

**CAML / ACBM Annual General Meeting**  
**Sunday 31 May 2009**  
**Carleton University Loeb C264**  
**9:00 to 11:00 am**

Present: Peter Higham (presiding), Jan Guise, Cathy Martin, Lucinda Walls, Suzanne Meyers Sawa, Lisa Emberson, Cheryl Martin, Brian McMillan, Brenda Muir, Daniel Paradis, Kyla Jemison, Stacy Allison-Cassin, Rob van der Bliet, Richard Belford, Richard Green, Lisa Rae Philpott, Desmond Maley, Joan McGorman, Kirsten Walsh, Laura Snyder (recording)

The meeting was called to order at 9:00 am. Peter Higham welcomed the group and thanked Cheryl Martin for looking after the CAML camel.

**1. Approval of the agenda**

The agenda was approved with the addition of an item about the new website. Moved by Brian McMillan; seconded by Kirsten Walsh; passed.

**2. Minutes of AGM, University of British Columbia, 8 June 2008**

The minutes were accepted as submitted. Moved by Richard Belford; seconded by Kirsten Walsh; passed.

**3. Business arising from the minutes -- None.**

**4. President's report (Peter Higham)**

Peter thanked Brenda Muir for her work on local arrangements for the conference, and Cheryl Martin for her work on the program. He highlighted a number of activities of the CAML Executive Board and committees during the past year:

- The recent vote on the ballot to change the constitution was positive. This change will result in major savings for our small budget.
- A new CAML logo has been adopted.
- A CAML/CUMS joint copyright committee has been established.
- The IAML 2012 committee is actively planning for the 2012 conference in Montreal. Contact Joseph Hafner or Brian McMillan for more information.
- Peter and Kirsten have been working on strengthening communications with LAC.

The President's report was received. Desmond Maley moved a vote of thanks to Peter for his work as president.

**5. Canadian Federation for the Humanities and Social Sciences (Nathalie Des Rosiers)**

Nathalie Des Rosiers came to talk briefly about activities and services of the Federation, and to encourage CAML to join. Peter commented that the CAML budget is very small so we cannot afford to join. Membership was considered many years ago, but CAML was too small then. The criteria have changed, however, and it might be possible to arrange a group membership with other

special library groups, or to pay lower fees for only some of the services provided by the Federation. Des Rosiers commented that the Federation would appreciate our participation in copyright discussions. They provide funding for interdisciplinary studies and international speakers, and are also supporting the defense of association journals that have been sued under the Robertson decision.

## **6. Members of new Board (Lisa Philpott)**

Lisa reported that a call for nominations went out on March 14. Joseph Hafner was nominated for a second term as Member at Large. Jan Guise was reappointed as Membership Secretary.

## **7. Review engagements**

### **7a. Review engagements 2004 to 2007**

The Constitution called for annual audits, but these were not done for a few years. Review engagements have now been completed for 2004 to 2007. Reports for these were posted on the website. **Richard Green moved that the review engagements for 2004-2007 be accepted; seconded by Jan Guise. Motion passed.**

### **7b. Review engagement 2008**

This review engagement is also posted on the website. Rob van der Blik read the letter of April 30, 2009 from Posner & Maw that accompanied the review. **Rob moved acceptance of 2008 review engagement as submitted; Jan Guise seconded. Motion passed.**

## **8. Audit Committee for 2009 review**

As a result of the recent successful amendment vote, the Constitution now calls for a two-member Audit Committee to be appointed by the Board, not to include current members of the Board. Terms of reference and procedures will be developed during this year. The Committee will receive materials from the Treasurer prior to the AGM. The Audit Committee could meet during the same time as the Board meeting. The Treasurer would be available to answer questions as needed. The Audit Committee will present its report at the AGM. The Committee may request an outside audit. The 2009 committee will be Lucinda Walls and Brian McMillan, who were thanked for taking on this new responsibility. The appointment is annual, with possible renewal.

Jan Guise reported on the ballot results: 24 yes votes, 1 no vote. A two-thirds yes vote is required for an amendment to the Constitution. **Jan moved that the ballots be destroyed; Lucinda Walls seconded; motion passed.**

Peter will seek approval from Corporations Canada, the final step in making this change to the Constitution.

## **9. Treasurer's report (Rob van der Blik)**

Rob distributed the Treasurer's report showing assets and liabilities as of May 2009 and the proposed budget for 2010. Budget performance has been fairly similar to last year. We tend to bring in about \$10,000 and spend roughly \$500-700 more than that. Investments are currently in

very conservative bond funds; the auditor recommended keeping those in place. Even a decrease by a couple of memberships makes a difference in our small budget. We need to address the fact that our expenses are currently exceeding our income. Points for discussion:

**9a.** Should we consider not printing the *CAML Review*? This would save about \$1500.

Cheryl Martin commented that not printing the *Review* would be a lot easier. It might be possible to increase the amount of advertising in the paper edition, but vendors are not willing to pay a lot. Production costs cannot be reduced by much. Dropping the paper edition may result in a decrease in institutional memberships. Some members expressed concern that the *Review* is less likely to be read if it is only available online, but others were reluctant to support a dues increase in order to maintain the paper version. The online format should be changed to facilitate browsing or printing the whole issue. Cheryl could investigate the implications of making the paper copy optional.

CAML also needs to look for other sources of revenue. There might be a revenue injection with the IAML 2012 conference, but we cannot count on that. Would being a member of the Federation help us find other options?

**Motion: Richard Green moved that the Board discuss this further and come back with a more detailed proposal. Richard Belford seconded.** In further discussion it was suggested that we should look at what other IAML groups are doing, and consider printing one issue per year. **Motion passed.**

**9b.** Could Board travel be cut? This would also save about \$1500 per year.

Current practice is to have one in-person meeting in the fall with some funding for travel, and a teleconference in the spring. The Board could drop the in-person meeting in the fall and replace it with one or two teleconferences. **Motion: Suzanne moved that the Board have the October meeting by phone; Lisa Emberson seconded; motion passed.**

## **10. Conference Committee report** (Brenda Muir and Cheryl Martin)

Everything went well; one complaint was that the breaks were not located near CAML meeting sites. Cheryl thanked the Local Arrangements and Program Committees, the session chairs, and the speakers. The Committees were thanked for their excellent work.

## **11. Cataloguing Committee report** (Daniel Paradis)

Daniel reported that the committee is working on RDA, and sent comments on music-related issues to the Joint Steering Committee. Stacy Allison-Cassin is rotating off of the committee and was thanked for her work. Brenda Muir circulated copies of the FAQ page on RDA from LAC.

## **12. CAML Review report** (Cheryl Martin)

Cheryl welcomes submissions, and is especially interested in adding more French content to the *Review*. Some of the *Review* budget will be used to pay an outside translator, to free up some of Denise Prince's time for getting French content. Cheryl welcomes assistance with the *Review*; she will be stepping down as editor in the near future. In response to a question about copyright, Cheryl stated that authors have copyright for their individual articles; CAML has copyright for the issue as

a whole. Cheryl was thanked for her work as editor, and for the extra duties she took on this year on behalf of CAML.

### **13. New website.**

Stacy demonstrated the new website. The content has now been migrated from the old site. Members are encouraged to let Stacy know about additions or changes that are needed, and to contact her to have slides and other conference information posted. She would also welcome help with the site.

### **14. Membership report (Janneka Guise)**

We currently have a total of 93 individual and institutional members. Last year the total was 104. PayPal was instituted this year, and has proven to be very popular. 36 people paid that way, and this is much easier for the Membership Secretary. Jan thanked Rob and Stacy for getting the PayPal option up and running.

### **15. RILM report (Lisa Emberson)**

Lisa encouraged everyone to submit information about new publications that should be listed in RILM. Students should be encouraged to submit abstracts for their dissertations and theses. Lisa has been coordinating RILM Canada for many years, and will be retiring soon. Peter and Kirsten met with people at Library and Archives Canada to discuss future coordination of RILM. Lisa was thanked for all of her work over the years.

### **16. RISM report (Bill Guthrie)**

Kirsten read the printed report submitted by Bill Guthrie.

### **17. RIPM report (Kathleen McMorrow)**

Kirsten read the printed report submitted by Kathleen McMorrow.

### **18. Quebec Chapter report (Brian McMillan)**

Brian McMillan reported that the chapter now has its own bank account and website. Their fourth annual meeting, held at Université Laval on October 24, 2008, was their first as a recognized chapter.

### **19. Kallmann Award Committee report (Joseph Hafner)**

Joseph chaired this committee, which also included Richard Belford and Kathleen McMorrow. Richard read the report on behalf of Joseph. The award was presented to Marie-Thérèse Lefebvre. Peter reported that Marie-Thérèse was thrilled to receive this award. The Board will determine when to convene another Kallmann Award Committee; the award is not made every year. It was suggested that the next award could be given at the IAML 2012 conference.

## **20. Copyright Joint Committee report (Monica Fazekas)**

Richard Green reported informally that the committee is working with the Federation committee; they anticipate that new legislation will be considered in the fall. A formal report will be submitted by Monica Fazekas later.

## **21. IAML 2012 Committee (Joseph Hafner)**

The work of this committee was reported during the program session on Friday, May 29. Nothing further was reported at this time. A concern was raised that the proposed conference dates include the first Monday of August, which is a holiday in several provinces. The Committee will consider another date. It was also noted that the IAML website needs to be updated to reflect the location of the conference.

## **22. Conference 2010**

Congress will be meeting at Concordia in Montreal, but this location does not work well for CAML or CUMS. Alternative locations under discussion by CUMS are Brandon, Lakehead, or Regina. CAML also has an invitation from Banff; Kyla will check on whether CUMS could be included at Banff. Interest was expressed in meeting separately, since we haven't done this in awhile. It was also suggested that we should consider doing more music-related presentations at CLA as a way of doing some outreach and perhaps recruiting some new members.

## **23. Other business**

It was suggested that the Board send a letter to Dr. Kallmann, saying how wonderful it was to see him at the meeting.

The recent removal of Encyclopedia of Music in Canada offices from LAC was discussed briefly. CAML could write a letter in response to the situation, but it was felt that little would be gained at this point. Carleton University has offered office space and support.

Helmut the Camel was transferred from Peter to Kirsten, as Kirsten officially became President of CAML.

## **24. Adjournment**

Lisa Philpott moved adjournment. Meeting adjourned at 11:50 am.

Respectfully submitted,  
Laura M. Snyder, Recording Secretary