

BOARD OF DIRECTORS MEETING

Date: October 2, 2023

Time: 18:30

Location: Virtual (Zoom)

PRESENT: Jessica LeBlanc, Bailey Ryan, Robert LaValley, Cody Ackland, Megan Dawson, Shireen Bangash, Curtis Steeves, Patrick Coones, Barbra Dowker, Austin Corbett

REGRETS: Zack Elias, Jordan Lefavre, Kaleb Moore, Allison Crumpton, Melissa Smith

18:41

CALL TO ORDER

Moved: Curtis Steeves

Seconded: Robert LaValley

Carried: Unanimous

BOARD OF DIRECTORS MINUTES

Motion: To approve the June 21, 2023, meeting minutes.

Moved: Curtis Steeves

Seconded: Barbra Dowker

Carried: Unanimous

- **REPORTS**

Chairperson

- C.A has advised that he has reached out to A.L on June 21, 2023, with regards to joining the Student Legal Services Board of Directors, however, A.L has indicated that she was on a few different boards and does not feel she has the capacity to join another board. C.A then reached out to C.S, from the Faculty of Law, who has agreed to join the Student Legal Services Board of Directors, however, C.S will discuss this with Dean Billingsley, and will let C.A know before the next Board meeting in December.

Vice-Chairperson

- Nothing to report.

Executive Coordinator

- Course Credit proposal:
 - B.R has advised that the Course credit proposal has been sent to Dean Billingsley, and B.R has followed up with Dean Billingsley several times, however, due to the time of year, B.R has not heard back yet. B.R will follow up in a few weeks, if she has not heard back from the Dean by then.

- Volunteer numbers:
 - B.R has advised that the volunteer numbers are up from last year, and that there are more upper year students volunteering this year versus last year.

Administrator

- Nothing to report.

Sub-Committees

- By-law/Policy Review
 - C.A has been advised that SLS has several years worth of files in the basement at the University of Alberta faculty of Law and believes that an inventory of the boxes at the University of Alberta faculty of Law should be documented, to know what files are there. After some discussion on the number of years SLS is to keep files, which was determined 10 years. C.A would like the committee to put a stronger and more direct policy in order with regards to the file retention and long-term storage of the files.

Management Committee/Employee Relations

- Nothing to report.

Financial/Funding

- Nothing to report.

Strategic Planning

- Nothing to report.

Appointment Committee

- C.A has advised that C.S from the Faculty of Law should join the SLS Board of Directors at the next meeting in December, if the conversation with Dean Billingsley goes well.
- C.A has advised that there are several positions up for election at the candidate's election. C.A will go over this in detail with whose positions are up with B.R after the meeting.

Experiential Learning Committee

- The committee is currently waiting to hear back from Dean Billingsley with regards to the course credit proposal.

Safe Workplace Committee

- C.A has indicated that he has not had the time to reach out to the past Executive Coordinator, M.Z, with regards to the sexual harassment incident. However, C.A has indicated that he will reach out this week and will notify the committee.

- OLD BUSINESS

Management Meeting Minutes review and discussion:

- Wiring at Corona:
 - C.A would like to know more about the wiring at the Corona office. J.L has advised that Shaw had to run new wiring at the Corona office as the set up was not what Shaw needed to install the VOIP phones and internet. As of current everything has been completed and is running well.
- BeeClean:
 - C.A had some questions with regards to BeeClean. B.R has advised that over the summer there was a problem with the BeeClean employee coming into the office, but not actually cleaning. After some conversations between J.L and BeeClean, it has been sorted and BeeClean is coming once a week now to clean, and the cost is being covered by the university.
- Judge Philp:
 - B.R has indicated that she advised Judge Philip that she could assist with the grant proposal for the inner-city Legal Services Proposal Project he wanted to set up, however, there was no follow up from Judge Philip. B.R believes that with Boyle Street shutting down one of their locations that has some merit as to why there was no follow-up. Judge Philip is still an Advising Lawyer for several of SLS Human Rights files, however, A.Q has brought in Shivers Carpenter as an acting Advising Lawyer due to any conflicts that include the University and the government.
- Outreaches:
 - C.A was inquiring about more information with regards to the outreach that had 3 overdose in an hour. B.R has advised that J.H has debriefed all the volunteers, and everyone is fine. B.R has indicated that J.H has set up Naloxone training for anyone who would like to attend. After some detail C.S has advised that he is not comfortable with SLS volunteers acting as first responders. After some discussion it was determined that the board is comfortable with the training, but it's been decided that SLS is not to perform any Naloxone first aid on anyone while at outreaches, as this can pose a liability. B.R has expressed that she will follow-up with J.H with regards to the training, and make sure he understand that it's just training and will not be practiced at any outreach.
- Paper Files:
 - C.S would like a follow- up with regards to the paper files that have not been closed, as they don't know how they ended. B.R has advised that she will follow- up with C.L with regards to this.

- Tax Clinic:
 - C.A was wondering what the tax clinic vision was, B.R has advised that she was approached by several students who wanted to set up a tax clinic, and asked B.R, what SLS could offer, B.R has noted SLS mission statements and explained the structure of SLS, The students had ideas of presentations but no real plan or structure. B.R advised them to come back to her with a more concrete plan of what they are wanting out of the clinic and will be speaking to one of the students who reached out next week, and if it's something that fits within the SLS scope, she will bring it to the management team. After some discussion the Board has some concern with how a tax clinic would be a legal issue, and how a presentation can be structured into more advice than information and does not seem like a valid project for SLS. B.R will report the decision at the next meeting.

- File Load:
 - C.A wanted to comment that on the file load point, that the manual, was done as a guideline to ensure that volunteers have the opportunity to take on files, if they would like, and to try and provide the expectation that they don't need to take on that many files if the volunteer is feeling over stressed and overwhelmed, and would like the coordinators and dayleaders use their judgement on allowing volunteers to take on more files if they wish to.

- Jurisdiction:
 - S.B wanted to know how low the file count is in the Criminal Law project and why the coordinators chose the Camrose jurisdiction versus the Athabasca jurisdiction. B.R has advised that she was not too sure how low the files are, and that it was just an idea. C.A has indicated that SLS use to spend a few hours a day at the courthouse in a booth, taking on SLS files, and feels that the resources could be better spent than expanding the jurisdiction. B.R will mention this to the Criminal Law Project Coordinators.

Indigenous Cultural Competency Training:

- C.A has indicated that in the management meeting notes, it was determined that the Indigenous cultural competency training was not very legally oriented. B.R has advised that she sent out a google feedback form to all the Dayleaders and Coordinators as directed by the Board of Directors and it was concluded that the feedback was the same which indicated that it was helpful for general knowledge, but did not include much about the law. The Legal education coordinator J.H has brought the feedback to Naheyawin, and will be working with Naheyawin on his own time to create a more legal oriented training. At this time, SLS will not be signing on for another year, but wanting keep the training budget. C.A has

recommended that there are many alternative resources within the legal community that are willing to assist, for a lesser or no cost, and it should be looked into before committing to a training facility.

NEW BUSINESS

- Permanent Placement for Bookkeeper.
 - J.L has indicated that the Diversified Staffing Services temporary bookkeeper is doing well in her position, however there are several concerns regarding her ability to show up on time for her scheduled shift, as she is often 10-20 minutes late, as well as the way she speaks to people on the phone often comes off as rude and ignorant and her inability to take responsibility for her actions have become concerning. After some discussion it was agreed that the board will seek to find a permanent bookkeeper before the next Board of Directors meeting.
- Retirement Gift for Shaun.
 - J.L has sent out an email expressing to C.A and R.L about acquiring a retirement gift for S.D, but was not sure what to acquire. After some discussion with the Board of Directors it was agreed that the limit will be \$500.00, which will be spent on a caricature photo, and the remaining amount will be in the form of a gift card.
- E-disclosure For The Criminal Project.
 - B.R has advised that the criminal law project is seeking to apply for e-disclosure for the project. After some discussion the board has agreed that the project should have e-disclosure, and C.A has advised that the coordinators should speak to the advising lawyers. However, C.A look into the application further during the meeting, and it was determined that SLS can obtain access to the e-disclosure as per the form, and that dayleaders and coordinators are able to apply.
- Signage for the Criminal Project Office.
 - B.R has indicated that the Criminal office needs to have approval for the Corona new office signage. B.R provided two separate quotes one for \$1,500.00 and one for \$2,800.00. After some discussion, it was determined that since the signage is a long-term fixture, it should be good quality, and a motion for approval took place.

Motion: to make a reasonable expenditure of office signage not exceeding the amount of \$3,000.00.

Moved: Cody Ackland

Seconded: Curtis Steeves

Carried: Unanimous

- Next Board of Directors meeting
 - J.L will send out a doodle in the next week for late November early December.

ADJOURNMENT

Motion: To adjourn Board of Directors meeting at 20:52

Moved: Curtis Steeves

Seconded: Barbra Dowker

Carried: Unanimous



Bailey Ryan
Executive Coordinator



Cody Ackland
SLS Board Chair