

**STUDENT LEGAL SERVICES OF EDMONTON  
BOARD OF DIRECTORS MEETING  
March 28, 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, Annalise Acorn

**Regrets:** Ben Seigel, Austin Corbett, Zack Elias, Kaleb Moore, Ben Lotery

**I. CALL TO ORDER**

6:35 PM

Moved: Jordan Lefavre

Seconded: Annalise Acorn

Carried: Unanimous

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

**Motion:** To approve the November 24, 2021, meeting minutes subject to the following edits.

Moved: Shireen Bangash,

Seconded: Melissa Smith

Carried: Unanimous

- There is an error in the agenda, it should say November 24, 2021.
- On the second page under the Student Union headline in the second point it should say “referendum”, not Referend. J.L will fix this error.
- On the second page under the Student Union headline in the second point ‘is’ should be replaced with “are” and there is a potential spelling mistake it says “repercussions” J.L will look into the spelling.
- On the 5<sup>th</sup> page under the Management committee minutes review/ discussions, on the first point, the sentence is not inaccurate, however, R.L would like it to state, “are a way to make the Board of Directors aware of problems and also ensure that issues are being noted, should something go wrong.”

**III. . REPORTS**

**A. Acting Chairperson**

- **Crown Prosecutor issues:**

- R.L advised that there have been some issues that have come to his attention relating specifically to the Criminal Law Project, with regards to new Crown prosecutors who are not behaving appropriately, such as Crowns changing their positions on the day of the court appearance and Crown prosecutors not being as truthful as they should be with SLS volunteers. R.L and C.A have spoken to a Crown prosecutor who is part of the mentor program with SLS to discuss these concerns.

**B. Acting Vice-Chairperson**

- **Crown Prosecutor issues:**

- C.A advised that there was a conversation had with a Senior Crown on Monday March 28, 2022, with regards to the incidents SLS is having with some of the Crown prosecutors and was advised to bring the issues up the chain to an ACCP. R.L and C.A will be discussing this matter to decide how to proceed.
- **Space:**
  - C.A has indicated that there may be a space opportunity coming available for SLS, however, no more information has been given at this time.

### C. Executive Coordinator

- **Hiring:**
  - There were 29 applications this year for the SLS dayleader positions, 20 offers have been sent out, 16 have been confirmed, and are currently waiting on the 4 remaining offer letters to be accepted.
  - On April 3, 2022, waitlisted candidates will be sent offer letters if there are any initial offers not confirmed by end of this day. They will have until April 8, 2022 to confirm their offers.
- **Student Union:**
  - M.Z reported that the Student Union elections went well and SLS was granted the \$3.00 per student per semester, which gives SLS about \$100,000.00 from the Student Union. The funds will be received in September 2022.
- **Indigenous priority Hiring:**
  - M.Z touched base on SLS plan to implement an Indigenous priority hiring project, which would allow an Indigenous SLS volunteer who wants to be a dayleader priority hiring. However, due to the lack of time, it was not implemented for this year's hiring, but will look into this more during the summer months to implement next year.

### D. Administrator

- 2022/2023 Management team:
  - Executive coordinator: Marko Zubac
  - Civil coordinator: Matthew Carson
  - Family coordinator: Thalia Sanchez
  - Criminal coordinators: Zoe Voigt & Samantha Rolph
  - Legal Education coordinator: Kate Jackson
  - Special Initiatives coordinator: Jeremy Philip Thomas

### E. Subcommittees

#### 1. Bylaw/Policy Review

- Nothing to report.

#### 2. Management Committee/Employee Relations

- Nothing to report.

### 3. **Financial/Funding**

- R.L and M.Z will be setting up a meeting with the ALF to advise them on SLS's increase in funding.
- April 1, 2022 note: meeting has been set for April 1, 2022 at 11:15 AM between R.L. and M.Z. with K.S. from ALF.

### 4. **Strategic Planning**

- The committee will be reaching out to the managements team to schedule a strategic plan.

### 5. **Appointment Committee**

- R.L has advised that there has been no response from B.L about his term expiring on the Board, however, there is currently 1 vacancy spot on the Board at this time.
- R.L has emailed out the Board contact list with the members' expiry dates, and it's been determined that B.S's and Z.E's terms are coming to an end at the end of 2022.

### 6. **Experiential Learning Committee**

- A.A has advised that she would like to be a member on this committee.

## **VII. OLD BUSINESS**

### **A. Management Committee Minutes Review/Discussion**

- C.A was wondering if the projects that a part of the Student Union referendum have been developed. M.Z has advised that the plan is to expand the Trans-ID clinic on campus, open the Civil/ Family Law project to assist with RTA dormitory matters, as well as assist student groups in becoming incorporated to make sure that their Board or Leadership are not held directly liable should something come about from their club activities. C.A. suggested advertising SLS also can assist with academic appeals.
- A.A has suggested that the sexual assault research project should not include SLS volunteers speaking to individuals about their experiences, instead making the project more research based.
- **January 13, 2022:**
  - R.L was wondering under the Criminal Law project what "Caseworker A.H. missed an appearance on December 9, 2021 (sent CMO email but matter got bumped.)" means. S.B advised that the matter got moved to 356, which would indicate that there was a CMO error.
  - There is a spelling error under the Indigenous outreach.
  - R.L was wondering what happened after the incident at Bissel, J.L has advised that K.J spoke to the director of Bissel, however, J.L. will follow up with K.J. to get more information.
  - R.L had a suggestion that with the ALF surveys, Students should be obtaining the survey information on the last meeting with the principal to make sure the information is being obtained and given to ALF.
  - S.B was wondering who the ADS will be available to. J.L will confirm with coordinators with regards to this question.

- **January 20, 2022:**
  - J.L had some question as to why files are being rejected. J.L has indicated that from doing the rejection letters, a lot of matters are in Queen's bench, and M.Z has advised that there is also a lot of family files that have property in which SLS cannot assist with. J.L has indicated that there may be some child matters they could assist with.
- **January 27, 2022:**
  - R.L was wondering in what capacity is Denise Lightning involved in when it comes to training. J.L will email the Criminal Coordinators to obtain more information and noted that SLS should not be receiving training outside the advising lawyers. S.B has advised that A.S and M.D have great exercises that can assist with training.
- **February 3, 2022.**
  - R.L was wondering what First People House is, J.L will follow up with K.J for more information on the outreach.
- **February 10, 2022:**
  - R.L had questions with regards to the Criminal Law Projects dayleader trial where the principal did not want to testify. R.L was wondering if the volunteer got written instructions, and was the principal satisfied with the result. J.L will follow up with the dayleader as to what happened.
- **February 17, 2022:**
  - R.L was wondering if SLS got off record for the principal who was reprimanded into custody, J.L advised that we did not, however, will follow up with the criminal coordinators to confirm.
  - R.L wanted to know what happened with the Ex-police officer, M.Z had advised that an email was sent to him, saying thank you for the offer, however his services are not needed at SLS.
- **March 3, 2022:**
  - R.L was wondering if the files have been taken care of when the dayleader quit, (M.Z advised that they were indeed distributed) and was wondering why the dayleader quit. J.L will follow up with the coordinators to obtain more information. Follow-up point: Z.V. and S.R. emailed R.L. to explain the situation more fully.
  - Several concerns were raised with regards to the gift cards being given to student to show recognition, however, it was discussed that a mug with the SLS logo or some U of A items on it would be more of an appreciation item than gift cards and more cost effective.

**B. 2022-2023 budget:**

- M.Z reported that the proposed budget that was sent to ALF, has been approved and the first installment of \$50,000.00 has been received.

**C. Dayleader allocation:**

- M.Z has indicated that the Special Initiatives project needs at least 1 full dayleader, to maintain the project. M.Z has advised that ALF was advised that SLS will be asking for a dayleader for this project. After some discussion it was determined that R.L and M.Z will be discussing this matter with the

ALF SLS representative this week to get the 1 dayleader for the Special Initiatives project approved. A proxy vote will be sent to approve a dayleader for the Special Initiatives project.

## VIII. NEW BUSINESS

### B. Creation of CRA account:

- Robert Lavalley has received an email from Shaun Devine with regard to setting up the SLS CRA account and needs several motions made to get the CRA account up to date.

**Motion to:** remove Dan Shivers from the CRA account.

**Motion to:** add Marko Zubac (Executive Coordinator), Robert LaValley (Chairman of the Board of Directors), Cody Ackland (Vice-chair of the Board of Directors), and Kaleb Moore (Treasurer of the Board of Directors) to the CRA account.

**Motion to:** authorize Marko Zubac (Executive Coordinator) to set up an online CRA account on behalf of Student Legal Services of Edmonton and to allow Marko Zubac to add Shaun Devine (Bookkeeper) to the CRA online account with full privileges.

Moved: Shireen Bangash,

Seconded: Jordan Lefaivre

Carried: Unanimous

### C. Next Board meeting TBD

- J.L will send out a Doodle for the June 2022 Board of Directors meeting.

## • VI. ADJOURNMENT

**Motion:** To adjourn Board of Director's meeting at 8:14 PM

Moved: Shireen Bangash

Seconded: Jordan Lefaivre

Carried: Unanimous

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Robert LaValley  
Chairperson

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Marko Zubac  
Executive Coordinator