

CAML AGM
Sunday 8 June, 2008
Recital Hall, University of British Columbia, Vancouver, B.C.

Present: Stacy Allison-Cassin, Michelle Arbuckle, Richard Belford, Bill Blair, Alastair Boyd, Lisa Emberson, Monica Fazekas, Richard Green, Jan Guise, Andrew Hankinson, Peter Higham, Terry Horner, Diane Peters, Brian McMillan, Kathleen McMorrow, Heather Pretty, Brenda Muir, Laura Snyder, Rob van der Blik, Lucinda Walls, Kirsten Walsh.

Meeting called to order at 9 am.

1. Approval of the agenda

- Under 5, added a point about the appointment of an auditor
- Under other business: new CAML website, CBC programming changes

Motion to adopt the agenda with changes: Monica Fazekas

Second: Diane Peters

Motion carried

2. Minutes of AGM, 13 May 2007

Motion to approve the Minutes of AGM, 13 May 2007: Kirsten Walsh

Second: Laura Snyder

Motion carried

3. Business arising from the minutes

- No business arising

4. President's report (Peter Higham)

- Peter thanked Terry and Kirsten for local arrangements.
- Brian and Joseph are chairing IAML 2012 Montreal committee. The notice of the formation of the committee was sent out and several people expressed interest. Several members are going to IAML in Naples.
- Brian is completing a 4-year term treasurer and will continue in other activities in CAML. Rob van der Blik was appointed treasurer Thursday by the Board.
- Cheryl and Denise were thanked for their work on the CAML Review
- Lucinda Walls is retiring has completed her term on the Board. She was thanked for work and support.

President's Report received.

5. Treasurer's report (Brian McMillan)

- Brian reviewed the current state of the accounts and expenses: Review engagement, Quebec chapter of CAML will be taking their funds out of the CAML account, IAML dues, CAML Review printing, potential conference expenses.

- Review engagement: Brian reviewed the details of the review engagement. The review engagement has been delayed and the past four fiscal years now need to be done. The engagement is not required by law, is a considerable expense, and is performed for the benefit of the membership. An accountant has the documents. There will be three notice to readers and one review engagement. Brian explained what a “notice to readers” and a “review engagement” are. Peter explained the position of the Board: the Board considered carefully and felt though it was a considerable expense, but needed to be cleared up. In the future the Board is looking into getting an accountant on a pro bono basis, and potentially a change to the constitution so that a review engagement is not required.

Motion: Brian moved that

Members approve a variation from the constitution: to engage the auditor to prepare a “Notice to Readers” for the years 2004, 2005, and 2006 and a review engagement for the year 2007.

Second: Terry

Discussion: Rob led discussion about changing the constitution. Peter suggested that the Board draft an amendment and then circulate it to the membership.

Brian clarified that any withdrawals from CAML accounts require 2 signatures.

Motion carried

- Proposed budget 2008/09: Brian outlined the proposed budget. There is a potential deficit. Kathleen had a question regarding the budget line for the review engagement.

2008/2009 Budget received.

- IAML dues are going up again. The increase will be small and we should be able to absorb the costs (.63 CAML member/ 1.30 for institutions). There will be no increase in membership rates for 2009, but there may be one in the future. Brian reported on his discussion with the IAML treasurer. Diane suggested that there be no CAML/IAML institutional rate. Jan explained that institutions can subscribe to the Review only. Richard suggested that the Board have a discussion about the issue (CAML only institution membership) and the Board agreed.
- A policy concerning cheques in US funds has been proposed. A small number of cheques in USD are received every year and CAML had previously absorbed the bank costs because of the difference in rate was in CAML’s favour. With the current rate CAML loses \$5 on every cheque (about \$20 per year). A new fee for addresses outside of Canada to cover the bank charges and the extra mailing fee was proposed. There was discussion about the number of membership rates and the number of categories.
- The issue of getting a different auditor for next year was discussed. The new treasurer will look into an auditor in Toronto and Peter will circulate the name of the auditor. Rob will communicate to the membership on the matter.

6. Members of new Board

- Chris Dennis circulated a memo regarding membership vacancies of Secretary and Vice President, however no nominations were received.
- Laura Snyder has agreed to stand for the position of secretary.
- Kirsten Walsh has agreed to stand for the position of vice-president.

- Peter Higham nominated Laura. Peter called for further nominations from the floor, with no other nominations forthcoming, Laura Snyder was acclaimed to the position of Secretary.
- Peter Higham nominated Kirsten. Peter called for further nominations from the floor, with no other nominations forthcoming, Kirsten Walsh acclaimed to the position of Vice President / President-elect.

7. Cataloguing Committee report (Daniel Paradis, read by Alastair Boyd)

Roster for 2007-2008: Stacy Allison-Cassin, H el ene Boucher, Alastair Boyd, Cheryl Martin, Brenda Muir, Daniel Paradis, Peter Higham (ex officio)

- The committee did lots of work on RDA (Resource Description and Access) Comments submitted to CCC (Canadian Cataloguing Committee) for submission to the JSC (Joint Steering Committee for the development of RDA)
- Daniel attended two meetings of the CCC

Report received

8. *CAML Review* report (Cheryl Martin, read by Peter Higham)

- Printing problems with the latest issue, and the membership list
- There was a problem with an article from the *Review* being posted on a website without the author's permission. The issue has been resolved and there is now a copyright notice added to the first page of any article
- Covers are now printed in colour at a small additional cost.
- Contact Cheryl with advertising ideas and pictures
- OJS is current up to Nov. 2007, April 08 be up shortly
- Desmond Maley will take on the role of review editor, Denise Prince will continue in her role as French language editor

Report received

9. Membership report (Janneka Guise)

- The membership numbers are down at this point, however as some individual members are still outstanding the numbers should be on track for the year.
- Institutional membership: Ebsco and SWETS often send cheques with incorrect amounts, which creates delays in renewal.
- There are seven new individual members.
- IAML rates will be going up in the next year however CAML will not be raising their rates at this point
- PayPal is being investigated for membership dues
- Suggestion to send institutions an invoice.

Report received

10. *RILM* report (Lisa Emberson)

- The web interface for submissions has been redesigned and should be easier to submit abstracts
- Richard suggested that authors of the *Review* submit an abstract along with their articles as CUMS is planning to do this. The suggestion will be passed along to Cheryl.

- The Board had a discussion with Richard Green at the Thursday Board meeting about the relationship between CAML and Library and Archives Canada. Responsibility for RILM was discussed. Peter will be drafting some recommendations.

Report received

11. Quebec Chapter report (Brian McMillan)

- There are 25 members.
- The papers have been submitted to the provincial government to grant non-profit organisation status in Quebec
- The Fall meeting is scheduled for October 24th
- Rob commented on the unusual nature of the Quebec chapter.

Report received

12. Ad hoc Copyright Committee

- The Board is proposing the creation of an ad hoc Copyright Committee. One role in particular would be to look at the proposed Federal copyright legislation. Peter discussed with the CUMS President whether we could make the committee a joint committee with CUMS. Monica interested and willing to lead the committee.
- The Board recommends the creation of an ad hoc joint committee on Copyright with CUMS.
- Richard Green willing to serve and made a comment about the impending federal legislation. Richard Belford also interested.
- Richard Green mentioned that the ARSC has a paid lobbyist, and that copyright is an international issue

13. Conference 2009

- The Board agreed to meet with Congress and jointly with CUMS at Carleton University in Ottawa
- As there is no CAML member at Carleton, Brenda Muir has agreed to head up the local arrangements.
- The dates are May 28-May 31st
- There was some discussion about the overlap with CLA in Montreal at the same time, but should not pose a problem

14. Other business

- Review engagement: Brian checked with CRA and there is no legal filing requirement. Richard Belford offered that one of the reasons organizations do this is to be up-to-date and having the engagement keeps things moving. Brian suggested alternating between doing an review and a notice to readers. There was some discussion about doing a full review every four years given costs of a full review. The Board could explore some other possibilities and draft an amendment to the constitution allowing a change to the frequencies of the review and will circulate to the membership.

Motion: Richard Green moved that the Board attach an amendment to the constitution to enable CAML to have more flexibility in ordering reviews of the financial records

Second: Richard Belford
Motion carried

New CAML website:
Stacy discussed the new website and new logo

CBC programming changes:
Peter opened the floor to comments about whether CAML should state a position about forthcoming changes to the CBC. There was a general discussion about a course of action CAML as an organisation and individual CAML members could talk to. Peter read names of individuals to which one could send a letter.

RIPM update (Kathleen McMorrow)
There are 2 new titles: Orion, Les Beaux Arts, 1860s, Montreal. They will be included in the RIPM subscriptions.

Official CAML Stamp. Brenda has the CAML stamp. It should be sent to the CAML archives at LAC.

15. Adjournment
Move to adjourn: Kirsten
Meeting adjourned at 11:10 am