

VALL Executive Meeting | June 14, 2023 (Zoom)

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

Regrets: Beth Galbraith

AGENDA

- May 24, 2023 meeting minutes - approved
- Reports & New Business
 - **President** - *Alex Everitt*
 - Transition Meeting Scheduling (July?)
 - Kurtis is becoming VP
 - Will send transition email in late June/early July
 - **Vice President** - *Caroline Nevin*
 - No updates
 - **Past President** - *Rebecca Tomlinson*
 - Recruitment update
 - **VALL Review** - *Beth Galbraith (absent), Rachel Wertheim*
 - No updates
 - **Treasurer** - *Ronit Landon, Erin Clupp*
 - Review of Treasurers Report

Expenses (on VALL operating act. only):

- Reimbursed Sarah Sutherland for payment for the Summer Social because she was no longer able to attend. Sent her an e-transfer for the amount of \$15. We refunded her the amount of the ticket (\$15) but not the \$2 PayPal processing fee (which she was made aware of and ok with).

Income:

- **VALL Operating act.:**
 - 10 Membership renewals (10x40=\$400)
 - 3 year-end event payments (3x15=\$45)
 - *No new interest.*
- **Peter Bark Memorial Fund act.:**
 - *No new income.*

Account balances

- **VALL Operating Account:**
 - \$11,702.26 + \$445 transferred from PayPal = \$12,147.26
 - \$158.78 in Membership Shares (*no change since last report*)
= \$12,306.04
- **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 \$445 to operating account on June 13, 2023 (will take a few days to process)
 - \$116.06 remaining in the PayPal account just in case

Other:

- Ronit met with Erin to hand over the cheques, VanCity cards, and stamps.
 - Ronit had an appointment with Vancity to bring the paperwork in to add Erin as signing authority (and removing herself as Treasurer, and Rebecca Tomlinson who will no longer be Past President) to the VanCity accounts. We are just waiting for the process to be completed.
 - Erin will add the new VP as signing authority once we know who it is.
 - Erin is in the process of bringing the paperwork in to VanCity to be added to the account.
 - Ronit is still in the process of finding out who our VanCity rep is. Still don't know but we can transfer the signing authority without them (Erin to continue reaching out to Vancity after she takes over).
 - Going forward, you can email Erin Clupp at erin.clupp@nortonrosefulbright.com with any questions or action items for the Treasurer.
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- **Programs – *Tori Shewchuk, Stephanie Karnosh***
 - June Social update
 - Programs Survey
 - Spring Social in June
 - Next week! **June 22nd @ 5pm-7pm.**
 - Food includes charcuterie boards and canapes.
 - Drinks are budgeted for 2 per person, Tori will be given all of the tickets to make sure of even distribution and that none are left un-drunk.
 - Cost is \$2531.70, deposit (half)

- Thomson Reuters and Lexis have paid their sponsorships totaling \$1750 (minus PayPal fees) – remember to bring banners for Lexis and TR
- Charging \$15 a ticket for members, VALL expenses will come to ~\$381.70 plus PayPal fees
- Registration closed: 41 registered!
- Activities: I think socializing will quickly take up most of our 2 hour time, as well as the door prize draw, and any announcements by president/vice president.
 - Will have door prizes (1 \$100 basket and 4 \$25 gift cards)
- Membership Survey
 - Have set up survey on Google Forms
 - <https://forms.gle/zzzMdCncd5gjVTz56>
 - Thanks for suggestions!
 - When to send – before social event (provide reminder at event)
- Sarah Sutherland tentatively set up to do a talk/discussion of law library data September 26
 - She will do a short talk, then wants to discuss what types of data people are interested in having
 - Should brainstorm some questions to get the ball rolling
 - Sarah asked VALL if she could promote her Kickstarter campaign on website/blog...yay or nay?
 - There is a policy for the blog, but must decide whether this would fall under member or vendor post
 - Issue with soliciting money from members
 - Stephanie will discuss options with Sarah...
 - VALL review article might be a good alternative
 - Option to post in blog about project without soliciting funds
 - There are VALL Twitter & LinkedIn accounts that are not run by current exec members...need to get back control of these accounts
- **Membership – Clare Asquith Finegan**
 - Membership Report Update
 - Membership Email Script

TOTAL MEMBERS FOR 2023/2024: 41

Broken Down

- Paying Members: 16 (3 rolled in from last year)
- Lifetime: 16
- Honored: 5
- Student: 4

New members:

Updates

- Emails sent to membership:

- Membership drive sent Monday June 12th

New Business

The last few years we have been replying to membership applications with the same-ish script. I was thinking this year rather than outlining what they have access to, as we already mentioned it in the membership drive email, that we highlight something that is coming up or something that we felt was successful from last year?

This is last years:

“Thank you for submitting your membership renewal application and payment to join VALL for July 1, 2022 to June 30, 2023, we are grateful to have you as continued member of the community!

Attending in-person and virtual events including: continuing education sessions, coffee socials, virtual meetups and luncheons

- Meeting and networking with fellow information professionals working in legal organizations
- Applying for bursary opportunities to fund professional development
- Contributing to and having access to the VALL Review, VALL’s very own in-house publication
- Being listed in and accessing the VALL Membership Directory
- The Members Forum, where you can connect with VALL members outside of sessions, and ask questions including ILL requests, where to find items, and other general questions members may have.
- ... and more!

If you have any questions, please feel welcome to reach us via email at vallexec@gmail.com. We look forward to seeing you at our upcoming events.”

- **Web Editor** — *Kurtis Kolthammer*
 - FeedBurner
 - Google changed programs/policies so no longer getting notifications regarding blog feed
 - Unable to find feed page
 - Going to email Steve