

Minutes of the Annual General Meeting 2013

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

**Saturday, June 8, 2013
University of Victoria, Victoria, BC**

Present: Jan Guise (presiding), Carolyn Doi (recording), Kyla Jemison, Lisa Philpott, Richard Belford, Sean Luyk, Joan McGorman, Kirsten Walsh, Brian McMillan, Terry Horner, Bill Blair, Kathleen McMorrow, Peter Higham, Deborah Wills, Desmond Maley, Kyra Folk-Farber, Tim Neufeldt, James Mason, Homer Seywerd, Monica Fazekas, Richard Green, Mariam Ritter, Rob van der Blik, Laura Snyder, Cathy Martin, Cheryl Martin.

Meeting called to order: 15:47

1. Approval of Agenda

Additions to the agenda under "Other Business":

- Joan will make an announcement about Helmut Kallmann.
- Homer will make an announcement about IMSLP.

Motion to approve the agenda with these changes: moved by Desmond, seconded by James; motion carried.

2. Approval of Minutes of AGM, July 26, 2012, Montreal, QC

Laura proposed that the minutes reflect that Cheryl Martin was also present at the 2012 AGM. Kathleen proposed a change under item 14 to say that RIPM report was submitted in advance.

Motion to approve the minutes with these changes: moved by Kirsten, seconded by Joan; motion carried.

3. Business Arising from Minutes of AGM, July 26, 2012, Montreal, QC

Questions raised at previous AGM related to #8 (audit committee report):

- Jan clarified that the CAML constitution states that the members of the audit committee are appointed by the board. Past practice has been that one member will continue and a new person will be appointed each year.
- Regarding procedure for voting on the audit committee report: Jan clarified that we should vote on the audit report immediately after the report is given. All other reports are voted on at the end of the meeting.

Question regarding #11 (Communications Officer's report): a special issue of the *CAML Review* honouring Helmut Kallmann was printed and copies were distributed to his family members, friends, and the contributors.

Discussion about the CAML mailing address: the University of Toronto Music Library has come forward to provide a new mailing address for CAML. A notification of the change was posted on the website and CANMUS-L. We have notified particular vendors and others who regularly send mail to CAML. Jan thanked the University of Toronto for stepping forward on this. Richard Green suggested that the address be changed in the constitution as LAC is still listed as the mailing address in that document. Jan will look into changing of address within the constitution. Desmond suggested that if the constitution is changed, then the mailing address should be a board decision.

Discussion about awards: Peter asked if the criteria for awards been defined. Jan responded that this year the award was designated as a first-time presenter award. Cathy Martin spearheaded the creation of the terms of reference and they are posted on the website. In the future there may be a different award each year. New terms will be drafted if the award changes.

4. President's Report (Jan Guise)

Report submitted in advance.

Report highlights:

- Thanks to Desmond's suggestion, CAML crafted a letter to Daniel Caron expressing concerns about LAC's recent change in direction. Cheryl & Jan drafted the letter. It was sent in February and it is now posted on the CAML website.
- Conversations took place with Library and Archives Canada leaders who were soliciting advice on the national union catalogue.
- The CAML board decided to join the CFHSS (Canadian Federation for Humanities and Social Sciences). Cathy Martin attended the CFHSS Annual General Meeting in March, where they voted to accept our membership. They have recently changed their fee structure so that it's now more affordable for small organizations to join and benefit from participating during Congress as a member. We want to keep a strong relationship with CUMS, who are also committed to meeting during Congress. We submitted our application for membership in December.
- The IAML Board struck an ad hoc committee on the IAML restructuring. Jan was asked to be one of the members of the committee. They met via email and Skype to draft proposals for members that are focused on making the IAML structure more relevant to its membership.
- The CAML Board voted to contribute some money to help fund the publication of John Beckwith and Robin Elliott's book. Beckwith and Elliot sent CAML a complimentary copy, signed by the editors.
- Jan expressed thanks and gratitude to the membership for the opportunity to serve CAML in her position as president.

5. Treasurer's Report (Submitted by Rob Van der Blik)

Report submitted in advance.

Discussion of report:

- Rob explained that this was a complicated financial year because of the IAML conference. While CAML agreed to give \$10,000 in advance, we ended up needing \$13,000 for JPDL. The IAML account was open from March to August and Joseph Hafner was working with JPDL after that point. The 2012 budget line 8 showed \$4374 at the time of the closing of CAML account. JPDL did the taxes but we ended up getting \$13,000 in a tax rebate, but that doesn't show up until later in the year. When the IAML account was closed, money came in from IAML, but we don't know what that money was for. We made approximately \$20,000 from the conference.
- This year we paid IAML fees, but some memberships are still coming in late. Paying IAML fees early doesn't really seem to help.
- Regarding 2012 budget line 22, projected income: expenses were low because the tax rebate hadn't been received yet.

2013 budget:

- IAML and translations came in lower than usual but there was an unexpected \$1,500 spent on publications so our costs even out in the end putting the budget on track.

2014 budget:

- Fees will include: PayPal fees, bank fees, CFHSS membership fees, translations, IAML dues.
- Award funding is set at \$1000 because this is what we did in the past.
- We have reduced spending on operating costs over the years and our fees cover our operations. Rob sees an opportunity to create more awards.

Discussion about the report:

- Desmond asked if we can use the extra revenue for projects such as digitization of musical Canadiana or use the funds to bring in a guest speaker to the CAML annual meeting. Brian suggested using it to fund research. Joan suggested that it be used to fund member projects or books. Jan asked that any ideas for how to allocate the CAML fund be submitted to the board by email.
- Brian asked if we should think of investing the extra funds. Rob didn't think that investments made sense, but that we need a cushion of about \$10,000. Richard urged caution when spending CAML funds. Jan responded that we are very interested in having criteria for how funds should be spent.
- Peter asked about the \$1,500, which was given by CAML to support the Kallmann book project. Kathleen responded that they had already acquired sufficient subsidy money to cover the publisher's fee. CAML's donation put them over the top so they were able to reduce the price briefly for this meeting.

6. Audit Committee's Report (James Mason, Laura Snyder)

Laura presented the report. The Audit Committee found that the financial transactions have generally been well documented and are in order. The committee would like to make several suggestions for further improvement to the record keeping:

- A few items recorded in the bank statements that appear to be bank errors followed by corrections. This happens when submitting US cheques, but it would be helpful for the audit committee to have more information in these cases.
- The documentation provided by PayPal is confusing. Explanation of how this works would be helpful.
- The 2012 IAML conference presented many challenges for the treasurer and the audit committee. A number of transactions (credits and debits) show up in the bank statements and Rob's spreadsheet, but we don't have the appropriate documentation. The Audit committee strongly recommends that the CAML board request clarification and documentation from IAML for transactions related to conference.

Motion to approve the report: moved by Laura, seconded by Peter; all in favour, none opposed; carried.

Peter asked when the new audit committee will be appointed. Jan responded that the board will select the audit committee after the new board is elected. Peter asked that the board notify the membership of their decision.

7. Membership Secretary's Report (Kyla Jemison)

Report submitted in advance.

Additional remarks: Kyla addressed concerns about IAML payment timeline. Kathy Adamson requested that CAML make IAML payments as close to March as possible because she needs a list of those people who will receive the first issue of *Fontes*. We may have to make 2 payments a year to IAML in order to submit late payments. There are some differences between Rob's report and the membership report because of last minute institutional membership payments.

Desmond asked if we could send a welcome to new members. **Action: the President will send a welcome message to new members.**

Peter asked why there isn't a membership option to join CAML, CUMS and IAML. **Action: the board will discuss this as a possible option at a future meeting.**

8. Nomination Officer's Report (Lisa Philpott)

The call for the Member at Large position went out May 2 and the deadline for expressions of interest was June 4th. An election will be called as three names were received: Sean Luyk, Joanne Paterson and Rebecca Smith. The ballots will be sent out by mail. Members are encouraged to update their mailing addresses with Kyla.

Brian asked if we can we modernize the voting procedures to avoid the mail vote. Jan responded that the board is looking to update voting procedures. Membership will have to vote on the procedural change before it can come into effect.

Action: the board will update the constitution so that the rules of procedure allow online voting.

9. Communications Officer's Report (Cathy Martin)

Report from Cathy:

- The *CAML Review* welcomes Megan Chellew and Deborah Wills as new members of the editorial board. Desmond continues as the reviews editor. We have put out a call for a French language review editor, but did not get any response so Cathy will be reaching out to individuals who may be interested.
- The special issue of *CAML Review* was published in honour of Helmut Kallmann and received positive feedback. The April issue focused on local music collections, including articles on local music at the University of Saskatchewan and University of Alberta and the Toronto Public Library "Make Some Noise" collection and concert series.
- The *CAML Review* has featured a lot of interesting content and many reviews lately. Cathy thanked all contributors and encouraged all members to continue to submit articles and reports.
- We are still keeping track of the usage data. Regarding the validity of the usage data we currently collect: it doesn't seem completely accurate but we will continue to collect.
- We joined the Canadian Scholarly Journal Consortium to partner in a SSHRC partnership grant request. We haven't heard any response on the results yet. Cathy will update the membership if we are successful.
- Cathy submitted an entry to the Directory of Open Access Journals, but hasn't heard back and may have to follow up.
- The letter to D. Caron was posted on the CAML website under the newly added advocacy tab.

Peter thanked Cathy and Desmond for their work on the *CAML Review*.

10. Cataloguing Committee Report (Daniel Paradis)

Report submitted in advance.

11. Copyright Committee Report (Monica Fazekas)

Monica had nothing new to report as CAML and CFHSS were not very active this year.

Discussion:

Monica suggested that the board discuss where we could do more with relation to the teaching and post-secondary research side of copyright. The copyright committee has a role to play in this discussion, but not sure exactly how it should be defined. Jan suggested that board discuss this issue further.

Desmond mentioned that the copyright presentation by James and Monica was very useful and a guide on this topic would be useful. Brian mentioned that a collaborative presentation for graduate students on scholarly communication would be useful. We need something with a consistent message.

Monica suggested that in terms of an advocacy role, we can take advantage of working with other groups within CFHSS who are active in Ottawa. Connecting with other organizations in an advocacy role would be beneficial.

12. RILM Report (Gilles Leclerc)

Discussion about RILM:

- Gilles cannot take on the RILM work at this time and no one else has come forward to work on RILM. Richard said that if someone does come forward, he can work with that person on a search strategy for AMICUS to help identify serials. Brian asked if there is a job description of the RILM position. Jan responded that while there is no written description, there is some institutional memory at LAC. Desmond asked if there was a call on CANMUS-L for the position. Jan responded that there was a call after the last AGM.

13. RISM Report (Cheryl Martin)

Report submitted in advance.

14. RIPM Report (Kathleen McMorrow)

Report submitted in advance.

Regarding the third paragraph of the report: the journal *Musical Canada* was located in a complete run at the Library of Congress and it has been digitized by RIPM. Kathleen has prepared annotations for the first 3 years of the journal.

15. Quebec Chapter Report (Benoit Migneault)

No report was submitted.

Brian mentioned that a review of the Quebec Chapter annual meeting was printed in *CAML Review*.

16. CAML First-Time Conference Presenter Award presentation (Cathy Martin)

The CAML First-Time Conference Presenter Award was intended to provide a first-time CAML conference presenter with the opportunity to present a paper at the 2013 CAML Conference. The award of up to \$1000 will be given for registration, travel, and accommodation expenses. The First-Time Conference Presenter Award was presented to Kyra Folk-Farber, who is a student at the University of Toronto. She presented her paper during the 2013 CAML conference and her paper will also be printed in *CAML Review*.

17. CAML 2014 at Brock University in St. Catharines, ON (Jan Guise)

Jan provided an update on the 2014 meeting. Tentative dates for the conference are May 28 – 30, 2014. The 2014 annual meeting will be held during Congress at Brock University in St. Catharines, ON. The dates are still tentative, and we will consult with CUMS. Congress asked if we would change meeting dates to end by May 30 as there are no services available as part of Congress after that date. Jan suggested that in order to enjoy the Congress services, we might as well take advantage and move dates.

Sean asked if CUMS is committed to meeting at Congress again. Jan responded that it is likely that they are and we will be able to meet with CUMS during Congress in 2014. Desmond mentioned that the publisher's exhibit usually shuts down at 1pm on our first day, so it would be preferable to have the CAML meeting when Congress is in session.

Brian mentioned that CUMS doesn't always meet with Congress if there isn't a strong local representation and asked what we will do about finding a representative for the LOC at Brock. Jan said that the board has discussed this and while we don't have a CAML member nearby, this could be an outreach opportunity. There is a person who does collection development for music, so we could contact them to see if they are interested. Cheryl knows a former CAML member who resides in the St. Catharines area. The board also discussed approaching the University Librarian to help with local arrangements. If the board is unsuccessful in finding someone to manage local arrangements, a call will be put out to the membership.

Cheryl mentioned that CLA and Congress will be happening in Ottawa at the same time in 2015.

18. Other business

National Leadership Summit - Canadian Music Educators' Association (CMEA) (Jan)

- CAML was invited to be part of the CMEA. They meet 6 times a year by web conferencing, for an hour-long meeting. The meeting is an opportunity for members to share what they are working on.
- The CAML board will need to appoint a representative to the group. If anyone is interested, let Jan know.

CFHSS seat at the AGM vote (Jan)

- There is a CFHSS Spring annual general meeting in Ottawa every year. The board will appoint a member to attend. It should be someone who is local and has an interest in attending.

Helmut Kallmann fund (Joan)

- Joan was invited to a meeting at Carleton University, where Dr. Kallmann was an adjunct professor for many years. The goal of the meeting was to establish a Helmut Kallmann Chair position in Canadian Music at Carleton. They need 3 million to fund the position and some money has been raised already. They will continue to raise money over the upcoming year. If any CAML members would like to donate to the fund, Joan has donation envelopes.

- If they are not able to raise the funds for the research chair then something else such as a scholarship or lecture series will be done to honour the memory of Dr. Kallmann.

IMSLP (Homer Seywerd)

- There is a new IMSLP server in Canada for public domain works in Canada. As of July 1st works that are public domain in Canada will now be available within Canada.

Kathleen felt it was unfortunate that the CAML and CUMS programs were kept separated at this year's meeting. Bill said that he had submitted the CAML events to be integrated into the CUMS program, and a draft of the combined programs was produced, but when they were printed the CAML events were not included. We will work with next year's program chair for the 2014 meeting to ensure this doesn't happen again.

Richard Green felt that the CAML President should have been invited to speak at the opening. Bill said he would talk to Mary about having Jan speak at the banquet.

Kathleen expressed thanks to the LOC and program committee for their work on this year's meeting.

Desmond extended thanks to Jan for her work as president.

19. Motion to Accept all Committee Reports (excluding audit committee report): moved by Monica, seconded by Richard; all in favour; motion carried.

20. Adjournment

Motion to adjourn: Lisa

Meeting adjourned at 17:22 PST

Respectfully Submitted,

Carolyn Doi, Recording Secretary