

**TORONTO ASSOCIATION OF LAW LIBRARIES**  
**(the “Corporation”)**  
**DIRECTORS’ MEETING Minutes**

Friday, the 30<sup>th</sup> of May, 2014, 12:30 p.m.  
at McMillan LLP, 4400-181 Bay St. Toronto, ON  
M5H 2T6

**Present:** Julie Anderson, Pamela Bakker, John Bolan, Leanne Grilli, Eve Leung,  
Nathifa Williams

**1. Approval of Minutes from May 1, 2014.**

The Minutes of the Board of Directors’ Meeting dated May 1, 2014, were approved without opposition.

**2. Report of the Executive Officers**

**2.1. President’s Report**

Wednesday June 25, 2014 is the tentative date of the T.A.L.L. AGM. The tentative venue is Red’s in First Canadian Place. P. Bakker will confirm the date and location and book the venue. The AGM will be open to members only.

Now that the C.A.L.L. Conference is over, P. Bakker will update W. Reynolds on what the Executive discussed at last month’s meeting regarding the 35<sup>th</sup> anniversary. There are some issues with combining the event with the Season Social—venues are more expensive and speakers may be harder to book so close to the holidays. J. Anderson also mentioned that the availability of the Legislature could be problematic.

**2.2. Treasurer’s Report**

E. Leung reported that one of our guaranteed investment certificates (GICs) came up for renewal. In the past, the protocol for the Bank has been to check with the T.A.L.L. treasurer before the renewal period comes up, but this was not done and the funds, along with the interest were reinvested in a 2 year GIC. The options are as follows:

- 1) keep the money in the two-year GIC with an interest rate of 1.35%.
- 2) reinvest the money (without penalty) in a GIC for 1 year with a payout of between 0.2% and 2.25%.

The value of the GIC is \$20,000 plus \$400.17 (interest earned).

The Executive agreed that a two-year term is fine and that option 1 is the better choice.

E. Leung reiterated that we did not spend much this year but suggested keeping projected costs in mind for larger expenses and/or events that may arise as we cannot guarantee that we will have a surplus in future years. For example, revamping the website again in 3-5 years.

### **2.3. Administrative Coordinator's Report**

L. Knapp submitted her report via email. The report was presented by P. Bakker.

The membership renewal notice was sent out to all 210 current members on Friday May 22, 2014. A "we miss you" message was sent out to 22 members with expired memberships. As of May 29, 2014, 72 members had renewed. Of those 72, 15 had paid via PayPal and 57 opted to pay by cheque.

There have not been a lot of questions sent to the Admin Gmail account. L. Knapp was anticipating more. She speculates that the "Frequently Asked Questions" (FAQ) on the T.A.L.L. website is helping to simplify the process. In case anyone has trouble locating it, the FAQ section is behind the pay wall which means you need to be logged in to see it, and the "contribute" button is what is to be used when paying membership renewals by cheque.

It seems that most members have adjusted to not getting a PDF as L. Knapp has only been asked for it twice and both members were fine when redirected to the website instead.

The Executive agreed that two reminder emails should be sent out to members regarding renewing their memberships—one the first week of June and one the week before the AGM to remind members of the AGM as well.

### **2.4. Vice President's Report**

#### **2.4.1. Education Committee**

There are fall plans for a Quicklaw and Securities Law session presented Jacquie Fex.

#### **2.4.2. Salary Survey Committee**

J. Bolan is not sure what the updated Salary Survey participation numbers are since the “stern” reminder email was sent out. Numbers will be available at the next meeting.

There was some discussion surrounding the confidentiality of the Survey and what information Survey Monkey has access to. It was suggested that privacy issues be clarified to inform the members that no one on the Committee has access to the data. It was also suggested that we have the statistician make all the changes to the Survey once it goes live.

J. Bolan has asked Stefan to look at the Regression Model and update it. He has asked him to evaluate it before it is published.

#### **2.4.3. Publisher’s Liaison Committee**

Adrian at Quicklaw approached the Public Liaison Committee regarding a session to showcase their latest U.S. product and J. Bolan asked for the Executive’s advice. The Executive thought that other vendors may be annoyed if this was allowed but it was agreed that this could be a good revenue generator in the future. For example, if Quicklaw was willing to pay to run a “vendor-sponsored education session” if we agreed to organize the registration through the website. It was proposed that we introduce this idea in the fall as a new advertising channel.

Someone at the C.A.L.L. Conference heard that Irwin Law was upset about not being contacted to run a pop-up session. P. Bakker said they were not contacted because they declined to be involved in previous years. She will follow up with Laurel to clarify what happened.

#### **2.5. Past President’s Report**

To follow upon the J.D. Lang Award candidates, J. Anderson went over the applications and noted that one of the candidates dropped out. She also followed up with the applicant who requested funding to take a business course at U of T. The applicant still wants to use the money for the course and wishes to save her “free” course for something else in the future. The other remaining applicant wants to use the funding toward attending the S.L.A. Conference. The Executive voted and decided that the award should be split evenly between the two candidates.

It was decided that we should establish stricter application criteria next year. For example, contribution to T.A.L.L. should be a requirement. E. Leung recommended the FIA website for guideline examples.

There have been some applicants for the Membership Liaison Executive position. There are potentially 3 candidates, so there will be an election for this position. J. Anderson is paying for the software today so the voting should open next week. The Vice-President position has been acclaimed.

## **2.6. Membership Liaison's Report**

### **2.6.1 Union List**

The T.A.L.L. Union List information is still in the process of being added to the website. We are waiting for Alleyne Inc.

### **2.6.2 IT Committee**

There was nothing new to report.

### **2.6.3 Newsletter**

N. Williams has not heard back from S. Spong. There was nothing new to report.

## **3. Next Meeting**

The next meeting will be on Monday June 16, 2014, at 12:00 p.m. at the McMillan LLP.

## **4. Conclusion**

The meeting concluded at 1:30 p.m.

---

Pamela Bakker,  
President

---

Leanne Grilli,  
Secretary