support or allow student members who are not at a least a post high school level of education, and enrolled in the schools listed on the VALL website
 - 1. Suggestion to add some language to the website to note “equivalent post-secondary” to the website.
 - ii. Perhaps we can offer mentorship / coffee etc if we do have any further inquiries.

8. Web Editor (Kurtis)

- a. Events on main website page updated, banner also updated. Google analytics included 426 webpage views, with top views including the main page, job postings, Membership Directories, and Executive information.
- b. Kurtis reported on Media Library access restrictions and possible solutions – this is important because many of VALL’s documents are “living” Word documents that help delineate the VALL Executive roles, and are the Executive repository, and we need to secure editing / viewing of these documents.
 - i. Restriction can be managed with a WordPress plugin – Restrict Media Access Plugin, will restrict Author’s and Contributors permissions so they can only see their own media files.
 - ii. Admin and Editors will continue being able to see all media files, including those uploaded by Authors and Contributors.
 - iii. Kurtis to test with outgoing Executive members after the changeover, if the original uploader can still edit / amend their documents, once their permissions have changed – Katherine happy to help test this.

9. VALL Review (Jen and Katherine)

- a. Spring issue will be published next week. Includes a feature article with conference / professional development memories, and Peter Bark’s bio.

10. Next Meeting – May 16th, 11:00 am.

