



VALL Executive Meeting | October 19, 2022 (Zoom)

Attending: Alex Everitt, Beth Galbraith, Ronit Landon, Kurtis Kolthammer, Clare, Tori Shewchuk, Stephanie Karnosh, Caroline Nevin
Regrets: Rachel Wertheim, Rebecca Tomlinson

AGENDA

- September 16, 2022 meeting minutes – brief edits, approved
- Reports & New Business
 - **President** – *Alex Everitt*
 - Can host a coffee morning at her office, firm to cover cost of food, reno is complete, maybe for new year (2023)
 - **Membership** – *Clare Asquith Finegan*
 - New member – Emily Sugarman PLLR
 - Membership renewal email sent end of September successful, 6 renewals of 12 outstanding
 - Directory updates – waiting to hear updates from a few people who have moved roles
 - Upload updated directory end of October
 - **Vice President** – *Caroline Nevin*
 - Met new Judges Library Manager, Sylvia Ranspach, encouraged to be join VALL
 - **Past President** – *Rebecca Tomlinson (absent)*
 - **VALL Review** – *Beth Galbraith, Rachel Wertheim*
 - Deadline for submissions for Fall 2022 Review - October 24 Rachel & Beth met and split up contacts for vendors & new members. Emails sent.
 - Received feature article from Sean and Lawson Lundell.
 - Reminder of President Column, Web Editor Column.
 - **Treasurer** – *Ronit Landon*
 - Review VALL Statement of Income and Expenses for July 1, 2021 to June 30, 2022 to submit to the VALL Review
 - Questions about format for Statement – provide budgeted cost & actual? Past versions have just had summary of spending
 - Providing the budged amount can Increased transparency
 - No comments about finances so far so transparency has not been a noted concern from membership
 - We will try the new format this year

- Ronit & Clare discussing how to streamline membership renewal process. Some issues:
 - Some of those who pay by PayPal, the info does not connect to a member, the info is input by an accounting department or other
 - Members are not emailing the membership form or letting membership secretary know the name or email that the PayPay is going to appear under
 - Some cheques are not corresponding to a member – no membership form being submitted or membership form submitted electronically and cheque has no reference to the member
 - Some are not submitting membership forms
 - These issues are not all members but extra time is being spent by Ronit & Clare to try to find out who the renewal is for
 - All Exec to think about how to improve the process, wording for membership form, communication to the membership
 - Continue discussion at future meeting
- **Expenses (on VALL operating act. Only):**
 - Sep. 29 Lightning Talks Panel Gift Cards \$25 x 5 (+\$4.05 in fees) – \$129.05 sent in reimbursement to Stephanie

Income:

- **VALL Operating act.:**
 - 6 new member renewals: \$160 Paypal + \$80 cheques (cashd in on September 23rd) = \$240
 - *No new interest.*
- **Peter Bark Memorial Fund act.:**
 - *No new interest.*

Account balances:

- **VALL Operating Account:**
 - \$12,073.62 in Savings
 - \$151.30 in Membership Shares
 - = \$12,224.92
- **Peter Bark Bursary Account:**
 - \$1,756.08 in Savings
 - \$3,000 Non-Redeemable Annual Term (matures September 7, 2023)
 - \$8,580.75 3-year escalating term deposit (matures September 4, 2024)
 - \$1,000 3-year escalating term deposit (matures September 9, 2025)
 - \$188.34 in Membership shares
 - = \$14,525.17 (*No changes since last report*)
- **PayPal account:**
 - transferred \$160 to VALL Operating Acct. – \$83.73 remaining in the PayPal account just in case
- **Web Editor** — *Kurtis Kolthammer*
 - Has updated website with postings for upcoming events
 - Re: the archive category question from last meeting, wordpress uses this as a default and it cannot be changed.
 - Kurtis has created two pages for VALL events on the blog – upcoming events and archived events. This will allow the event information to remain available to view but not be in the Wordpress default archive category.

- **Programs** – *Tori Shewchuk, Stephanie Karnosh*
 - **Lightening Talks September Event – Recap**
 - Well attended event - 41 registered, 30 attendees
 - Gift cards sent as thank you
 - Submitted report for VALL Review & posted video to Youtube Channel & website
 - Take-Aways – for a lightning talk style session – schedule more time, be more careful with time for each speaker, questions at the end
 - Good feedback from Executive who attended
 - **October Halloween Online Social – update – October 31, 2022**
 - Fun non-competitive trivia event, Mix of movie, book, history, legal, Halloween trivia
 - Hard to determine number of prizes for this event. Dress up and backgrounds encouraged
 - Time at the end breakout rooms for chatting. Stephanie did ask if breakout rooms needed a question to get the discussion started but Alex & Beth indicated that VALL members are friendly and get the conversation started in coffee meetings and no conversation starters needed.
 - **December Holiday Event – update**
 - Quotes from various locations
 - Selected Sutton Place Hotel, VALL has a history with this venue, the rates were reasonable, good location & food
 - Have a speaker for December event – Tom Isaac, Aboriginal Law
 - Hold on a room for Tuesday, December 6, room for 60 people
 - Rate offer: \$3500 spend in food then room fee is waived
 - Tori - Look at cost for lower food cost & room fee, Tori to get more info on costs like gratuity, deposit etc.
 - Will email executive with updated information
 - AV rental - \$1,300
 - Look into bringing our own portable projector and laptop to save money on AV rental
 - Cost for microphone and speakers?
 - Alex to sign contract, review contract – Tori to send info
 - What to charge members for ticket price?
 - \$45-\$50
 - VALL to subsidize ticket cost and covering cost of lifetime/honoured members who may attend; speaker lunch ticket
 - Menu items – Menu provided,
 - Sponsorship – would we ask LN & TR for sponsorship?
 - Sponsorship for door prizes?
 - \$100 from each vendor for door prizes/gift cards
 - Tori and Stephanie are meeting with agriculture librarian about being a speaker in 2023
 - Any specific questions to reach out to Tori & Stephanie

Next Meeting – Doodle poll to be sent.