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| <b>ANNUAL GENERAL MEETING MINUTES</b> |   | <b>Date: 03.10.2019</b>             |
| Webinar                               |   | <b>Time: 1.00pm EST</b>             |
| <b>Facilitators:</b>                  | Michael Gavan   | <b>Note taker:</b> Karen Rowe-Nurse |
| <b>Attendees:</b>                     | John Botherway, Michelle Bendall, Jane Bishop, Lucy Brown, Helen Cluff, Eleni Christofi, Michele Crozier, Janelle Dogan, Mawghan Elverd, Kate Freedman, David Furler, Robin Gardner, Michael Gavan, Lisa Gowers, Carole Hinchcliffe, Margaret Hutchinson, Emma Joneshart, Caroline Knaggs, Katherine Lang, Louise Langridge, Krista Lapointe, Elizabeth Langeveldt, Georgia Livissianos, Fiona McDowall, David McDowell, Kirsty McPhee, Annette Messell, Phil Mullen, Josephine Murphy, Anne Newtown, Rosemary Patching, Naish Peterson, Chrystal Petrou, Trung Quach, Larissa Reid, , Peter Rogers, Karen Rowe-Nurse, Belinda Schembi, Amanda Surrey, Vanya Taylor, Kay Tucker, Anna Williams, Kirsty Wilson, SueAnn Yap, Monika Zygumtowicz,<br>Quorum achieved |                                     |
| <b>Apologies:</b>                     | Susan Oag, Helen Gambley,   |                                     |
| <b>Proxies:</b>                       | None  |                                     |

| Items    | Topic  | Initiator            |
|----------|--|----------------------|
| <b>1</b> | <b>President's Welcome</b>   | <b>Michael Gavan</b> |
|          | <ul style="list-style-type: none"> <li>Michael Gavan welcomed members to the meeting.</li> </ul>   |                      |
| <b>2</b> | <b>Approval of minutes from previous meeting</b>   | <b>Michael Gavan</b> |
|          | <ul style="list-style-type: none"> <li>Accepted Kate Freedman, Seconded Trung Quach</li> </ul>   |                      |
| <b>3</b> | <b>President's Report</b>  | <b>Michael Gavan</b> |
|          | <ul style="list-style-type: none"> <li>Noted that the official reports from the President, Treasurer and Membership Coordinator are uploaded to the ALLA website.</li> <li>Confirmed that December 2019 the official start of the 50<sup>th</sup> year celebration of the association and this will finish with the conference in Canberra in September 2020.</li> </ul> <p><b>Highlights:</b></p> <ul style="list-style-type: none"> <li>The Australia n law Librarian s now available to members as part of their membership subscription and is accessible as soon as it is published.</li> <li>Building on the work of previous boards, the Association has oved to a strong and sustainable position. The Board sees this as important to create opportunities for members. And this resulted in the sponsorship of nine Fellowships to international conferences, including ALL in Sydney, in this financial year.</li> <li>The Board is working towards creating a strong national CPD program through a combination of national webinars and local CPD events.</li> <li>A strong financial position allows the Association to fund national projects, for example, a national union list of journals and resources, a new website and a national rollout of the Finding the law program. The Board is aiming to have these projects completed as part of the 50<sup>th</sup> anniversary celebrations of ALLA.</li> <li><b>Future of ALLA:</b> In August there was a national two day meeting of divisional presidents and the Board to look at the way forward for ALLA Ltd as a national organisation. This came about as a result of ALLA NSW's decision to become a chapter rather than a division of ALLA Ltd. There will be much work done in the next 12 months looking at the future of ALLA Ltd and at the 2020 AGM in one year's time there will be a special resolution for the membership to vote on regarding the future of ALLA Ltd.</li> <li><b>Continuing Professional Development:</b> The Board aims to spend the next 12 months focusing</li> </ul> |                      |

on what ALLA Ltd can do well- this is a national CPD program via webinars with local CPD events being more social in nature. Carolyn Knaggs will be running this process and we are looking for volunteers from the divisions to assist her in developing this exciting program. All webinars will be recorded and kept as a repository on the ALLA website.

- **Canberra 2020 Conference:** Shanna Sheldrick of Premier Event Concepts is the PCO for our conference and the conference venue, dinner and accommodation options have been booked. In recognition of the 50<sup>th</sup> anniversary, the conference theme is Past, Present, Future. Margaret Hutchinson is the conference committee convenor and any suggestions or queries can be passed through to her via the board or our contact page on the website. ALLA Ltd has signed a three conference agreement with Shanna to continue managing our conference – this will allow us to begin to plan ahead for our conferences.
- **Fellowships:** The ALLA Board is aware of the decreasing ability for members to get funded to attend law library conference and therefore we have increased the number of fellowships to 9 in 2019. Our fellows will attend the conference and provide an article to the ALL journal to dispense their learnings to the wider ALLA community. Over the years there is evidence that fellowship recipients are more likely to volunteer for the Association in many capacities and this becomes a benefit for the Association as well as members.

#### Challenges:

- Declining membership. We have had, again this year, a small decline in member numbers. This is a result of many factors including shrinking job availability, members retiring and other information professional working in traditional law librarian roles who do not identify as law librarians. One of our challenges is to capture these roles into our association.
- Please continue to fill out our annual survey as this assists the Board in planning for the future of the organisation.
- **Conference Costs:** Over the past 12 months the Association has put seed monies into the planning of the next conference in Canberra in 2020. This is approximately \$19,200 and this will be recouped from the conference proceeds next year.
- **ALLA Structure:** ALLA NSW passed a resolution at its 2018 AGM to seek to become a chapter of ALLA and remove its charity status under the ACNC. There are no issues with the structure of ALLA Ltd and the constitution per se but the aim was to remove the burden of administering a no-for-profit legal entity. The largest issue for ALLA (not only in NSW) is a lack of volunteers. We are a volunteer organisation and can only continue to exist with members volunteering at local, divisional and national levels. There is also a need for volunteers to work on our committees e.g. CPD, website.

#### In conclusion:

- This is an opportunity to thank the Board members for their time and contribution to keeping the Association working. The Board members are Kate Freedman, Trung Quach, David Furler, Carolyn Knaggs, Monika Zygumtowicz, Kirsty McPhee and Karen Rowe-Nurse.
- My thanks also to the divisional committees and the Conference committees. Thank you also to Richard Vankoningsveld for his roles as membership coordinator and bookkeeper.
- My heartfelt thanks to Robin Gardner and Fiona MacDowell who have transformed the journal.

#### 4

#### Financial Reports

Kirsty McPhee

- During the 2018/2019 financial year ALLA Ltd has continued to reduce costs, particularly in relation to bookkeeping and secretariat fees.
- It is intended to keep our accounts audited by NFPAS in order to maintain complete transparency with arms-length accounting. This is in line with regulatory requirements.
- The focus of the treasurer's role over the past two years has been to ensure that the Association is sustainable financially. The focus will continue to be on the viability of the Association.
- The 2018/19 financial year ALLA Ltd current financial position is \$ 178,154.84 across all

accounts, with a loss from the position of last year. Approximately \$19,206 has been spent on seeding the 2020 conference.

- The following years work will be on creating a 2 year budget cycle to take into account the ebbs and flows of conference monies and any surpluses. We will be looking at annual forecasting of income, costs and fees as well as seeking appropriate term bearing accounts in order to cover the administration costs of the association with interest from invested monies.
- The goal of the Board has been to regulate the costs of managing the profession with the appointment of a membership coordinator (paid a honorarium) and the position of ALLA bookkeeper (again paid an honorarium) which has capped costs to under our annual income. This has led to a dramatic decrease in accounting fees of \$5500 in 2017/18 down to \$1500 in 2018/19 and also general bookkeeping and banking costs have been limited to the \$2000 of the bookkeeper honorarium.
- The aim of these strategies is to create more opportunities for ALLA members and to do this we will need to continue to make a profit from our bi-annual conference.
- In order to ensure transparency across the association, both national and divisions need to ensure that our money is spent wisely and where it is being spent.

## **5 Journal Report**

**Robin Gardner**

- Is available on the ALLA website.
- As at 1/10/2019 the journal assets were \$187,656.90.
- The journal is financially sustainable and in profit at present.
- The Australia Law Librarian has been brought under direct management of the Board rather than continuing as a semi-separate entity. The editors will continue to have complete editorial control but the finances will be managed by the Board.

## **6 Membership Report**

**Richard Vankoningsveldt**

- Complete report available on the ALLA website.

## **7 Election of Directors**

**Michael Gavan**

President 2019/20: Kate Freedman  
 Vice President: Emma Joneshart  
 Past President: Michael Gavan  
 Secretary: Karen Rowe-Nurse  
 Treasurer: Phil Mullen  
 Director: Caroline Knaggs  
 Director: Monika Zygumtowicz  
 Director : vacant

- As per clause 17.1(d) of the ALLA Constitution, there were no other candidates and the above directors are deemed to be elected.
- As per clause 16.2(c) and 16.2(d) of the ALLA Constitution, Kate Freedman automatically assumes the role of President and Michael Gavan automatically assumes the role of Past President.
- These appointments, apart from the President's role (a three year term) are for a period of two years.

## **8 General Business and Questions**

**Michael Gavan**

- I wish Kate all the best for her term as President and I thank you all for attending. I look forward to seeing our ALLA members in the new year at the 2020 conference.
- Kate Freedman as incoming President stated that she wished to thank Michael publicly for his

leadership and hard work over the past year. The Board agreed.

Meeting closed at 1.58pm

**Dated:**

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

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

Michael Gavan

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

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

Kate Freedman