

TORONTO ASSOCIATION OF LAW LIBRARIES
(the "Corporation")
DIRECTORS' MEETING Minutes

Friday, the 1st of May, 2014, 12:00 p.m.
at McMillan LLP, 4400-181 Bay St. Toronto, ON
M5H 2T6

Present: Julie Anderson, Pamela Bakker, Leanne Grilli, Laura Knapp, Eve Leung,
Nathifa Williams

1. Approval of Minutes from March 28, 2014.

The Minutes of the Board of Directors' Meeting dated March 28, 2014, were approved without opposition.

2. Report of the Executive Officers

2.1. President's Report

P. Bakker contacted W. Reynolds regarding the 35th anniversary celebration. W. Reynolds is going to get started with the planning process after the C.A.L.L. conference and her upcoming vacation. She inquired about the budget for the event. In terms of speakers, she has the author Amanda Lang in mind. P. Bakker asked the Executive the general cost of event speakers and there were some questions as to whether we would be paying for all their expenses or just their fee.

P. Bakker asked the Executive if we should combine the anniversary celebration and the Season Social since the dates are so close together. It was suggested that the Season Social could follow the anniversary event at Hart House again this year. As an alternative venue, J. Anderson suggested that both events could be held at Queen's Park if the events are in mid-December when the House is not in session.

P. Bakker asked E. Leung how much we can spend on the event. E. Leung noted that T.A.L.L. currently has \$33,000 in liquid funds. In terms of budget, it was determined that if combined with the Season Social, the event should generate around \$3,000 in revenue and therefore an event budget of \$6,000 with an option of sponsorship is reasonable. P. Bakker will liaise with J. Bolan further on this. In terms of cost, it was suggested that the anniversary event be free to members or that we charge a nominal fee to ensure attendance.

2.2. Treasurer's Report

E. Leung reported that we have not spent much so far this year in comparison to last year. Last year's inflows were \$20,000 whereas this year our inflows are just under \$18,000. Similarly, last year's outflows were \$24,000 whereas this year we are at \$10,500. E. Leung explained that we incurred some higher expenses last year like the new T.A.L.L. website, and that there are still some outflows that are not yet accounted for like the J.D. Lang Award. The timing of invoices is also a factor and we are still receiving some membership dues.

2.3. Administrative Coordinator's Report

L. Knapp is getting ready for the membership renewal period. The FAQs are currently being developed and will be sent out in mid-May. L. Knapp will send out a draft copy of the FAQs to the Executive for feedback prior to sending them out.

L. Knapp suggested that the executive wiki be set up in Dropbox in the interim. She will contact Alleyne Inc. about this.

2.4. Vice President's Report

2.4.1. Education Committee

The Vice President's report was presented by P. Bakker in J. Bolan's absence.

The Education Committee is in the process of planning the next sessions but there have been no further details.

The Flip Forums are going well but E. Leung heard the sessions were not very busy and suggested we offer a small incentive prize to boost attendance.

2.4.2. Salary Survey Committee

The Salary Survey Committee has incorporated the suggested changes. The Survey will go live next week and will be available from May 5 – May 25.

2.5. Past President's Report

We have received three applicants for the J.D. Lang Award. It is up to the Executive to select a winner(s) by May 30, 2014. The full applications are in Dropbox for the Executive to review. We were asked to consider which

applicant would enrich T.A.L.L. the most and to note that the prize amount may be split between multiple applicants. J. Anderson provided us with a brief overview of the three applications:

- 1) The first applicant asked for money to be put towards a business law course at U of T. J. Anderson replied to the applicant and told them about the iSchool's continuing education credit. The applicant responded and asked for money to be put towards the cost of textbooks and course materials. J. Anderson will email back and request more concrete details.
- 2) The second applicant is a new graduate asking for money for continuing education programs. The applicant would like to enroll in conferences, webinars, Lunch & Learns, etcetera, and is asking for \$250 to cover the cost of these sessions plus the cost of travelling to/from Toronto to attend.
- 3) The third applicant requested the full \$1000 to attend S.L.A. in Vancouver. The money would be put towards the flight, accommodations, and conference fee.

The Election Committee has someone in mind for the position of Vice President. The potential applicant has been contacted and they are considering the offer. J. Anderson will send out an email in the next few weeks and will set up the voting software if necessary.

2.6. Membership Liaison's Report

2.6.1 Union List

There was nothing new to report.

2.6.2 IT Committee

The I.T. Committee has two new co-chairs: Mike McCaffrey and Roxana Henriquez. J. Anderson has provided them with their login and password and will introduce them to Gisele, Martin at Joel at Alleyne Inc.

Candice Fong is back on the Committee but is no longer chairing.

The Drupal Camp was successful.

2.6.3 Newsletter

There was nothing new to report.

3. Next Meeting

The next meeting will be on Friday May 30, 2014, at McMillan LLP.

4. Conclusion

The meeting concluded at 1:00 p.m.

Pamela Bakker,
President

Leanne Grilli,
Secretary