

**Edmonton Law Libraries Association
Annual General Meeting
Monday, June 27, 12:00 PM**

15 voting members present

1. Approval of the Agenda

Megan S. moved to approve the agenda; seconded – Jane S. Motion carried.

2. Approval of AGM 2015 Minutes

Megan S. moved to allow the ELLA Executive to approve the 2016 AGM Minutes, this would allow the Executive to approve the minutes so that they could be posted to the website this year. Seconded – Jane S. Motion carried.

3. Old Business and Reports

a. Chair's Report, submitted by Megan S.

- On July 17, 2015, both the old and new executive met for a handover, and to brainstorm program ideas for the 2015-2016 term. Many thanks to Shaunna, Julie, and Carrie for their invaluable assistance. I would also like to thank Ana and Jane for their patience and resourcefulness during my first term as Chair of ELLA. I could not have asked for a better team, so thank you, ELLA members for electing them!
- ELLA has 37 members.
- **September** This was my first ELLA meeting as Chair thank you for welcoming me into your close-knit community and teaching me so much. At this meeting, we recaptured our decision to purchase the Alberta Statutes looseleaf updates for the Edmonton Institution for Women (EIFW). There was also a good discussion about program ideas for the rest of the term, many of which took place!
- **October** Our first guest speaker was Justice Andrea Moen, who talked to us about the Reforming the Family Justice System Project.
- **November** Justice Côté presented on his paper entitled, Practical Legal Research, which was co-written by Debra McGregor, while speaking to the importance of law librarians and competent legal researchers. This talk was also attended by some articling students.
- **December** We held our Christmas Party in the Snug at the Rose & Crown Pub, which was very well attended. It offered me the opportunity to get to know more of you who have been loyal members of ELLA for a number of years, while enjoying some good drinks and food.
- **January** To start off the New Year, Sonia Poulin spoke to us about the Alberta Law Libraries Review, its implications for the Alberta Law Libraries, law librarians, and the legal community.
- **February** We heard from Dan Garcia about the newly launched LESA Library, which offered an opportunity for us as law librarians to voice our opinions and ask questions.

- **March** Inspired by our colleagues from CLLG, we held a Vendors' Forum and in a new space at the EPL Stanley A. Milner Branch. While Ian Braid of Thomson Reuters was unavailable, we owe our thanks to Justice Cote for his surprise guest appearance on behalf of Juriliber. The forum also featured Gisele Abt from Alberta Queen's Printer and Lynn Giddings from LexisNexis. This session was well-attended, and generated some great discussion.
- **April** We were privileged to hear from Robyn Mitchell, Sandra Petersson, and Katherine MacKenzie of the Alberta Law Reform Institute (ALRI). They enlightened us on the project selection and completion process, as well as how ALRI impacts law in Alberta.
- **May** We were scheduled to hear from Dean Paton, who was looking forward to speak to the ELLA membership. However, due to the low number of RSVPs, we gave Dean Paton the option to reschedule his talk for the next term, which he gladly agreed to.
- Near the middle of May, the CALL/ACBD annual conference took place in Vancouver. While I was there, I ran into 5 other members of ELLA (Linda, Shaunna, Dolores, Josette, and Lynn)!
- **June** We held our 14th annual HeadStart workshop for articling students. You will hear more from our esteemed HeadStart Committee Chair, Alison Foster. We send our thanks to everyone who helped make the workshop a success!
- Today, we are holding our AGM. Two business items are being brought up one addressing the anticipated closure of the Northwest Territories law library, another regarding a monetary transfer from the HeadStart account to the general account to replenish our funds for the coming term. These will be discussed further in the New Business part of today's meeting.

b. Secretary/Treasurer's Report, submitted by Jane S.

- We have 37 members, 7 of which are affiliate members.
- We had seven events where we collected fees for the lunches served. We had one event where we brought our own lunches.
- We received a sponsorship donation of \$500 from Lexis Nexis in March. At that time we were going to transfer funds from the HeadStart account but once we received this, we decided to wait.
- We paid \$31.50 to rent a room at the Stanley Milner Library for our March and May meetings. Our May meeting was cancelled but the fee was not refundable. We did not owe anything to the caterer for cancelling that event.
- We paid \$50 to Service Alberta to have our association revived. We also paid \$19.95 to get a copy of our certificate of incorporation. This was needed when renting the Heritage Room at City Hall for HeadStart. We were unable to find a copy in our archived materials.
- We paid approximately \$7 more this year for the post office box.
- We paid more than last year for our website costs. This is because we paid for the web domain registration, which is paid every second year. We also paid for the web-hosting and a spam blocker on our website. As part of what we pay for our website we have three mailboxes set up with Dot-Easy. As you know we had problems with at least my mailbox. I

had problems formatting emails, as well as sending and receiving. I am happy to use my work email to save some stress.

- The donation to the women's prison consisted of buying two updates for their looseleaf set of the Statutes of Alberta. We agreed at our February meeting that we would cover the cost of all updates in 2016. Should we wish to continue this we will address it in 2017.
- The membership also decided to increase our donation to SLIS P.D. event to \$200 as we had not increased the amount donated in 8 years.
- The (slim) balance of the General Account will be addressed under new business.
- We had 35 people register for HeadStart this year; the registration fee was \$80 a person.
- On Day One of HeadStart we paid \$118.00 for liability insurance in order to book the Heritage Room at City Hall. As one of our members (May Zhou) works in the Federal Building, we were able to book one of their conference rooms free of charge for Day Two. We also paid for catering and speaker gifts.
- Stacey Bissell has agreed to be our auditor again this year. The books for this fiscal year will be closed on August 31st so I hope to have everything she needs to her in early September.

c. Web Manager's Report, submitted by Megan S.

- Shaunna M. graciously volunteered to take on the position of Web Manager until a replacement could be found. In November, I ended up absorbing the responsibilities of Web Manager. We are currently looking for another ELLA member willing to take on the role, but until then, I will continue to update the website as needed. If interested, please contact Megan.
- I commend the former executive on its choice of WordPress it's a very easy platform to use and update to suit the needs of the association.
- Jane S. realized that there were no records of invoices from DotEasy aside from credit card statements that were reimbursed for costs. I found where they were kept on the DotEasy website dating back to 2005, and downloaded and sent copies of all of the invoices to Jane S. for recordkeeping.
- Costs of the website this year are: \$112.77 (USD) for hosting, \$105.00 (CAD) for 2year term domain renewal, \$24.00 for blog comment spam protection.
- For a while, there were issues with sending and receiving emails on the secretary account, and Jane S. ended up using her work email address for the last few communications. As well, because we don't pay for an email spam blocker service, Jane and I have to delete many spam emails on a weekly basis. We have been loyal to DotEasy for over 10 years, but it may be worthwhile to look into other hosting services that offer packages with better value.

d. Head Start Committee Report, submitted by Alison F.

- HeadStart had a successful 14th year-the event was held on June 16th and 17th and the venues included City of Edmonton city hall, the Alberta Law Library, and Canada Place.
- This year's committee was comprised of me, Jane S., Ana S., Megan S., Carrie J., and Meris J. Planning meetings were held from February to June. Their frequency increased as the event drew closer.
- The event had a total of 35 attendees. Our presenters included an opening keynote by Justice Cote, presentations by Shauna Mireau, Benga Shoyele, Meris James, Megan Siu, Robyn Mitchell, and a closing speech by Field Law member Shad Turner.
- The committee would also like to thank Gina Linden, Josette McEachern, and Julie Rainey for providing their time and knowledge during the event.
- In response to feedback on event duration last year, the event was held over one and a half days. Overall, feedback regarding the event was positive. Attendees rated days one and two overall as good to excellent. (Day One at 96.7% and Day Two at 100%). Attendees provided valuable feedback on the venues, event duration, organization, and content of the event. All students indicated that they learned something from the sessions.
- The event gave me a personal opportunity to learn both from the organization and content of the sessions.

4. New Business

a. Programming 2015-16 feedback

- Comments were positive on the programming we had. The problem of attendance was discussed. The number of events is not a problem, perhaps it is just the timing of those events. In the coming year we will make an effort to spread them across the days of the week.

b. Programming suggestions for 2016-2017

- Megan S. asked for suggestions for upcoming events.
- The Executive shared some of their ideas:
 - Invite Dean Paton back
 - Invite the Copyright Librarian from the University of Alberta
 - Invite the SLIS students who did a research project on legal research

- Invite Dennis Edney back to speak on the developments in the Omar Khadr case since he last spoke with us.
- Invite Justice Côté back anytime!
- Possible venues for our meetings were discussed. It is unclear at this time if the Barristers' Lounge will be available by September. Although Boardroom B2 is a good location to hold meetings it is harder to book at the moment because the Barristers' Lounge is unavailable. The Stanley Milner Library is starting a 5-year renovation so we do not anticipate being able to book space there. We may be able to book a boardroom in Canada Place if May Z. is able to book it for us.

c. Transfer of funds from HeadStart to General account

- Although the Executive does not require the approval of the membership to transfer funds, in the interests of transparency, the Executive chose to share that \$500 would be transferred to the General Account from the HeadStart account.

d. Closure of NWT Courthouse Library

- The closure of the Library was discussed. Members had heard different pieces of information.
 - A Research Centre would be established but no one knows what that entails.
 - According to the NWT Justice Minister they plan to borrow books from Alberta, but it is not clear from which libraries.
 - As they have a very loose circulation system we wondered if they would be gathering items that were signed out before they closed.
- Josette M. has drafted a letter which she sent for approval to the Field lawyers in Yellowknife.
- ELLA may use parts of that letter to construct its own response to the closure. The letter will be circulated to the membership before it is sent to the NWT Justice Minister.
- CALL is planning to make a statement regarding the closure.

5. Adjournment