

BOARD OF DIRECTORS MEETING

Date: September 29, 2022

Time: 18:30

Location: Virtual (Zoom)

PRESENT: *Jessica LeBlanc, Marko Zubac, Robert LaValley, Cody Ackland, Megan Dawson, Shireen Bangash, Jordan Lefaivre, Ben Seigel, Curtis Steeves*

REGRETS: *Annalise Acorn, Austin Corbett, Zack Elias, Kaleb Moore, Melissa Smith, Allison Crumpton*

18:50

CALL TO ORDER

Moved: Shireen Bangash

Seconded: Cody Ackland

Carried: Unanimous

BOARD OF DIRECTORS MINUTES DATED

Motion: To approve the June 14, 2022 meeting minutes subject to the following edits.

Moved: Megan Dawson

Seconded: Cody Ackland

Carries: Unanimous

→ R.L has indicated that there are inconsistencies in the bullet point and some formatting issues. J.L will correct the formatting and bullet issues.

1. REPORTS

Chairperson

- a. R.L has advised that he spoke to C.A, A.C, and C.S in regards to his term expiring next year. He has proposed that if anyone on the Board is interested in becoming the new Chairperson to speak to R.L, as he has suggested that he would step down from his position. However, R.L will send out an email to all the Board members to determine if anyone else is interested in becoming Chairperson.

Vice-Chairperson

a. Office Space

- i. C.A followed up with his previous discussion in regards to the office space in the Anderson Dawson Building. M.Z has more information on the situation and advised that there were some concerns about the cost, as S.D has mentioned that SLS could move into that space and would like to see the reserve funds increased before the move happens. C.A states that he

and R.L will speak with S.D by phone to get a better cost analysis before making any decisions. R.L has reported that SLS is coming up to the ALF Proposal, and that would be a good time to make that decision.

Executive Coordinator

a. Volunteers

- i. All volunteers have been assigned to shifts, everything is going well.

b. Civil Coordinator

- i. M.Z has advised that the Civil Coordinator has asked to step back from some of their responsibilities due to personal and family reasons. J.L and M.Z spoke to the Civil Coordinator and were able to accommodate some of the requests, such as canceling the Wednesday call shift and not assigned any new files to him. However, he will be continuing on with the other administrative Civil Coordinator duties.

c. Board of Directors

- i. M.Z has reached out to Barbara Dowker and Patrick Coones in regards to their interest in joining the Board of Directors. Both have expressed they were still interested.

d. By-law Amendments

- i. M.Z has advised that he is still currently working on the amendments to be submitted to the registry.

e. ALF Report

- i. M.Z indicated that he is in the process of doing the mid-year report for the ALF which is due October 31, 2022.

Administrator

- a. Nothing to report.

Sub-committees

a. By-law/Policy Review

- i. R.L had a conversation with M.Z in regard to questions about how to submit the by-laws. R.L has provided M.Z with the information for the registry, and the plan is to have the by-laws updated to reflect all the

changes up to 2022.

Management Committee/Employee Relations

- a. M.D has advised that the Board barbeque went well.
- b. R.L has indicated that there will be a plan to meet with the incoming management team in January 2023.
- c. J.L has asked to join this committee.

Financial/Funding

- a. J.L has asked to join this committee.

Strategic Planning

- a. Nothing to report.
- b. S.B has joined this committee.

Appointment Committee

- a. R.L has indicated that there are two interested candidates who will be running for B.S' spot on the Board. Barbara Dowker and Patrick Coones will be placed on the elected spot and then AGM spot will be covered by the members who are currently on the Board of Directors for Z.E's spot on the Board.
- b. J.L has asked to join this committee.

Experiential Learning Committee

- a. Nothing to report.

2. OLD BUSINESS

Updating SLS CRA account

- a. M.Z has reported that due to a conflict in S.D's and M.Z's schedules, they have not has time to sit down and complete the update of the CRA account. A tentative week of October 6, 2022 is scheduled to complete the upgrade.

MANAGEMENT MINUTES

Motion: To add the management minutes meeting dated June 9, 2022 to September 15, 2022.

Moved: Jordan Lefaire

Seconded: Cody Ackland

Carried: Unanimous

1. June 9 2022

- a. R.L noticed that outreaches in Sherwood Park and St. Albert are over the income guidelines, and perhaps the guidelines are too low. R.L thinks the Criminal Coordinators should decide if they should revisit the guidelines and perhaps increase them.
- b. R.L was wondering what happened with T.N and why he left the project. M.Z indicated that T.N left the Criminal Project because he no longer has a passion for Law, but he left on good terms. In addition to T.N leaving, there was also T.B from the Civil/Family Project who also resigned. M.Z advised that the reason for T.B leaving is that they lost interest, as T.B was the only person who was completely remote and this likely affected his relationship to his work and SLS. The complexities of the files T.B took on is believed by M.Z to be the reason why T.B left, but no one definitively knows why T.B left abruptly.
- c. B.S had some questions with regards to the Coordinator M.C's responsibilities. M.Z explained that since the Summer started, M.C advised M.Z and J.L that he had some family matters come up that resulted in not being able to keep up with his coordinator responsibilities. J.L and M.Z have made accommodations and have sat down weekly with M.C to check in and make sure everything was manageable. After the Summer, M.C sent J.L and M.Z an email in regard to more restricted duties. J.L and M.Z have accommodated several of the requests to allow for more flexibility in M.C's schedule to handle school and Civil Coordinator tasks.
- d. R.L has commended M.Z on the ALF surveys.
- e. R.L advised that in relation to the Alex Dunn email, that if sending an email where you state "you should review this for public interest", you should get instructions before actually sending the email.
- f. R.L has advised that the SLS members did a good job with the Boyle Street incident, and to make sure the students who were involved get a follow up to see how they are doing.

→ C.A has left the meeting at 7:34 (The meeting went to an informal meeting)

- g. J.L has a comment with regards to the pretrial conference that was missed due to M.C's Principal not providing information on time. There was a mention in

regards to putting SLS as a point of contact, but J.L advised that she is unsure if SLS was put as the point of contact. J.L advised that SLS should be cognizant of what is being done by putting SLS's contact information on pleadings and making sure it is done intentionally and understanding the consequences.

- h. There was a discussion in regards to closing files after a month, and it was agreed that the Family Law Project should revisit the situation and reconsider how early they close files. The Board of Directors feel that the timeline is too short when closing a file – B.S suggested that if a person comes back after a no contact, they should be able to pick-up where they left off.

NEW BUSINESS

Determine date for long-term strategic meeting

- a. R.L will discuss the plan with B.S and then will send an email out to everyone.
- b. C.S has asked to join the Strategic Plan Committee.

ADJOURNMENT

Motion: To adjourn Board of Directors meeting at 19:34

Moved: Jordan Lefaivre

Seconded: Curtis Steeves

Carried: Unanimous

X

Robert LaValley
Board of Directors Chair

X

Marko Zubac
Marko Zubac
Executive Coordinator