

## BOARD OF DIRECTORS MEETING

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Date: November 30, 2022

Time: 18:30

Location: Virtual (Zoom)

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PRESENT: *Jessica LeBlanc, Marko Zubac, Robert LaValley, Cody Ackland, Megan Dawson, Shireen Bangash, Jordan Lefavre, Curtis Steeves, Zack Elias, Kaleb Moore, Allison Crumpton*

REGRETS: *Annalise Acorn, Austin Corbett, Ben Seigel, Melissa Smith*

18:35

CALL TO ORDER

Moved: *Zack Elias*

Seconded: *Megan Dawson*

Carried: Unanimous

BOARD OF DIRECTORS MINUTES DATED

Motion: To approve the September 29, 2022 meeting minutes as is.

Moved: *Curtis Steeves*

Seconded: *Zack Elias*

Carries: Unanimous

### 1. REPORTS

Chairperson

- a. R.L has advised that he will be stepping down as the Chairman of the board, and that a conversation with A.C was had and A.C had advised that he would be interested in becoming the Chairman of the board. R.L has indicated that if anyone else was interested in becoming Chairman to reach out to him via email.

Vice-Chairperson

- a. Phone and Signage
  - i. C.A advised that he noticed that there is an old sign over at the Corona office stating that SLS was still closed due to Covid-19. J.L will create a new sign with the current information on it for Z.V to post on the door.
  - ii. C.A noticed that the main line of SLS is very outdated and stated that SLS is a part of Pro Bono Students Canada. J.L will update the phone system.

## Executive Coordinator

- a. New management team
  - i. M.Z has advised the Board of the 2023 members of the management team.
    - 1. Executive Coordinator- Bailey Ryan
    - 2. Civil Coordinator- Jimmy Gu
    - 3. Family Coordinator- Toveli McDonald
    - 4. Criminal Coordinators- Susannah Morrison and Courtney Lamb
    - 5. Special Initiatives Coordinator- Allie Quigley
    - 6. Legal Education and Reform Coordinator- Jacob Holloway
  - ii. M.Z indicated that Barbra Dowker has been elected to the Board of Directors.
- b. By-Law amendments
  - i. M.Z has indicated that he has attached the AGM meeting minutes, and was waiting to see if there was any 2022 by-law amendments, before proceeding with registry. B.R will be updating these in 2023.
- c. Subcommittee members
  - i. M.Z has advised that as per the request of the last meeting, several members have been added to several subcommittees.
    - 1. J.L has been added to the financial funding, management and employee relations and the appointment committee.
    - 2. C.S and S.B have both been added to the strategic planning committee.
- d. Moving locations
  - i. M.Z indicated that he will be mentioning the potential move at Corona to Kristen from ALF.
  - ii. M.Z has reached out to the law space manager, to advise that SLS would like to obtain a place on the U of A campus for a number of reasons once the lease at ECH has expired, however, there has been no update as of yet.
- e. SU Report
  - i. M.Z has submitted the annual student union report to them, once the report has been approved, the SU will disburse the funds to SLS as per the VP of finance.
- f. Update on M.C matters
  - i. There has been no further incidents that have come up with the Civil Coordinator.
- g. Change of signing authority

**Motion:** To change signing authority for all Servus Credit Union accounts held by SLS from Marko Zubac and Matthew Carson to Bailey Ryan and Toveli McDonald for the 2023 year.

Moved: Megan Dawson

Seconded: Jordan Lefaiivre

Carried: Unanimous

#### Administrator

- a. Nothing to report.

#### Sub-committees

- a. By-law/Policy Review
  - i. M.Z has advised that the new Executive Coordinator B.R will submit the by-laws to the registry in 2023.

#### Management Committee/Employee Relations

- a. An email will be sent by M.Z to members of the new management team and the Board of Directors with the purpose of scheduling a meet and greet with the incoming management team in January 2023.

#### Financial/Funding

- a. K.B has advised that he has several questions with regards to the budget. The first question is with regards to the rent budget, as the document is showing a dollar amount for the employees, however, a \$0 for rent, and after looking through the rest of the budget, seems to be unrealistic, and would like it to be reworked especially if ALF does not give SLS the funds for the move. C.A has advised that someone is still currently in the space and SLS most likely has a decent amount of time to move. K.M has also advised that SLS should not try to cut cost on supplies, as supplies will go up during a move. A new budget will be presented at the next meeting.

#### Strategic Planning

- a. The members of the committee, will reach out to the new management team to schedule a date to sit down and discuss the strategic plan.

#### Appointment Committee

- a. It has been reported that there has been some misunderstanding with regards to the Board of Directors appointed and elected positions during the AGM meeting, and several positions were not spoken for. It has been determined that B.S position was elected and the student body voted for B.D, however, there were 3 positions not accounted for. After some discussion it was agreed that the Board will appoint P.C to the Board of Directors, R.L and J.L have been reappointed and K.M will stay on the Board of Directors in a financial supervisory capacity for 1 year.

**Motion:** To appoint Patrick Coones to the vacant student positions starting January 1, 2023.

Moved: Cody Ackland

Seconded: *Curtis Steeves*

Carried: Unanimous

**Motion:** To the 2 AGM positions that are expiring on December 31, 2022, that for the new 3 year term Jordan Lefavre and Robert LaValley be appointed to those positions starting January 1, 2023.

Moved: Cody Ackland

Seconded: *Curtis Steeves*

Carried: Unanimous

**Motion:** For a special non-voting Board position to be appointed to Kaleb Moore for the purposes of the transition of the position of Financial matters of 1 year

Moved: Cody Ackland

Seconded: Megan Dawson

Carried: Unanimous

- b. C.A has suggested creating an award dedicated to an outgoing Board member who has shown exemplary dedication and service throughout their 10 years of service to the SLS Board of Directors and call it the Kelly Dawson award, and would like to nominate Ben Seigel to be the first person to receive this award.

**Motion:** To have Ben Seigel to be the first person to receive the Kelly Dawson Award.y

Moved: Cody Ackland

Seconded: *Megan Dawson*, Carried: Unanimous

#### Experiential Learning Committee

- a. No update to report.

## 2. OLD BUSINESS

- a. SLS CRA account status
  - i. M.Z has reported that the account status has been taken care of and everything is in place.
- b. Date for next long term strategic meeting
  - i. R.L has recommended that M.Z send an email out to obtain some dates from the incoming coordinators, then send the dates to the Board to set up a time, place and location to meet and discuss the strategic plan.

## MANAGEMENT MINUTES REVIEW AND DISCUSSION

### 1. September 26 2022

- a. C.S has a question with regards to the Criminal Project section that relates to the file being rejected due to immigration reasons. C.S was wondering why that was a policy. R.L advised that if files referred to legal aid due to immigration consequences that will flow from a conviction, legal aid will appoint counsel.
  - b. R.L would like M.Z to send the Board of Directors the project stats.
  - c. R.L was inquiring about an update on the Sherwood Park and St. Albert outreaches being over the income guidelines, and if the coordinators have decided to increase them. It was determined that there was no update on that and J.L will add it to the agenda for the new management team to discuss.
  - d. R.L had some questions with regards to the arrest that was noted by the Legal Education Coordinator. J.L advised that K.J made a report on her own behalf, not on the behalf of SLS, however, wanted to make a note on it, however, no update has been given.
  - e. C.S was wondering if the Sexual Assault Project is still in the works, M.Z has advised that it's still being worked on and no update as of yet.
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- a. Budget proposal
    - I. R.L has tabled this conversation as there were several matters that needed to be addressed in the financial funding as per K.M comments.

## NEW BUSINESS

### Review of November 28, 2022 AGM minutes

- a. R.L has advised that everything looks good.
- b. Discussion for raise.
  - i. This conversation has been moved to in camera after the meeting ends.
- c. S.D change of work arrangement
  - i. M.Z has advised that S.D would like to change her work arrangement, the Board of directors has advised that S.D is able to change her schedule as

she sees fit. J.L will update S.D contract and send to the Board for a proxy vote.

- d. K.S ALF meeting
  - i. M.Z has was wondering if the board would like anything mentioned to K.S from ALF, R.L has asked M.Z to connect him and C.A with K.S via email as well as the incoming executive coordinator.
- e. Next board meeting
  - i. J.L will send out a doodle in early February to schedule the next Board meeting.

#### ADJOURNMENT

Motion: To adjourn Board of Directors meeting at 19:48

Moved: Jordan Lefaiivre

Seconded: Curtis Steeves

Carried: Unanimous

Marko Zubac  
Marko Zubac  
Executive Coordinator

Robert LaValley  
Robert LaValley  
SLS Board Chair