



## VALL Executive Meeting | May 24, 2023 (Zoom)

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

### AGENDA

- April 19, 2023 meeting minutes - approved
- Reports & New Business
  - **President** – *Alex Everitt*
    - Welcome Erin Clupp, new VALL Treasurer, covering Ronit going on parental leave, training and transition with Ronit,
    - Recruitment update on behalf of Past-President
      - Programs: Stephanie (continuing); Nancy Li & Kathy Barry (new)
      - Treasurer – Erin Clupp
      - Membership – Clare leaving; Elise Nelson (Prince George location)
      - VP – struggling to fill the role,
    - Mailbox renewal
      - No renewal card, mailbox has been renewed, not sure by whom. Mystery!
    - Great job on VALL Review
    - General interest in volunteering for VALL Executive, adding question to Program survey
    - Should we add question about the VALL Review and its being read?
    - What do membership see VALL's value? Networking; advocacy; PD, personal support?
  - **Vice President** – *Caroline Nevin*
    - No report but interested in who will be VP
  - **Past President** – *Rebecca Tomlinson (absent)*
    - Recruitment update
  - **VALL Review** – *Beth Galbraith, Rachel Wertheim*
    - Questions about access, readership add to survey
    - Does VALL Review have value for membership?
    - Make more open access like CLLR

- **Treasurer** – *Ronit Landon, Erin Clupp*
  - Review of Treasurers Report
  - Julie & Brenda used their Peter Bark Funds on hold from 2019-2020
  - 6 payments for June event from Bonnie at Courthouse, not sure who they are for? Tori has the names;
  - Payments for June event made; sponsorship received
  - Made Treasurer folder on VALL gmail Executive email; transfer to Erin
  - Vancity rep, not sure who rep is now, once that is sorted, add Erin as signing authority
  - Kurtis to update website for Erin details as new treasurer

**Expenses (on VALL operating act. Only):**

- Julie Wettstein has used her Peter Bark Bursary - \$625 was sent to her by cheque to reimburse for accommodations at the CALL Conference
- Brenda Alm has used her Peter Bark Bursary - \$500 was sent to her by e-transfer to reimburse for the Project Management Institute (PMI) course

**Income:**

- **VALL Operating act.:**
  - 2 New members: \$80
  - Thomson Reuters year-end event sponsorship: \$1000 - \$29.30 in PayPal fees = \$970.70
  - LexisNexis year-end event sponsorship: \$750 - \$22.05 in PayPal fees = \$727.95
  - Year-end event payments: 26 members + 3 non-members = \$390 + \$60 = \$450
  - *No new interest.*
- **Peter Bark Memorial Fund act.:**
  - *No new income.*

**Account balances:**

- **VALL Operating Account:**
  - \$11,822.26 + \$520 transferred from PayPal = \$12,342.26
  - \$158.78 in Membership Shares
  - = \$12,501.04
- **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)
  - \$197.65 in Membership shares
  - = \$14,534.48 (*no change since last report*)
- **PayPal account:**
  - Transferred \$1,738.65 to operating account on May 1<sup>st</sup>
  - Transferred \$520 to operating account on May 23<sup>rd</sup> (will take a few days to process)
  - \$107.02 remaining in the PayPal account just in case

- **Programs** – *Tori Shewchuk, Stephanie Karnosh*
  - June Social update
    - 38 people registered
    - List of honoured members – on website; do not have to pay
    - Follow up with those who registered but not paid
    - Registration list, send to Alex for name tags
    - Door prizes, gift card and gift basket

- Deposit not been taken yet from Bistro at Art Gallery
- Create calendar invite to send to those who have registered?
  - Clare to test on Executive this afternoon
  
- Programs Survey
  - Sent link to google form survey
  - Additional question suggestions
    - VALL Review
    - Volunteering for Executive
    - How do members view VALL's value
  - Will add more questions and send around for additional discussion
- Sarah Sutherland
  - Session for September on legal data
- Suggestion for lightning talks as another session for 2023-2024 year
  - Popular session from last year
  - Hearing what our membership is doing
  - Could schedule it for longer – 90 minutes?
  
- **Membership** – *Clare Asquith Finegan*
  - Membership Report Update
  - Two new members, student; Angeline, new LexisNexis trainer
  - Rolling new members into renewal – those who paid from May onwards.
  - Membership renewal and membership drive
    - Updated language; dates to send out emails
    - Email after CALL conference, not a Friday; aim for June 7, 2023
    - Messaging in email or form;
    - PayPal from administration without names of members, specific notes box on PayPal to indicate name of member, cheques from organizations with no names, mail registration form with cheque, add further instructions to form
    - Clare to get started with wording and adjustments
  
- **Web Editor** – *Kurtis Kolthammer*
  - No report
  - Beth asked about analytics on VALL website to track VALL Review views, no longer included on website, would need to download trackers on website pages
  - Beth also mentioned email alert from new posts on website not being sent, Kurtis to look into this
  - Beth to send Kurtis Gillian Crabtree bio for website

Next meeting already scheduled: June 14, 2023