

VALL Executive Meeting | June 27, 2022 (Zoom)

Minutes

- May 16, 2022 meeting minutes: Approved with minor amendments.
- Reports & New Business
 - **President** – *Rebecca Tomlinson (Regrets)*
 - **Past President** – *Beth Galbraith*
 - 2022-2023 executive recruitment has been completed
 - President: Alex Everitt
 - Past: Rebecca Tomlinson
 - VP: Caroline Nevin
 - Treasurer: Ronit Landon
 - Membership: Clare Asquith Finegan
 - Programming: Tori Shewchuk, Stephanie Karnosh
 - Web editor: Kurtis Kolthammer
 - Review co-editors: Beth Galbraith, Rachel Wertheim
 - Meetings will take place between old and new teams
 - New SoGo account has been set up for VALL surveys, old surveys and reports have been handed over
 - Please check job descriptions for new or changed tasks that should be edited
 - Can send edits to Beth (or Kurtis)
 - **Vice President** – *Alexandria Everitt*
 - Great turnout at the June event from both new and veteran members
 - Changeover meeting to be scheduled, probably August
 - **Treasurer** – *Ronit Landon*
 - Highlights from the Treasurer's Report
 - Year-end financial review: Budget proposed vs actual
 - Need to set deadline for using 2019 bursary amounts
 - Zoom account renewal
 - PayPal information has been updated
 - **Programs** – *Allyssa McFadyen, Rachel Carlson, Natalie Rocheleau*

- June event review: Well attended! Lexis and TR both sponsored. Agreements housed in Programs Google Drive
- Year-end members survey will be released in July
 - When do we want responses by? Usually a week or two to fill, and we'll send a follow-up reminder. 20-25% response rate is good
 - We can ask people about their in-office schedules, because if they're consistent this will help plan events—Might ask about their preferences for events
 - Suggestions for upcoming events:
 - Civil litigation process
 - Mental health
 - Moving all programs documents to Google Drive for ease of access
- **Membership** – *Clare Asquith Finegan (Regrets; presented by Beth)*
 - Highlights from the Membership report
 - 106 current members
 - 2 new members joined recently: Sarah Almodovar, Langara Student working at Fasken, and Allan Akizuki, from Thomson Reuters
 - Membership form updated and added to the website
 - Membership form storage: in Google Drive?
 - Beth and Kate to go through directory to contact retired/moved members and ensure information is up to date and they're involved if they want to be
- **Web Editor** — *Kurtis Kolthammer, Joni Sherman*
 - Highlights from Web Editor report
 - Permissions/roles in the process of being edited
 - Registration info for the June event was on the website while it was open
 - Gift for Steve Matthews? He helped with the photo gallery. Will pursue this around Christmas
- **VALL Review** *Katherine Melville (Regrets), Jen Brubacher*
 - No summer issue this year.

Next meeting: Will consider whether this can happen in person, depending on comfort levels and a venue. Date TBD.