

## Minutes of the 2016 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)

**Friday, June 3, 2016, 12h30 – 14h00**  
**Rozsa Centre, Room 151, University of Calgary**

*(As approved at the 2017 CAML AGM, May 27, 2017)*

#### **Meeting called to order: 12:30 PM**

#### **Attendees**

Bonnie Woelk, Monica Fazekas, Laura Snyder, Lucinda Walls, Kyla Jemison, Kirsten Walsh, Mark Goodwin, Terry Horner, Bill Blair, Lisa Philpott, Scott A. MacDonald, Jan Guise, Cheryl Martin, Ron Rooth, Richard Green, Maureen Nevins, Houman Behzadi, Leland Reed, Sean Luyk, Stacy Allison-Cassin, Desmond Maley, Rob van der Blik, Julie James, Joseph Trivers, Deborah Wills, Homer Seywerd, Suzanne Meyers Sawa, Tim Neufeldt, James Mason, Brock Silversides, Meghan Goodchild, Daniel Paradis, Carolyn Doi

#### **Approval of Agenda**

Motion to approve the agenda made by Desmond; seconded by Tim; motion carried.

#### **Approval of Minutes from 2015 AGM**

Suggested changes for the 2015 AGM minutes: add Scott MacDonald to the list of attendees.

Motion to approve the agenda with change made by Monica; seconded by Jan; motion carried.

#### **Business Arising**

There was no business arising from the AGM minutes from 2015.

#### **President's Report presented by Brian McMillan**

Houman and James have joined the CAML board. Jan is now Nominations Officer.

Brian thanked Sean and Cathy for their service to CAML as members of the board.

Brian thanked departing board member Cheryl for her four years of service to the board as incoming-president, president and past-president.

The board met three times throughout the 2015-16 year. Summary of activity:

- Jan and Houman have continued to investigate options for electronic voting.

- Richard Green helped to draft a letter to the Conservative Government regarding the extension of sound recording copyright terms. The Liberal government seems less likely to extend the term. There was a recent announcement from the Heritage Minister of the intention to review the Canadian content rules and regulations. This may call for CAML advocacy. There have been some discussions with Scott and other CAML members to help monitor and draft responses to future changes.
- James Mason has been working to build a new website for CAML. It is now on a 3rd-party platform. There is still a lot of work to be done on the website. A call for volunteers to participate in the website review will be put out in the upcoming year. Brian thanked James for his work on the website.
- *CAML Review* came out three times this year.
- The arrangements for the 2016 CAML meeting at the University of Calgary were organized by Bonnie Woelk. Brian thanked Bonnie for all her work on local arrangements for the conference. Tim Neufeld was responsible for the program for the 2016 conference. Brian thanked Tim, Maureen Nevins, and Sean Luyk for their contribution to the program.
- A committee was established for awards this year. Members were Houman, Tim, Jan, and Jason Neal (last year's award winner), who worked to formalize the award procedures.
- The board has agreed to have CAML participate in the 2017 Pan-American MLA/IAML Conference. MLA aims to gather attendees in Florida in February 2017. Tim is representing CAML on the program committee. Tim and Brian are participating in the travel grant committee which is open to those in travelling to Florida from Central and South America. Future service opportunities for CAML members may arise in the future.
- Plans for CAML 2017 are in development.

#### **Treasurer's Report presented by Rob van der Blik**

A written report was submitted in advance.

#### 2015 budget

- Line 11: translations were higher than anticipated because of the 2015 Ottawa conference and translation of the constitution.
- Line 14: IAML Dues are 56% of dues for CAML and IAML.
- Line 16: the deficit of \$400 from the 2015 conference wasn't in the original budget.
- Extra costs were offset by increased membership numbers leading to a surplus of \$391
- Assets are listed at \$27,330

#### 2016 budget

- Line 7: total income that was proposed \$9149. Currently we're at \$6559.

- Expenses: IAML has been paid. Actual cost was a bit less than anticipated because we have fewer members this year.
- The award funding has not yet been spent.
- The translations have not fully been spent for this year.
- There are still a few items that need to be paid for this year, and we project a deficit for 2016. This was discussed at the 2015 AGM.
- Line 20: BMO 8109-548 savings account was closed and funds were moved to main account. \$20,000 was moved to a GIC, which has accrued \$57 in interest since it was deposited six months prior.
- Total cash assets are currently \$26884. It is likely that the conference will break even and we will have spent \$1000 by the end of the year.

#### 2017 projected budget

- A line (16) has been added for web hosting for \$110/year.
- Filing charges have gone from \$30 to \$20 for Canada Corp.
- Translations have remained the same as previous year at \$1200.
- A deficit of \$941 has been projected due to the awards.

The terms of the audit committee were written in 2010. There's some redundancy in the language. The language has been changed to allow for a much shorter time for the audit committee to receive the paperwork from the treasurer. Originally a month in advance was required, but this means some transactions are missing from the report. It was felt that it will be less onerous to have the treasurer deliver the documentation right before the conference. The second change was to remove the format in which documents may be supplied. The terms now indicate that "all items will be supplied by the treasurer to the audit committee."

General consensus from the membership is that we can continue the trend of having a \$1000 deficit due to the issuing of awards.

#### **Audit Committee's Report presented by Jan Guise and Tim Neufeldt**

The two members of the Audit Committee, Janneka Guise and Tim Neufeldt, met on Wednesday June 1, 2016 to review the documents assembled and prepared by Rob van der Bliet, CAML Treasurer. The Committee also met briefly with Rob on Thursday June 2 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, 2015.

For the period of January 1 to December 31, 2015 the committee found everything in good order.

The Committee endorses the proposed changes to the Audit Committee Terms of Reference.

The Committee also recommends the CAML Treasurer keep an itemized register of CAML conference expenses and revenues, and provide this to the Audit Committee in future. Such a register will also help the Board budget for, and plan, future CAML conferences.

The audit committee would like to recommend to the board that the treasurer keep an itemized register with conference expenditures and revenues. This might help with future conference planning. The audit committee noted that it hasn't always been clear how conference funds are being spent.

Leona Jacobs, from the Canadian Association of Professional Academic Librarians (CAPAL) contacted Jan earlier this year to inquire about CAML's Audit Committee process. Jan described the process and its history, copying the CAML Treasurer in the e-mail exchange. CAPAL will be moving to an Audit Committee, thanks to CAML's input.

Jan asked that the membership approve the report. Motion to accept the audit committee report made by James; seconded by Suzanne; motion passed.

At the invitation of the board, Rob has been appointed to another 2 years as treasurer. CAML members thanked Rob for his past work in the position.

#### **Membership Secretary's Report presented by Kyla Jemison**

Membership numbers are lower than last year. Early renewal of membership is encouraged. There were six new personal members this year. Higher memberships were likely due to the IAML meeting in New York.

Perhaps the lower dollar has caused some institutions to drop their memberships.

James has rearranged the buttons on the website so there are fewer accidental institutional memberships. A donation option is being investigated for the website. CAML isn't a registered charity, so donors will not receive a tax receipt.

#### **Communication Officer's Report presented by James Mason**

James has been focused on development of the system behind the website. He is looking for help with web design and content. The bilingual component of the website has been a major priority. Most of the site is translated, though some work still needs to be done. A new URL is in place. The site is built with responsive design.

Monica asked if images from member institutions can be included. If members want to send photos, they can be emailed to James.

Stacy commented that content is always challenging to get and yet having a way to get content posted in a timely manner is important. It shouldn't necessarily fall to the webmaster to be responsible for that aspect. The CAML board is moving toward having a website committee. If any members are interested in participating they can email James.

Daniel commented that it will be useful to have conference information posted on the website as soon as it is possible.

### **CAML Review Report presented by Deborah Wills on behalf of Cathy Martin**

The same editorial team was in place for another year. Desmond has notified the group that he will be stepping down. The membership thanks Desmond for his many years of service in this position.

*CAML Review* is looking for a new reviews editor. A call will go out on the CAML listserv about this position.

A peer-review section will be added to *CAML Review*. Submission guidelines for contributors will appear shortly on the journal site. The journal will continue to include a reports section (non-reviewed) in addition to the peer-reviewed section. Guidelines for the submission and peer-review process have been adapted from *Fontes*. Guidelines for reviewers are in development and are being adapted from those used by *EBLIP*. Members are encouraged to submit papers for peer-review.

There has been an issue with making reviews findable. Rob has been working on investigating this issue.

If there are any questions about *CAML Review*, please forward them to any member of the editorial group.

### **Nominations Officer's Report presented by Jan Guise**

Written report submitted in advance.

There are two board positions open for election this year: president-elect and secretary. A message about these positions was sent on CANMUS-L on March 23 and a reminder was sent on April 5. One nomination for each position was received. Jan made a call for additional nominations from the floor and no additional nominations were received. The motion to close the nominations was made by Cheryl; seconded by Kirsten. Brian announced Carolyn Doi will move into the role of president-elect. Deborah Wills will move into the role of secretary.

There will not be an election this year. In preparation for an election, Jan and Houman had prepared a report on online survey platforms for electronic voting tools. Jan corresponded with the Federation and IAML Australia and found that they are using expensive options. The Federation suggested that we use Google Forms. IAML Australia is not using online voting, but was interested to hear what CAML chooses. IAML uses open source software, but they have IT support who can do the technical implementation. The recommendation to the board was to use the free version of Survey Monkey, as MLA does. Jan created a trial survey and tested it with the board members. A new trial has been established and the link is included in the report. The trial will close this weekend. In the future, there will be an option to complete the survey in French as well.

Sean commented that we might want to have a list of identified respondents list instead of keeping the link open. He asked if we can look into this respondent's list in order to avoid the possibility of multiple respondents. Daniel asked if institutions have a vote. Jan responded that they will, so there may potentially be an individual who votes twice - once for their institution and once for themselves. Jan is updating the procedures manual and we can include provisions for this type of voting.

### **Cataloguing Committee Report presented by Daniel Paradis**

A written report was submitted in advance.

The Cataloguing Committee worked on preparing seven revisions to submit to MLA and they were accepted by the RDA Steering Committee (RSC). Links to the proposals are in the written report.

Governance for RDA is under review and changing. They want to be an international standard and move away from American rules, so will be transitioning to a more international standard. There will likely be another layer between the Canadian cataloguing group and the RSC.

This is the end of the 2-year mandate for this committee. Daniel invites anyone who is interested in joining the committee to contact him directly.

### **RILM Report presented by Sean Luyk**

Sean thanked the members of the RILM committee for time involved in abstracting during the past year. There were 93 new records submitted this year. We have been using the author form to submit abstracts. Generally, there is less work every year. If the Centre in New York has access to items they will do the abstracts for them. Sean is working on getting more content to New York.

Members may notify Sean if there are any publications coming through institutions.

In 2016, we are looking into getting these and dissertations added and up to date.

### **RISM Report presented by Cheryl Martin**

RISM sent out an email about new items in the RISM catalogue. If CAML members have items they would like to add, they can contact Cheryl.

### **Quebec Chapter Report**

Submitted in advance.

### **Motion to accept all reports made by Tim; seconded Jan; motion passed.**

### **CAML First-Time Conference Presenter / First-Time Attendee Awards presented by Houman Behzadi**

Houman thanked the awards committee members for their work. Members of the award committee suggest that CAML add an award submission form to the website and that CAML considers adding an award for an LIS student interested in music librarianship. By adding a donation button to the membership dues form, CAML can collect funds to go to the awards.

The recipient of the First-Time Conference Presenter Award is Meghan Goodchild. The recipient of the First-Time Attendee Award is Mark Goodwin.

### **Committees**

Daniel Paradis has been reappointed as chair of the Cataloguing Committee. Sean Luyk has been reappointed as chair of the RILM Canada Committee.

There is a call for a member of the Audit Committee as Jan will be stepping down. If anyone is interested, they can contact Brian.

The Collection Development Interest Group has been established. Houman will serve as the first chair. The terms of reference will be developed by the chair in consultation with the CAML president. Expressions of interest for membership can be forwarded to Houman. The interest group will continue using the wiki platform.

#### **IAML/MLA 2017: Pan-American Regional IAML Conference**

The board has decided to support two meetings in 2017: IAML and CAML. Unlike other years where this has happened, the first regional meeting is outside Canada, but the AGM will be held in Canada.

#### **CAML/MusCan 2017 Conference**

CAML received an invitation from MusCan to hold our conferences separately from the Federation. There isn't a member at Ryerson. The University of Toronto has agreed to host the conference free of charge. The board decided to approve this decision. Robin Elliot is Chair of the conference planning on behalf of MusCan. Tim is the representative on the conference committee for CAML. The meeting will be held on May 25 - 27, 2017, before the CAPAL meeting. There were some expressions of concern about the cost of holding a separate conference. Though, in the years we have met separately the costs are usually lower. There's support available for Canadian-based scholarship at the moment, so Robin Elliot is looking into a grant to cover some of the conference costs. IASPM Canada and the Canadian Society for Traditional Music will also likely be meeting at the same time. In terms of accommodations, the organizers will be looking into U of T residences.

#### **Other business**

Jane Baldwin, the former music librarian at Western University passed away on June 25th, 2015. An obituary will appear in a future issue of *CAML Review*.

#### **Motion to adjourn made by Lisa.**

#### **Meeting adjourned at 2:12 PM.**

Respectfully submitted,  
Carolyn Doi, Secretary  
May 27, 2017