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| [DRAFT] ANNUAL GENERAL MEETINGMINUTES State Library Victoria, Swanston Street, Melbourne, Victoria | | | Date: 25.08.2016 |
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| Time: 4.20pm EST |
| **Facilitators:** | Elizabeth Langeveldt  Alex Cato | **Note taker:** Karen Rowe-Nurse |  |
| Attendees: | Karen Ayles, Judith Beach, John Botherway, Katie Boyd, Branko Bukovic, Cathy Bushrod, Linda Cantrill, Alex Cato, Eleni Christofi, Alicia Cohen, Joelie Cook, Luise Crisaulli, Alyssa Duke, Helen Edney, Melanie Elron, Frieda Evans, Maughan Elverd, Melanie Faithfull, Kate Freedman, Glenda Frew, David Furler, Helen Gambley, Bernadette Gargan, Gilly Garnham, Michael Gavan, Lisa Gowers, Narelle Graefe, Shaunagh Harte, Patricia Heggie, Alison Jekimovics, Heather Jenkins, Alison Jones, Petal Kinder, Elizabeth Langeveldt, Louise Langridge, Georgia Livissianos, Briony Marshall-Radcliffe, Alison McRoberts, Anne Newton, Naish Peterson, Trung Quach, Larissa Reid, Karen Rowe-Nurse, Ben Ross, Amanda Saunders, Rochelle Summers, Leia Supe, Amanda Surrey, Lisa Sylvester, Richard Vankoningsveld, Tracey Vitnell, Michael Wallace, William Webb, Kirsty Wilson, Cathy Witt, Leanne Whykes, Fangdian Zhao | | |
| Apologies: | Philip Mullen, Susan Oag | | |
| Proxies: | None | | |

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| **Items** | **Topic** | **Initiator** |
| **1** | **President’s Welcome** | **Eizabeth Langeveldt** |
| * Elizabeth Langeveldt welcomed members to the meeting. * Introduced Alex Cato as the incoming ALLA Ltd president. | | |
| **2** | **Approval of minutes from previous meeting** | **Eizabeth Langeveldt** |
| * Accepted Veryan Croggon, Seconded Alyssa Duke | | |
| **3** | **President’s Report** | **Eizabeth Langeveldt** |
| * Noted that the official President’s and Treasurer’s reports are uploaded to the ALLA website. * Discussed the strategy of the ALLA Board for the past year and for the upcoming year. * IN 2015/16 the Board has been determined to constrain costs and has introduced a numbers of initiatives to assist in this, including the appointment of a membership coordinator. * ALLA Ltd has subscribed to the GoToWebinar service which will also assist in containing costs. This service is available to all members and Divisions. | | |
| **4** | **Financial Reports** | **Michael Gavan** |
| * IN 2016/2016 financial year ALLA Ltd has reduced its deficit to $11,000 Total costs form the year were 26,000 but income was $14,000. Board expenses have been reduced to $3,000 from $6,000; professional fees from 30,000 to $19,000. * The trajectory is a reduction of costs. The rationale is that ALLA exists to provide services to members rather than pay for professional services. * In the last financial year membership costs were targeted by the creation of the position of membership coordinator (a paid honorarium of $3000). This should substantially reduce overheads involved in membership renewals. * In 2016-2017, bookkeeping expenses will be targeted in a similar process whereby an honorarium will be paid to a member who will perform bookkeeping services on ALLA’s behalf. * In 2017-2018 it is expected that ALLA will make a profit which will allow ALLA to offer more member benefits such as scholarships. * The Australia Law Librarian will be brought under direct management of the Board rather than continuing as a semi-separate entity. * Acceptance of Financial reports: Accepted by Alison Jekimovics; Seconded by Frieda Evans | | |
| **5** | **Journal Report** | **Alex Cato** |
| * Alex Cato thanked Mary Greenfield for her work over the past two years in managing the journal as editor. * Alex took over the editorship of the journal and is hoping to continue in this role. Themed issues for future journal issues will be advertised on the ALLA website in advance and members are encouraged to write articles for inclusion in areas that interest them. * A masters student from UTS will be working with Alex to look at how to broaden the readership base to ensure sustainability and profitability into the future. | | |
| **6** | **Election of Directors** | **Elizabeth Langeveldt** |
| * Trung Quach – Vice President * David Furler – Director * Kirsty Wilson (resigned) * Mary Greenfield (resigned) | | |
| **7** | **Introduction and remarks of special guests** | **Elizabeth Langeveldt** |
| * Karen Palmer - immediate Past President BIALL – sends greetings from the BIALL committee and a warm invitation to attend the next BAILL conference in Manchester, June 2017. * Nicki Rawnsley – President NZLLA – A thank you for the invitation to attend and a warm invitation to attend the NZLLA symposium to be held in September 2017 in New Zealand. She was delighted to announce that 4 scholarships had been made available to NZLLA members to attend the conference. * Petal Kinder (Immediate past President IALL- sends greetings from the IALL Board and was delighted to announce that 10 Australian law librarians had attended the recent IALL conference in Oxford. She extends an invitations to attend the 2017 conference in Manilla in December 2017. | | |
| **8** | **General Business** | **Elizabeth Langeveldt** |
| * Question from the Floor: Branko Bulovic asked that the Board deal with his complaint in regard to the selection process and for the ALLA Fellowship be reviewed and improved. Alex Cato answered that the selection questions and process would be reviewed as soon as practical. However the focus of the fellowship remains to provide an opportunity for professional development for a member of ALLA but also to the membership through the publication of an article in the *Australian Law Librarian*. * Question from the Floor: When will the awards be presented? Elizabeth replied that the awards will be presented at the cocktail party at Melbourne gaol in the evening. * Question from the floor: Difficulties with membership renewals – some monies have been unable to be allocated due to missing information. Please contact the membership coordinator if there has been a delay in getting confirmation of membership renewal. Reminder notices will be sent at the end of September to those who have not renewed along with a brief survey asking for the rationale not to re-join. * Alex also reminded members that thoughts and needs for a CPD program need to be sent through to the Board. It is difficult to provide a targeted program without input from members. | | |
| **91 Close of meeting** | |  |
| * Meeting closed at 5.00pm | | |

**Dated:**

**Signature of ALLA Ltd President**

**Name of ALLA Ltd President (outgoing)**

Elizabeth Langeveldt

**Signature of ALLA Ltd President**

**Name of ALLA Ltd President (incoming)**

Alex Cato