

**Canadian Association of Music Libraries, Archives and Documentation Centres /
L'Association canadienne des bibliothèques, archives et
centres de documentation musicaux**

Annual General Meeting / Assemblée générale annuelle

**Room W-767, University of Lethbridge
Lethbridge, Alberta
May 15, 2004**

Present: Richard Belford, Suzanne Brouillard, Peter Higham, Desmond Maley, Cheryl Martin, Suzanne Meyers Sawa, Brenda Muir, Daniel Paradis, Diane Peters, Danessa Picklyk, Lisa Philpott, Geoff Sinclair, Lucinda Walls.

The meeting was called to order at 2 p.m.

1. Agenda

Approved.

Peter Higham mentioned that we don't need to have motions to accept reports. The reports just need to be received.

2. Minutes of 2003 AGM

Approved.

3. Business Arising from the Minutes

The question was asked if there was to be any information given about the Web site. Diane Peters responded that she will report on it in the President's report.

4. President's Report Diane Peters

Progress is being made on CAML's constitution. Brenda Muir has been working on it in conjunction with working on procedures manual (which both Geoff and Brenda have been working on). The constitution is out of date, therefore changes are required. Other major items include the

update to the Web site. Many thanks to Geoff Sinclair who has been working on the technical end of things and who has been working on the French interface. Erin Patterson from Acadia is working with Geoff to take over the responsibility of maintaining the Web site. The Web site content needs to be updated. Diane will send a notice on the CANMUS-L Listserv asking for input. Thanks to Brenda as Past-President; Geoff as Treasurer; Daniel Paradis completing his term as Member-at-Large, and for the many translations that he has done; Desmond Maley as *CAML Review* Editor, which is a first rate publication now; and Marlene Wehrle as Membership Secretary. Thanks also to Richard Belford who is continuing on the Board, and who has put together the program for this conference.

Lisa Philpott mentioned that if a colour logo is desired for the Web site, that she has a copy of it. This information will be relayed to Erin.

5. Treasurer's Report Geoff Sinclair

Geoff circulated two budgets, one for this year and one for next. For 2004, he projects a

deficit of \$6,000, largely because there are two sets of conferences in the same year, and because board travel has become more expensive. For 2005, Geoff forecasts the same amount for board travel as for 2004. If we meet at York University in 2007, board travel expenses will be less of an issue in that year. Geoff spoke to Kirsten Walsh about conference costs for Vancouver 2005 (MLA). In his draft budget for 2005, Geoff had forecast \$900 for the Vancouver conference in the Income column. This sum should be crossed out, since CAML will not collect nor receive fees for this conference. Kirsten would like CAML to help the Pacific Northwest chapter of MLA with the Vancouver conference costs. Geoff recommends we set aside \$1,000 for this purpose.

Geoff proposes raising membership fees, because of a growing gap between income and expenses. When Geoff did the budget projection, IAML fees were going up 10 percent, to 55 Euros for institutions and to 33 Euros for individuals. Geoff proposes raising CAML-only fees from \$35 to \$45; Students, Unwaged, and Retired from \$25 to \$35; CUMS members from \$10 to \$20; CAML/IAML individual fees from \$70 to \$80; CAML/IAML institutional fees from \$95 to \$110; and back issues from \$10 to \$15. Geoff is reluctant to raise the institutional fee, since this may trigger cancellations, but CAML will only keep \$37 from the \$110 fee, as the rest will be consumed by IAML fees. If the increases were spread evenly across all membership categories, the CAML/IAML membership would be \$89 and the Institutional membership would be \$118. After considering the actual expenses and what the market might bear, Geoff proposes a compromise: the current recommended schedule with the possibility of an increase for the CAML/IAML memberships next year.

The vote for fees will be taken later in the meeting.

Richard Belford asked if there is a CAML-only institutional rate. Geoff replied that there is not. Was it possible for a Canadian institution to subscribe to *CAML Review*? There is a foreign subscription rate, and some Canadian institutions have subscribed at this rate. Richard asked if we should have just a CAML-only institutional rate. There was discussion on this matter, but no motion was made.

Desmond Maley asked if we should send out a covering letter to explain the increase in fees. Although there was no motion, the consensus was that we should do this for institutions, but not for individual members. Desmond remarked that a notice could go out on the CANMUS-L listserv. Peter mentioned that if we are proposing an increase, we should point out what the current fees are. Geoff responded that essentially fees were going up \$10 for everyone, except the institution membership. This would go up by \$15. Peter asked if we knew whether CUMS is willing to maintain the reciprocal membership arrangement. Suzanne Meyers Sawa asked if it was still \$20 for CAML members to join CUMS. The answers to these questions weren't known. There is no mention of the special rate on the CUMS Web site.

Geoff mentioned that we have several options to keep our expenses down. We could cap board travel, but we this might discourage new board members. He asked if it might be possible to restructure the board to reduce expenses. With regards to the Lethbridge conference, Geoff was hoping that we would break even. We lost money on the Halifax conference.

Geoff distributed financial statements. These haven't gone for review by our auditors yet. He will send them to the auditor then post the statements on the Web site. Last year we had a deficit of \$7,500 due to conference expenses, board travel and the CAML project of \$3,000. In the past, Geoff had recommended that CAML spend more money because we had a growing surplus. Peter pointed out that the revenues have also decreased by \$1,700. Desmond noted that he was concerned about the cost of the audit and doing review engagements. Geoff said that he could try to find an auditor with more friendly costs. Last year the accountant charged \$1,000, which Geoff thinks is very inexpensive, but he could try to find someone cheaper. Geoff thinks that the review will be less expensive than the audit, but he doesn't yet have a quote. We may want to shop around a bit more. Peter asked if an audit was needed every year. An upcoming constitutional revision will recommend that we do review engagements every year. Some associations produce statements themselves, but Geoff doesn't think that is an option for us since we are federally incorporated. The advice that Geoff had received from accountants was to do a review engagement every year. The amendment will propose that we conduct yearly review engagements and have an audit only if questions arise.

Cheryl Martin asked where the Association's money is invested. Geoff mentioned that we have bond funds which have been incredibly successful. We also have a chequing account and an ING savings account. Money can be quickly transferred between the two, and we can therefore maximize the interest. Cheryl suggested that we should watch the bond fund as interest rates climb.

Diane thanked Geoff for all his hard work and noted that Geoff has offered to help train

Brian McMillan. The CAML Board has appointed Brian, the new reference librarian at the Marvin Duchow Music Library, McGill University, to replace Geoff as Treasurer. Geoff would like to thank the Board members and especially the previous CAML Treasurer, Janice Coles, for her help.

At the end of the meeting, Geoff MOVED to accept revised budget. SECONDED by Peter. The motion was CARRIED.

Geoff MOVED to accept the revised fee structure for 2005 year. SECONDED by Richard. The motion was CARRIED.

Geoff MOVED to accepted the Treasurer's report as a whole. SECONDED by Lucinda. The motion was CARRIED.

6. Membership Secretary Report Geoff Sinclair (for Marlene Wehrle)

There are 56 individual members, whereas last year we had 64. We have 39 institutional members this year, which is the same as last year. We have 5 new members, but there are 8 members who have not renewed their membership. It had been decided at a previous board meeting to accept U.S. dollars at par for just about everything which makes it much easier for the Treasurer and Membership Secretary.

Peter MOVED that the membership report be received. The motion was CARRIED.

7. CAML Review Report Desmond Maley

Steady as she goes. In Volume 31 of *CAML Review*, there were 9 book and 11 CD reviews and a notable article on the Paul Bley fonds in both English and French. There was a total of 135 pages in last year's *CAML Review*. Desmond asked for a volunteer to report on

IAML in Oslo, and Daniel Paradis offered to do this. Desmond is trying to get more advertisers and he is hoping to have some results soon. He is having some trouble locating videos and Web sites that pertain to Canadiana, so please let him know if you come across anything. Desmond gave thanks to Denise Prince for her work on translations, and also to Kathleen for doing the index every year. All the articles will be available soon on the Web, including current ones. Peter asked if anyone was indexing *CAML Review* for RILM. It was also supposed to be indexed in the *Canadian Music Periodical Index*, but Desmond has never found it. Is there a backlog? We are in the *Music Index*. Perhaps someone can check with Lisa Emberson to see if we are in RILM. If not, we need to find somebody to do it. Richard Belford mentioned that two people at the conference said they would be willing to do small projects. Richard will pass their names to Lisa.

8. Awards Report

a) Kallmann Award Diane Peters

The Kallmann award is for distinguished service to Canadian music libraries and archives. This year's recipient is Dr. Elaine Keillor. She was unable to attend the Lethbridge conference but the award will be given to her in Ottawa sometime soon. Desmond wants to pass on our collective congratulations to her.

b) Travel Award Geoff Sinclair

The award was presented for the first time last year. The board elected not to offer the award in 2004. In future years, the award will be dependent on finances. Suzanne Meyers Sawa pointed out that CUMS received a SSHRC grant to help cover speakers' travel expenses. Geoff offered to ask Brian to look into this.

He suggested it is not something that would figure into the budget, since we don't pay for speakers' travel. However, it could reduce board travel expenses for the board members who present at conferences. Cheryl mentioned that universities may be able to apply to send their own staff. Are there similar funding opportunities out there? Lisa Philpott thought that Alison Hall might know since she has received some help getting to the IAML conferences. Desmond suggested that someone talk to CUMS. Lucinda believes that the SSHRC grant application is a convoluted process.

9a) Nominations Report Diane Peters (for Chris Dennis)

When Chris recently sent out a call for nominations, two positions were available: Member-at-Large and Secretary. There was only one nomination for Secretary, so we can acclaim Brenda in that position. No one was nominated for Member-at-Large. We should have also sent out a call for Vice-President/President Elect. Diane is not sure how we should handle that. She thinks we should send out another nomination.

At the recent board meeting, we thought to have a call for nominations at the AGM. Peter thinks that we need to send it the call for nominations, since we don't have enough members present. Diane agreed that we should send the call for Vice-President/President Elect by mail. The President-Elect should have one year's experience either on the board or committees.

With Daniel's departure, we have the vacancy of Member-at-Large. If we do leave this vacant, it can be filled later if desired. The reasons not to fill the Member-at-Large position are: there are not enough people in the Association to draw from, board expenses

are increasing, and a smaller board might be more efficient. A drawback is the potential that there might not be critical mass of people at board meetings, if two board members missed a meeting. Should we leave Member-at-Large vacant for now?

Diane MOVED that we should not fill the vacant Member-at-Large position before the board reform is completed. Richard SECONDED. The motion was CARRIED.

9b) Board Reform Diane Peters

It was proposed that we embark on a process of board reform. As a percentage of the Association, the board numbers a high proportion of the overall membership. If we reduced the size of the board, we would have to call for more input from members for specific projects. It would be necessary to get more people involved for short periods of time, which may be more appealing to some than the commitment of a board term. It is assumed that a number of constitutional changes would need to be made which would need to be presented at the next AGM.

Peter MOVED that the current board prepare a revised structure of the board for the next AGM. Lucinda Walls SECONDED. The motion was CARRIED.

Richard Belford thinks that the board has to lead the discussion and put forth any changes. This will be done by e-mail, and the regular membership needs to be consulted. There was further discussion about combining board functions (including Treasurer/Secretary, Member-at-Large/Secretary).

10. Constitution Review Brenda Muir

We wanted to review the constitution because it is out of date, and there is duplication

between the procedures manual and the constitution. A constitution was circulated with the edits in English only. The changes are highlighted, additions are in italics, and deletions are indicated by strikeout. The board did further revisions on Wednesday. This is the fifth or sixth draft. We are going to have more revisions when we review the board structure. The revisions change the Vice-President/President/Past-President position. Changes were made to put things into current practice. For example, the constitution does not mention the *CAML Review* editor. We could put the constitution on the CAML Web site with a password. Suzanne would prefer that we have a paper copy go to the membership with the *CAML Review*, and this approach was preferred by others. Constitutional revisions should be sent to institutional members. How will their delegates be known? Normally when changes are made, they are voted on sentence by sentence. Changes could be made in packages, e.g., changes to spelling of words, changes in titles. We do follow *Bourinot's Rules of Order*. The constitutional amendment packages should go out along with the announcement of the AGM.

Geoff MOVED that we should develop an online forum for CAML members to discuss constitutional revision, and send the version to be voted on at AGM to all members on paper in November. SECONDED by Peter Higham. The motion was CARRIED.

11a. RILM Report

Lisa Emberson will send the report at a later date. [See p. 29 of the current issue - *Ed.*]

11b. CAML Cataloguing Committee Daniel Paradis

The committee met earlier in the day to go

over proposed changes by the Joint Steering Committee (JSC) for Revision of Anglo-American Cataloguing Rules (AACR). There has been much discussion on the recommendation to use common terms for the physical carrier in 6.5B1 (e.g., 1 compact disc). The specific material designation (SMD) and general material designation (GMD) areas are being re-examined. The committee discussed the proposal to include concept of mode of expression (sound vs. notation) and add names of performers in the uniform title. It approved of the first part, but not the second, and will urge the JSC to drop this proposal.

The conference of Online Audiovisual Cataloguers (OLAC) will be held in Montreal next October. Entitled "Expanding Access: Connecting the Global Community to a Multitude of Formats," our own Daniel Paradis will be giving a workshop at it. Also notable are showcase sessions for the Bibliothèque nationale du Québec and Library and Archives Canada. The Montreal conference marks the first time the meeting will be held outside of the U.S.

AARC3 is due in 2005, including Authority Records, etc.

12. Vancouver 2005 Conference Diane Peters

CAML is meeting with MLA from Feb.13-20 (but the actual conference is Wednesday to Saturday). This is an MLA conference, and we will have to pay the MLA in U.S. funds. Kirsten is sending Diane a preliminary programme. Diane will be in contact with Patricia Stroh, who is chair of the programme. Kirsten and Terry Horner are doing local arrangements. CMC should have some kind of presence at MLA. An invitation was sent to us. It's not a co-conference. Peter suggests we

don't have sessions, but just have the AGM, and make an effort to join their sessions.

The regional chapter has to fund the banquet and local arrangements. Should CAML contribute funding for the local arrangements? In asking CAML to contribute funds, Terry and Kirsten are acting as MLA Pacific Northwest members, rather than CAML members. MLA doesn't fund the local arrangements. Would we be able to specify how the funding is to be used, e.g., paying for a Canadian performer, Canadian music. Rather than the MLA Jazz Band, Kirsten would like a local professional group.

Geoff MOVED that we give \$1,000 to the Pacific Northwest Chapter of MLA towards local arrangements for the 2005 MLA conference in Vancouver. SECONDED by Peter. The motion was CARRIED.

Richard MOVED an amendment: that we earmark the money for the opening reception. Cheryl SECONDED. Richard WITHDREW the motion.

Suzanne thought we should ask that a pianist be hired for the opening reception, and she was concerned that the MLA might want to use U.S. performers, and that we should have some stronger strings attached to the money to ensure it's used to support a Canadian performer or Canadian music.

Suzanne MOVED that we earmark the money for a performance of Canadian music or a performance by Canadian performer. SECONDED by Lucinda. WITHDRAWN by Suzanne.

Peter will be going to the Canadian Music Centre meeting, and he will suggest connecting with CAML regarding a Canadian music/performer.

As per the letter from Jim Cassaro, CAML members will pay the same as MLA members. Currently, there will be no additional reduction for CAML members who are already MLA members. Should we ask for a further reduction for these members? Are we asking for a precedent: Would they feel obliged to extend in future MLA conferences? Peter didn't think so. We are asking this because the conference is in Canada. What is the difference in the rate for MLA members and non-members? About US\$100.

Peter Higham MOVED that we ask for a further reduced registration fee in the amount of exchange rate equivalence of the MLA member fee for CAML members. SECONDED by Richard. The motion was DEFEATED.

13. Other Business

Should we organize a bid for Montreal or Toronto for the IAML conference in 2010? We made a large profit the last time we hosted the IAML conference. There is a new music building at McGill. The IAML conference has been in Montreal, but has never been in Toronto. The University of Toronto has new Dean of Music, and he would likely go for it. If it's a committee, more people could be

involved...there would be more potential Presidents-Elect. Should someone going to Oslo present this?

Richard MOVED that we strike a committee to investigate making a bid to host 2010 conference in Canada, and present recommendation to the Board. Cheryl SECONDED. The motion was CARRIED. Peter Higham proposed the committee be all of the board. Accepted as a Friendly Amendment. CARRIED.

Lethbridge Conference: Word of Thanks Richard Belford

There were lots of new faces in Lethbridge, especially from the West. Richard would like to thank Peter Higham, Brian, Alden, and Brianne, Daniel and Denise for translations, the streaming-audio displayers, and all the presenters. Richard will collect PowerPoint presentations and distribute them. Danessa Picklyk has done a great job for local arrangements. Her contract expires soon, and Richard highly recommends her to all employers with openings in their libraries.

The meeting adjourned at 4:30 p.m.

Brenda Muir & Geoff Sinclair
Recording Secretaries