

## Reports from the 2020 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)

Annual General Meeting Minutes  
Friday, June 5, 2020, 12:10 – 1:10 p.m. EDT  
Online via Zoom

### Attendees

Houman Behzadi, Rebecca Shaw, Madeleine Boyer, Sean Luyk, Rachel Gagnon, Jan Guise, Catherine Henderson, Tim Neufeldt, Scott A. MacDonald, Brian McMillan, Rob van der Blik, Scott Cowan, Marc Stoeckle, Becky Smith, Alastair Boyd, Kyla Jemison, Lucinda Johnston, Bonnie Woelk, Kathleen McMorrow, Leland Reed, Carolyn Doi, James A Mason, Bill Blair, Cathy Martin, Maria Calderisi, Deborah Wills, Julia Armstrong, Maureen Nevins, Katherine Penner, Jessica Turner, Geneviève Beaudry, Trevor Deck, Lucinda Walls, Suzanne Meyers Sawa, Lisa R Philpott, Peter Higham,, Joan McGorman

Regrets: Margaret Piper, Megan Chellew, Andrew Senior

### Call to order - 12:13 EDT

- 1) Approval of agenda - Rachel Gagnon (M)/Alastair Boyd (S)
- 2) Approval of minutes of 2019 AGM – Brian Boyd (M)/Carolyn Doi (S)
- 3) Business arising from the 2019 AGM minutes
  - a) Bylaw changes approved by the membership at 2019 AGM
    - i) Lucinda presented the revised bylaws based on approved changes from the 2019 AGM.
- 4) Proposed amendments to CAML Constitution and Bylaws:
  - a) Resolution of proposed changes to article 7.2 to allow CAML to hold virtual AGMs
    - i) Required to go forward with this meeting
    - ii) Becky Smith (M)/Tim Neufeldt (S), motion passed
  - b) Resolution of proposed changes to article 5.2.3 to allow CAML to employ online voting platforms
    - i) Carolyn Doi and Kyla Jemison tested two of the products recommended by Congress/Federation, which must be anonymous/verifiable, and recommend Election Runner

- ii) Carolyn Doi (M)/Brian McMillan (S), motion passed
- 5) Reports:
- a) President's report (Houman Behzadi)
    - i) Houman read out his report in English and French
    - ii) Thank you to Rachel Gagnon for translating AGM documents
    - iii) Thank you to Alastair Boyd and Brian McMillan for an outstanding job with the planning for this (2020) conference during these very difficult times
    - iv) Appreciation to the new CAML board since June 2019
    - v) Thank you to Marc Stoeckle for the new website and logo
  - b) Treasurer's report (Tim Neufeldt)
    - i) For a few years prior to 2019, CAML's expenses were greater than revenues
    - ii) Last year, 2019, our expenses did not exceed our revenues due to the fact that no awards were presented and IAML dues were less than expected.
    - iii) 2020 is looking similar: projected expenses continue to exceed our revenues, though once again there was no award presented (due to the cancellation of an in-person conference), and conference fees were significantly less than expected.
    - iv) For 2021 it will be difficult to predict if the conference ends up with a surplus or deficit—CAML's income will largely be from memberships:
      - (1) Membership fee information: we get some \$ from individual categories, but very little from institutional memberships
      - (2) Tim is looking for ways to reduce our expenses
    - v) GIC maturing in Jan 2021, which will support our possible deficit situation, but a long-term plan is needed.
    - vi) Discussion: Rob van der Blik congratulated Tim on his management of the accounts, believed that we should continue to spend our money; possibly money will be useful if we host IAML again—we would need a buffer to write cheques before revenues come in...
  - c) Audit Committee's report (Brian McMillan/Lisa Philpott)
    - i) No issues of concern
    - ii) Mid-year review was not necessary this year, but retain this procedure for future years
    - iii) Recommendations:
      - (1) Provide official statements of its investments and images of all cheques deposited,
      - (2) Investigate options to reduce bank fees (Tim is already doing this),
      - (3) Post audit reports publically online (i.e., on CAML's website) to promote transparency
    - iv) Discussion:
      - (1) Bank fees always have been a problem; most banks say we have to use a business account-which are more expensive
      - (2) If we decide to move our banking to an online institution, general preference for to be a Canadian one

- (3) Tim is open to recommendations for online/other accounts; he is looking into e-business accounts
- (4) Question raised: is Tangerine owned by ScotiaBank?
- d) Membership Secretary's report (Becky Smith)
  - i) Report submitted May 15, but numbers have changed: currently have 59 individual members (not 54 as originally reported) and institutional membership is at 18 (Becky has been off campus since mid-March and has not received any renewal mails)
  - ii) Welcome to Québec chapter joining the conference and adding to new membership numbers
  - iii) Welcome to 8 new members!
  - iv) We have received have 4 donations (not 2 as originally reported); Houman has sent out thank-you notes
  - v) No discussion
- e) Communications Officer's report (Marc Stoeckle)
  - i) Redesigned our website and it was launched in late 2019
  - ii) CAML never had a dedicated email address but now we do; it is monitored by Marc Stoeckle and Becky Smith
  - iii) New logo: 66% of members in favour of the logo we now have
  - iv) Discussion:
    - (1) Websites have come a long way from the original CAML website: many congratulatory remarks to Marc for a great website
    - (2) The website will be a good place for ongoing communications: we have posted a past presidents list and can add public documents.
    - (3) Another suggestion: the website could also host previous CAML conference presentations (or links to ones in Institutional Repositories)?
    - (4) It would be great to have more documentation of the history of CAML on the website—this will need more participation from all members: would be a great effort to focus on as we move towards our 50th anniversary next year

ACTION: anyone who has content to put on website, please send to Marc Stoeckle:  
[mstoeckle@ucalgary.ca](mailto:mstoeckle@ucalgary.ca)

ACTION: Would someone like to lead a group to develop historic content for the website?

- f) CAML Review report (Jada Watson/Jan Guise)
  - i) Due to time limitations, Jada and Jan did not read out full report, but highlighted several points:
    - (1) The new Editorial board (list names/positions)
      - (a) Lead Editors:
        - (i) Jada Watson, University of Ottawa
        - (ii) Janneka Guise, University of Toronto

- (b) Associate Editors
  - (i) Megan Chellew, McGill University
  - (ii) Carolyn Doi, University of Saskatchewan
  - (iii) Deborah Wills, Wilfrid Laurier University (ret'd)
- (c) Review Editors
  - (i) Brian McMillan, Western University
  - (ii) Nina Penner, Brock University
- (2) Many huge thanks to Cathy Martin and Brian Thompson for their leadership and efforts
  - (a) Moving to 2 issues per year instead of 3
    - (i) Dec 2020 is the next issue planned: Lost Conference Papers
    - (ii) June 2021: COVID 19
    - (iii) Dec 2021: 50<sup>th</sup> Anniversary
  - (3) Discussion: none
- g) Nomination Officer's report (Kyla Jemison)
  - i) 4 positions were available this year: Treasurer, Member-at-Large, Membership Secretary, President-Elect
  - ii) Calls for nominations went out March 20, reminders were sent Apr 6, nominations closed Apr 10
  - iii) There are two nominations for the position of Member-at-Large
  - iv) Becky Smith and Tim Neufeldt agreed to stay on in their respective roles (Membership Secretary/Treasurer)
  - v) An online election for the position of Member-at-Large will take place in the coming weeks.
    - (1) Due to anonymity requirements for online voting, CAML cannot use the SurveyMonkey platform that was recommended by a previous board (April 2016 board meeting).
    - (2) An ad hoc committee (Carolyn Doi and Kyla Jemison) investigated online election tools that meet confidentiality and privacy requirements and recommended the platform Election Runner.
  - vi) Noted that our bylaws state that the positions of Treasurer, Membership Secretary and Communications Officer are appointed, therefore in the future the Nominations Officer will ask for expressions of interest for these positions, and not nominations
  - vii) We received no nominations for the position of President-Elect
  - viii) Calling additional nominations from the floor for the position of President-Elect
    - (1) Noted that there can be no self-nominations and the person nominated must agree to the nomination
    - (2) Houman Behzadi nominated Maureen Nevins, Maureen accepted
  - ix) Motion to close nominations - Lucinda Johnston (M)/Jan Guise (S), motion passed
- h) Cataloguing Committee report (Megan Chellew/Andrew Senior)

- i) Neither Megan or Andrew were able to attend the AGM
    - ii) Daniel Paradis agreed to be a consultant and to meet with Megan and Andrew
  - i) Collections Interest Group report (Brian McMillan)
    - i) No activity this year
  - j) RISM (Kyla Jemison)
    - i) Not very much activity since Cathy Martin stepped down as chair.
    - ii) Kyla just began working with Rebecca Shaw on extracting records and with Jennifer Ward (RISM Head Office) to simplify process of getting Canadian Records into RISM
  - k) Quebec Chapter (SQACBM) report (Rachel Gagnon)
    - i) 40 members
    - ii) Next meeting will likely be virtual
  - l) Awards Committee report (Margaret Piper)
    - i) Alastair Boyd presented the report on Margaret's behalf: he did not read it out, but asked membership for their thoughts regarding the possibility of combining Awards and Program committees
    - ii) All awards from this year will be deferred until next year due to the cancellation of the in-person meeting due to COVID pandemic.
  - m) Motion to accept reports - Houman Behzadi (M)/Scott McDonald (S), motion passed
- 6) Board Rotations and Elections:
- a) Treasurer - Tim Neufeldt re-appointed by Houman Behzadi
  - b) Membership Secretary - Becky Smith re-appointed by Houman
  - c) Board Member at Large – an online election will occur following the AGM, approximately mid-July, according to CAML procedures manual
  - d) President-Elect—nominations are now closed, Maureen Nevins was duly elected by acclamation
- 7) CAML Conference 2021
- a) It will be CAML's 50<sup>th</sup> anniversary next year, but we do not yet know if we will be able to meet in person. The conference committee will work with the board to hopefully offer some kind of hybrid meeting for next year.
- 8) Special Acknowledgment
- a) Houman Behzadi acknowledged our retired members, with thanks for their continued, ongoing support and advice to the board, the association, and its members.
  - b) Houman also acknowledged our most recent retired member: Lisa Philpott, who, as Houman's first music librarian mentor was always available for him, was always appreciated by all library users, and personified Western Music Library
- 9) Other Business
- a) Membership fees
    - i) Addressed in Treasurer's report Minutes item 6.2.

Adjournment Marc Stoeckle (M), 1:15 EDT