

**Australian Law Librarians’ Association Ltd (ALLA) ACN 158 242 696**  
 **Annual General Meeting**

**Thursday 17 September 2015**

**Meeting conducted by Webinar, 1.00 pm**

**MINUTES**

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| **Item No.** | **Agenda Item** | **Speaker** |
|  | **Welcome**  Philip Mullen welcomed everyone to the meeting, ALLA’s first AGM held by Webinar. Karen Rowe-Nurse then thanked Wolters Kluwer CCH and Alicia Cohen for hosting the AGM.  **Present:**  Karen Rowe-Nurse, Philip Mullen, Amanda Surrey, Michael Gavan, Mary Greenfield, Kirsty Wilson, Elizabeth Langeveldt, Louise Langridge, Lucy Brown, Jane Bishop, Cathy Witt, Joelie Cook, Hayley Leaver, Chloe Allen, Richard Bajraszewski, Marisa Bendeich, John Botherway, Linda Cantrill, Alex Cato, Alissa Duke, Megan Fitzgibbons, Lisa Gowers, Alice Hewitt, Margaret Hutchison, Mark Joel, Tamara Joyner, Cassandra Keen, Louise Langridge, Krista Lapointe, Georgia Livissianos, Joanna Longley, Elizabeth McKenzie, Josephine Murrfey, Susan Oag, Richard Vankoningsveld, Aileen Weir, Claire Williams, Sue Ann Yap. | Philip Mullen and Karen Rowe-Nurse |
|  | **Apologies and Proxies**  No proxies.  Apologies: Petal Kinder; Mawghan Elverd; Janelle Dogan; Tracey Vitnell; Gail Boelens; Lianne Forster Knight; Branko Bulovic, James Butler. | Amanda Surrey |
|  | **President’s Report**  Karen reported that all the Board reports are available on the website. Summarising the highlights this has been a year of quiet consolidation. ALLA on the advice of our pro bono lawyers Arnold Bloch Leibler now reports to the Australian Charities and Not-for-profits Commission (ACNC). We also launched the National CPD programme, thanks to the hard work of Phil Mullen, Kirsty Wilson and the Website committee. The conference committee is well underway with planning next year’s conference which will be held at the State Library of Victoria.  The Annual Fellowship Program this year was won by Eleni Christofi who is currently in Berlin attending the IALL conference. Alice Hewitt from WA represented ALLA in Canada and Karen as President of the Association attended ALL in Philadelphia. Karen affirmed that it is important that we continue to develop close ties with our sister associations. We have signed MOU’s with the Special Libraries Association (SLA) and the Australian Library and Information Association (ALIA), which among the benefits will allow members a discounted rate at conferences and a say on advocacy issues.  Karen thanked the hard working Board, Committees and Divisions across Australia, thanking Amanda Surrey and Lianne Forster Knight for their contribution. Karen also thanked Michael Gavan our new Treasurer who stepped in to replace Lisa Lester.  Finally Karen reported that we have resolved the issue of the Journals relationship to ALLA and the formalities will be concluded by the new Board and Divisional Presidents by the signing of a deed poll.  Karen wished Elizabeth Langeveldt every success in her role as our new President. | Karen Rowe-Nurse |
|  | **Financial Reports**  Michael Gavan discussed our financial report and the deficit we face. The major expense was the cost of last year’s conference, which ran at a final profit of $6,000. Our membership income gave us $13,000 to access at a national level, and our professional service fees and Board expenses have been reduced.  We have $96,000 available to us, and over the year our cash position went up by $13,000. We are in a good position– we have sufficient assets to cover our payments. We have paid a conference deposit for next year’s conference, and we are ready to pay the state disbursements.  The issues we face are our ongoing administrative fees which currently will lead us to an unstainable deficit. The Board’s challenge is to review funding at a national level, and to review our membership model and to simplify our administrative situation. We have done some modelling on what the fee structure might be, and our Secretariat services to look at other methods for staying in budget. The new Board will consider these options. We do need to cut costs and ensure we have a more sustainable model. | Michael Gavan |
|  | **Journal Report**  Mary Greenfield directed members to the Journal Report on the website, confirming that ALL is in a healthy financial situation. Mary encouraged members to contribute articles to the journal and to suggest topics for future issues.  . | Mary Greenfield |
|  | **Election of Directors**  President: Elizabeth Langeveldt (NSW) Vice President: Alex Cato (NSW) Past President: Karen Rowe-Nurse (NSW)) Secretary: TBC Treasurer: Michael Gavan (VIC) General Board Members: Kirsty Wilson (Vic) Mary Greenfield (NSW) Philip Mullen (NSW)  Petal Kinder (ACT) | Karen Rowe-Nurse |
|  | **General Business**  Joelie Cook emailed several AGM questions to Karen ahead of the AGM. 1) Regarding the proposed new MOU. Karen responded that the change is to bring all the Sates onto a single signing date, simplify matters if they are all ratified together. 2) Questioned the Secretariat fees which appear to have increased. Karen stated that the fees were reduced by $10,000 compared to the previous financial year. However, we do need to make dramatic changes and this will have a flow on effect. The new Board will consider matters and make a decision. The possibility of voluntary work by members or engaging someone to be responsible for the membership as the commercial rate is not sustainable. 3) Regarding disbursements and reconciling these with the membership list. Karen responded that the Secretariat has divided up the amounts and the membership information is being passed on.  Susan Oag emailed a question with regard to information in Karen’s report on the ALLA Ltd structure. Karen confirmed that Queensland is not a State division, however ALLA is a national body and represents all members. Queenslanders and Tasmanians need to join another state to become members.  Another query was about the financial statements which had not been included with the Treasurers Report. Michael affirmed that the balance sheets would be available on the website after the meeting and this was an unintentional oversight.  Another question was in relation to last year’s accounts which suggested that the total professional fees were $24,000, not $40,000. Michael explained that there were two component s to this sum, accounting and secretariat.  There was a query about publishing the Journal online and Mary Greenfield responded that this was being considered as part of a member survey on ALL. The possibility of publishing online via open access was also raised. Karen reminded people that ALL is published by Hein and back issues are on Austlli.  A query about increasing membership by targeting law students was raised and it was agreed that increasing the scope of membership was a good option. | Karen Rowe-Nurse |
|  | **Meeting close**  Elizabeth Langeveldt thanked all the Board members for making her so welcome. Elizabeth thanked Karen for her significant contribution to ALLA as President and is glad she is staying on the Board. Elizabeth also thanked Amanda and Lianne for their contribution and welcomed Alex Cato and Petal Kinder to the Board.  The meeting closed at 1.44PM. | Elizabeth Langeveldt |

DATED

President

Print Name