

# Minutes of the 2014 CAML/ACBM Annual General Meeting

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

**30 May, 2014, 1:00 – 2:30 PM**  
**Brock University, Sankey Chamber, St. Catharines, ON**

**Present:** Houman Behzadi, Desmond Maley, Barbara Dobbs Mackenzie, Sean Luyk, Lisa Philpott, Joanne Paterson, Deborah Wills, Homer Seywerd, Becky Smith, Alastair Boyd, Suzanne Meyers Sawa, Tim Neufeldt, Kathleen McMorrow, Sophie Rondeau, Jan Guise, Laura Snyder, Cathy Martin, Kyla Jemison, Kyra Folk-Farber, Daniel Paradis, Audrey Laplante, Andrew Senior, Lucinda Walls, Brian McMillan, Stacy Allison-Cassin, Monica Fazekas, Cheryl Martin, Rob Van der Blied, Carolyn Doi

## Meeting called to order at 1:00 PM

1. Approval of the Agenda

Additions to the agenda under new business:

- Lisa would like to add a call for a motion to destroy the ballots from the last election.
- Cathy would like to add an item about the First-Time Conference Presenter's award.

**Motion to approve the agenda with these changes: moved by Desmond, seconded by Tim; motion passed.**

2. Approval of Minutes, AGM, University of Victoria, 8 June 2013

**Motion to approve the 2013 AGM minutes: moved by Jan, seconded by Deborah; motion passed.**

3. President's Report (Cheryl Martin)

Report submitted in advance. Report highlights:

- Rob van der Blied has been reappointed for a two-year term as Treasurer.
- Kyla Jemison has been reappointed for a two-year term as Membership Secretary.
- Daniel Paradis has been reappointed as Cataloguing Chair.
- Jan is ending her term as Past President. Cheryl thanked Jan for her work and contributions to CAML while serving on the board.

4. Treasurer's Report (Rob van der Blied)

Report submitted in advance. Report highlights:

- There is a significant sum of money that carries over from year to year. CAML received a refund from Congress from last year and we are bringing in more money than we spend.

Discussion: how should CAML allocate these funds?

- Kathleen mentioned that CAML's first objective is to promote publication of research. Perhaps there should be more regular publication support.
- Brian agreed that we should do more to contribute to Canadian music scholarship.
- Houman suggested that we should have an award to send attendees to the IAML conference in New York.

Discussion of the 2015 budget:

- Kathleen suggested that we can designate a line in the 2015 budget to allocate up to \$3000 for a publication support award.
- **Motion to amend the budget to increase the award funding to \$3000 in the 2015 budget: moved by Kathleen, seconded by Deborah.**
- **Action: the board will form a committee to select projects and amount of the award.**

**Motion to approve the 2015 amended budget: moved by Rob, seconded by Monica; motion passed.**

#### 5. Audit Committee Report (Lucinda Walls and Laura Snyder)

The two members of the Audit Committee, Laura Snyder and Lucinda Walls, met on Wednesday May 28, 2014 to review the documents assembled and prepared by Rob van der Bliet, CAML Treasurer. The Committee also met briefly with Rob on Thursday May 29 to clarify a few questions and discuss minor housekeeping details.

The Committee reviewed all bank statements, the PayPal transaction log, the Treasurer's registers, and other documentation such as cheque images, invoices, receipts, and correspondence associated with the various financial transactions for the period of January 1 through December 31, 2013.

For the period of January 1 to December 31, 2013 the committee found everything in good order.

**Motion to accept the audit committee report: moved by Brian, seconded by Becky, motion passed.**

#### 6. Membership Report (Kyla Jemison)

Report submitted in advance. Report highlights:

- The number of institutional members is holding steady.
- There are a total of 34 individual members and 5 new members this year.
- The board discussed the option of expanding the membership categories to include library assistants.

**Motion to expand student/unwaged category for CAML and CAML/IAML to include library assistants: moved by Kyla, seconded by Lisa; motion passed.**

#### 7. Communication Officer's Report (Cathy Martin)

*CAML Review* updates:

- We continue to track usage data and the stats from York are available online, broken down by month. The numbers are getting more accurate. There are an average of 4000 full text article requests per month. Compared to other York journals, *CAML Review* is ranked 4th highest out of 34 total.
- We are still looking for an Associate Review Editor for French language publication. There was an expression of interest from a student at U de M, but it will depend on his/her availability.
- We joined Partnership in submitting a SSHRC grant request, but it was ultimately unsuccessful.

Projects to be undertaken in the upcoming year:

- Developing author guidelines.
- Adopt a Creative Commons license, likely to be attribution non-commercial licence.
- We will look into the logistics of establishing a peer-review option for a section of *CAML Review*. Members may talk to Cathy, Deborah or Desmond to give feedback on the peer-review option. It might give more opportunities for those who might need or want to publish in a peer-reviewed publication.

Discussion of the website:

- Stacy continues to work on rebuilding the website after the crash. She has recently been focussing on uploading information about the conference and memberships. She has been going back through the servers and finding old documents and archiving them in the CAML Dropbox account.
- Drupal supported translations really well, but WordPress doesn't. Possible solutions for supporting the translations: have them side by side on the same site or have a completely separate French language site. There is a French language plugin for WordPress, but it is not supported by York.
- Stacy suggested we find an external hosting option or move to another CMS.
- Daniel mentioned that we should find a new platform. Cheryl mentioned that she doesn't think that WordPress will work as a permanent solution.
- Members may forward content or suggestions for the website to Stacy.

#### 8. Nominations Officer Report (Joanne Paterson)

- 1 nomination has been received for president in waiting from Brian McMillan. Call for nominations from the floor. There were no other nominations. Brian has been acclaimed.
- 2 nominations for secretary: Carolyn Doi and Tim Neufeldt. **Action: A mail ballot will be sent out to members for the election.**

#### 9. Committee Reports

Cataloguing committee report (Daniel Paradis)

- This year the committee worked on three proposals to revise RDA and finalized two proposals for the JSC.
- The cataloguing committee was reconstituted under new terms of reference.
- Andrew Senior and Sophie Rondeau are new members of the committee.

R-project reports (Sean Luyk, Kathleen McMorrow, Cheryl Martin)

- Reports submitted in advance.

Quebec chapter report

- Daniel reported that there was no fall meeting of the Quebec chapter. The next meeting will be held on October 31.
- The listserv has been revived. They have been working on updating and transferring the website to Drupal.

## 10. Conference 2015

- Congress will be held in Ottawa in 2015. The dates of the CAML conference will likely be June 4 -5, 2015.
- We still need someone to be program chair and someone to organize local arrangements. Becky and Tim expressed interested in volunteering. Brian, as President-elect, will sit on the program committee.
- CLA will be held in Ottawa at the same time as Congress.
- Brian asked if it is possible to ask Congress administration if the various library associations can be scheduled to meet at complementary times.
- Kathleen asked if we can arrange adjacent meeting rooms next year.
- Sean mentioned that CAPAL might be interested in collaborating on the joint session.

## 11. Other business

A new member of the audit committee will be appointed by board. Members can email Cheryl if they would like to volunteer for the position.

**Motion to approve all reports: moved by Desmond, seconded by Jan; all in favour; motion carried.**

**Motion to destroy ballots from the last election: moved by Jan, seconded by Tim; motion carried.**

Cathy announced that the First-Time Conference Presenter Award was given to Sophie Rondeau who presented a paper on national library digital sound recording collections. Her paper will be included in the August issue of *CAML Review*.

The board will be proposing some changes to the bylaws in the upcoming year. Changes include:

- Remove Library and Archives Canada as the CAML mailing address.
- Allow online voting.
- Adding the R-committees as standing committees with the Committee Chairs being appointed by the President.
- Extend term of committee chairs to 2 or 3 years.

Members may submit other proposed changes to Sean by email. **Action: A mail ballot to approve the bylaw changes will be sent out to members in the upcoming year.** Two thirds of the membership will have to approve the changes and then they will become effective at the 2015 AGM.

Houman is organizing a meeting of those interested in establishing a collection development interest group.

## 12. Adjournment

**Motion to adjourn: Lisa Philpott**

**Meeting Adjourned 2:30PM**

Respectfully submitted,

Carolyn Doi, Recording Secretary