

**STUDENT LEGAL SERVICES OF EDMONTON
BOARD OF DIRECTORS MEETING
June 14, 2022 – 6:30pm – Zoom, Edmonton AB**

Present: Jessica LeBlanc, Marko Zubac, Robert LaValley, Cody Ackland, Megan Dawson, Shireen Bangash, Melissa Smith, Jordan Lefavre, Allison Crumpton, Ben Seigel, Zack Elias, Curtis Steeves, Austin Corbett

Regrets: Kaleb Moore, Annalise Acorn,

- **CALL TO ORDER**

6:31 PM

Moved: Zack Elias

Seconded: Cody Ackland

Motion Carried: Unanimous

- **BOARD OF DIRECTORS MINUTES DATED November 24, 2021.**

Motion: To approve the March 28, 2022, meeting minutes subject to the edit that C.A has suggested.

Moved: Shireen Bangash,

Seconded: Cody Ackland

Motion Carried: Unanimous

Sexual Assault Research Project:

- C.A has requested that the March 28, 2022 minutes include an additional line stating the following:
 - “The Board of Directors suggests following projects that are more within SLS scope”.

- **REPORTS**

- **Chairperson**

- **Board Position:**

- R.L advised that the available position on the Board of Directors has been filled by Curtis Steeves.

- **Board Vacancy:**

- R.L has been in contact with Barbara Ann Dowker, who has expressed interest in becoming a member of the Board of Directors. After some correspondence with regards to having a member on the Board with more experience, Barbara would still like her package to remain on file for any future positions.

- **Casino:**

- R.L advised that there was some issue with the Casino, however, since then, the issue has been resolved. M.Z will speak more about this in the Executive Coordinator section.

- **Acting Vice-Chairperson**
 - **Crown Prosecutor Issues:**
 - C.A advised that several Criminal Coordinators have come to him and Shireen Bangash with regards to some issues with several Crown prosecutors about whether the conduct of the prosecutor was appropriate or if they were being bullied. Some of the past situations were discussed at the last Board of Directors meeting and have been brought to some of the more senior Crown prosecutors for solutions. However, the current situation that was brought to C.A's attention did not warrant any intervention. C.A would like to see more streamlined solutions coming from the Criminal coordinators to handle the situations where appropriate.
 - **Board Vacancy:**
 - C.A has advised that Patrick Coones is still interested in becoming a member of the Board of Directors once a position becomes available.
 - **Space:**
 - C.A has advised that the space that was previously occupied by Harriet and Company on the second floor of the Anderson Dawson building has become available, which would provide about 60% more space than what the Criminal Law Project currently occupies, and that the furniture would also be available. C.A spoke to Lance McClean regarding the space and was advised to write to Kelly Dawson, who has responded that he was very interested with SLS taking the space. However, C.A has not heard from Kelly Dawson since. C.A will keep the Board updated as more information becomes available.
- **Executive Coordinator**
 - **In-person availability:**
 - M.Z has reported that all projects have resumed in-person availability.
 - **Surveys:**
 - M.Z stated that the survey that ALF has asked SLS to start is just about completed. An account with SurveyMonkey has been set up and M.Z is currently waiting on Kristen from ALF to approve the questions SLS has prepared. The questions are following the ECLC model questions as per ALF request.
 - **Legal Education Projects:**
 - M.Z has advised that the Legal Education Project is pursuing two new projects. One of those projects is a research project about potential landlord licences scheme here in Edmonton along the lines of what Councillor Michael Janz brought up during a council meeting several months ago. The other project is the sexual assault research project. This project had continued as the impression M.Z had from the March 28, 2022 Board of Directors meeting was that the project had

to be more thought out, but the project could be done. Professor Acorn had offered her services to help implement the project. After some more in-depth conversation with regards to the sexual assault project, it was advised that M.Z will have the Legal Education Project come up with a clear project proposal before beginning the project.

- **Casino:**

- M.Z received an email from the AGLC with regards to having the SLS Casino date in the first quarter. After discussing this with S.D, it was agreed that M.Z ask AGLC to move the casino date to the 4th quarter. AGLC agreed and the casino date is tentatively scheduled for the 4th quarter, excluding December.

- **Administrator**

- **Commissioner of Oath:**

- J.L reported that the paperwork was sent off for the Commissioner of Oath's approvals, but there has been no response for several months. J.L will call the Commissioner of Oath's office to see what has happened.

- **New Computer:**

- The SLS computer has stopped working. J.L has contacted Tim Young, the IT person from the Faculty of Law, who has provided SLS with a refurbished computer.

- **Subcommittees**

- **Bylaw/Policy Review**

- R.L has noted that the bylaws need to be submitted, as there has been several changes that have been voted on from the old AGM meeting that have not been changed. M.Z will contact past Executive Coordinator J.H with regards to where he was at with the bylaw changes as it was discussed during J.H's term with the Board.

- **Management Committee/Employee Relations**

- The Board of Directors' Barbecue will be held at ECH on Friday April 1, 2022 at 12:00 PM.

- **Financial/Funding**

- The first financial instalment from ALF was received and used for salaries and second instalment will be issued in September 2022.
- R.L has advised M.Z to contact past coordinator J.H with regards to the Student Union reporting requirements and deadlines.

- **Strategic Planning**

- B.S has reported that the committee met with the management team to discuss the short term focus areas for the 2022 year. B.S has noted that an update on the long term

strategic goals should be reviewed with the Board of Directors. A special meeting will be scheduled for the summer to discuss the long term goals of SLS.

- **Appointment Committee**
 - The Board of Directors has appointed Curtis Steeves from Pringle Law. R.L has advised that at this time there are no more voting positions. However, individuals can be appointed as non-voting members.
- **Experiential Learning Committee**
 - Nothing to report at this time.

VII. OLD BUSINESS

- **Management Committee Minutes Review/Discussion:**
 - **March 10, 2022:**
 - There was a question with regards to the person who was changing their position on jail and the individual was referred to Legal Aid. R.L suggested J.L use the Crown's full names going forward. However, after some discussion it was agreed to keep names abbreviated going forward.
 - **March 17, 2022:**
 - R.L wanted some clarification on which project received the additional Dayleader from the additional Student Union funding. M.Z has advised that the Special Initiatives project received the Dayleader.
 - **March 24, 2022:**
 - R.L was wondering if SLS got off the record from a problematic Principal, M.Z advised that SLS did get off the record.
 - Clarification was requested as to when the Volunteer Application Party will be happening, M.Z had advised that it will be held in the second week of September.
 - **March 31, 2022.**
 - After some discussion with regards to the inappropriate conversation in courtroom 268, C.A will speak to the lawyer who made the comment.
 - **May 5, 2022:**
 - M.D had some insight as to why J.T has been having difficulty reaching the Wills Project Advising Lawyer, and M.D has advised that if it has not been resolved, to go ahead and seek other Advising Lawyers.
 - **May 12, 2022:**
 - R.L has stated that the transcript ordering is a perfect use of funds and would also like a copy of the transcript, as well as one to keep around the office for reference.

- An update on the compromised file was requested. C.A spoke on this matter and advised that what had happened was a form was sent through Clio somehow and an automated email came back that was sent to the email that was inputted which actually belonged to the opposing party. Steps were taken such as discussing the situation with the Advising Lawyers. There was a concern as to how that happened but it seemed like the Principal was using a family email. M.Z anticipated that the opposing party had access to the email and has advised that steps will be taken to make sure Principals understand they need to provide an email that only they have access to.
- **May 19, 2022:**
 - R.L had several questions with regards to the J. Gill situation, however, there was no more information provided.
 - R.L has suggested that someone reach out to past coordinator Chris Weibe to see if he knows the password for Facebook.
- **May 26, 2022:**
 - R.L has suggested that with complex Principals, SLS should not feel obligated to assist a Principal who is abusive and that it's better to advise the Principal that SLS cannot assist, rather than trying to get off the record without warning.
- **June 2, 2022:**
 - There were some questions with regards to why T.N tendered his resignation. It was determined that there was no indication that T.N was going to resign but that once he started, he determined that the position was not for him. It was suggested that SLS look at hiring another person from the waitlist for the Criminal Law Project before seeking another person for another project.
- **Creation of CRA Account:**
 - M.Z reported that this has not yet been completed, as S.D is waiting on mail from the CRA.

- **VIII. NEW BUSINESS**

- **Approving the 2022 Strategic Plan**

- B.S would like to approve the strategic plan for the 2022 year as outlined in the board package.

Motion to: approve the strategic plan for 2022, as circulated, subject to any edits.

Moved: Ben Seigel

Seconded: Zack Elias

Carried: Unanimous

- **Jordan Titosky Clio IT:**

- There was a discuss with regards to adding Jordan Titotsky to the Board of Directors in a limited IT capacity for the purpose of allowing him to maintain

SLS's Clio Client Management System. After some discussion, it was agreed to have J.T as a contractor instead of a board member.

Motion to: approach J.T with a contract for him to perform IT work related to Clio software and to negotiate terms which include sufficient confidentiality agreement.

Moved: Ben Seigel

Seconded: Zack Elias

Carried: Unanimous

- **Next Board meeting TBD:**
 - J.L will send out a Doodle for the September 2022 Board of Directors meeting.
- **Accountant Forms:**
 - There was no issues or concerns with the forms from the accountant. It was agreed that S.D and M.Z can sign the documents.

Motion to: approve M.Z and S.D signing the letter from the accountants.

Moved: Ben Seigel

Seconded: Zack Elias

Carried: Unanimous

- **VI. ADJOURNMENT**

Motion: To adjourn Board of Director's meeting at 8:15 PM

Moved: Curtis Steeves

Seconded: Zack Elias

Carried: Unanimous

Robert LaValley
Chairperson

Marko Zubac
Marko Zubac
Executive Coordinator