

**Council of Nova Scotia Archives
Annual General Meeting Minutes
June 11, 2010 Halifax, NS**

In attendance:

Kim Walker	Shelburne County Archives & Genealogy Society
Catherine Arseneau	Beaton Institute, CBU
Dorothy Outhouse	Islands Historical Society
Virginia MacIsaac	Celtic Music Interpretive Centre Society
Karen White	Council of Nova Scotia Archives
Laurena Fredette	LAC
Susan McClure	President, CNSA
David Mawhinney	NSARM
Sheryl D. Stanton	Admiral Digby Museum
Bethany Jost	Acadian University
Patti Bannister	Sisters of Charity Halifax
Michael Moosberger	Dalhousie University
Jodi McDavid	Department of Heritage and Culture, CBU
Jane Arnold	Beaton Institute, CBU
Marilyn Rudi	Bedford Institute & Oceanography
Roger Gillis	MSVV Archives
Marney Gilroy	Cumberland County Genealogical Society
Susan Hill	Cumberland County Genealogical Society
Lois Yorke	NSARM
Jennifer Copage	TARR Centre
John MacLeod	NSARM
Margaret Campbell	NSARM

Call to Order

President Susan McClure called the meeting to order at 4:00 p.m.

1. Approval of the Agenda

The agenda was circulated with the Annual General Meeting package. Bethany Jost moved that the agenda be approved. Jennifer Copage seconded. **Motion carried.**

2. Approval of the AGM Minutes of May 20, 2009

The minutes of the 2009 AGM were reviewed and Bethany Jost made a motion that they be approved. Seconded by Sheryl Stanton. **Motion carried.**

3. Business Arising from the Minutes

There was no business arising.

4. President's Report

President Susan McClure reported on the activities of 2009-2010. The full report is distributed in the AGM package. Highlights included:

- Reports to ACA and CCA by the CNSA president were presented in 2009-2010.
- Representation of CNSA on the PANS Board of Trustees
- The Cooperative Acquisition Strategy Regional Session in the South –West.
- Changes to Financial Procedures, researching Liability Insurance and purchasing card, and retaining bookkeeper services.
- CNSA Education initiatives: Development of a curriculum for NSCC’s Library Technology Program continued.
- The Provincial Archives Development Program continues to benefit our membership. Susan McClure, on behalf of the membership, thanked the Senior Management Team at NSARM and the working committee for its efforts on CNSA’s behalf. CNSA hopes the amount of \$50,000 in funding will be returned to the original \$85,000
- The National Archives Development Program is under audit and review but is expected to continue. CNSA made application to assist with funding the Archives Advisor’s position.
- A new CNSA award was established at the Provincial Heritage Fair level to encourage students to use primary sources in their research. Susan encouraged archivists to become involved at the regional level.
- Routes to Your Roots website and acknowledgement of the Project Management Team.
- Susan acknowledged and thanked the Executive members and Committee chairs and members for their work and contributions over the past year.
- On behalf of CNSA, she acknowledged the continued support from NSARM of financial, in-kind, staff time, and advice that helped much be achieved this past year. Thanks especially to Lois Yorke for her commitment to the Routes to Your Roots project and acting as liaison for CNSA in the absence of a Provincial Archivist.
- Thank you cards were sent to institutions and/or families for the time staff volunteers on CNSA’s Executive and Committees. This support is much appreciated.
- Thank you to CNSA staff: Archives Advisor Karen White, Routes to your Roots project staff Susan Gilson and Phil Neville for achieving a lot during a demanding year.
- Thank you also to the CNSA members for participating in the Council, for their dedication to archives in Nova Scotia, and for patience through this stretched-thin year.

Annual Reports were received and distributed in the AGM package from:

Archives Advisor, Karen White;
 Archway Committee, Jane Arnold, Chair;
 Awards, Laurena Fredette, Chair;
 Education Committee, David Mawhinney, Chair;

Membership, Kim Walker, Chair;
NADP Adjudication, Catherine Arseneau, Chair;
Preservation Committee, Rosemary Barbour, Chair.

Lois Yorke, Director of Public Services of Nova Scotia Archives and Records Management, submitted an information report from the Office of the Provincial Archivist.

Susan Gilson, Project Coordinator of Routes to Your Roots submitted the Final Report for Phase II.

6. Treasurer's Report

Financial statements were distributed and the report presented by Treasurer, Dorothy Outhouse with the following notes:

- The deficit was larger than projected because the past years' HST report did not get sent in. The amount expected is approximately \$4000. There are other years' refunds to prepare and send in also.
- Travel allowances were increased by .05/km.
- A part time bookkeeper has been hired. With three ongoing projects it was necessary.
- A Credit Card for purchasing by staff is in place.
- Have not yet set up membership payment by Credit card.
- Dorothy explained the outstanding vacation pay that is now off the books was for a past employee.
- Committees were asked to send in anticipated budget requests to enable them to plan more deliberately.

Acceptance of the report was moved by Susan Hill and seconded by Bethany Jost.

Motion carried.

7. Nominations and Elections

Committee chair, Kim Walker presented a slate of nominations for the upcoming year and the floor was open for further nominations. There being none, the slate offered was elected.

The returning executive directors are; Susan McClure (HRM Archives) as President in year 2 of 2; Catherine Arseneau (Beaton Institute) as Vice-President in year 2 of 2; Virginia MacIsaac (Celtic Music Int. Centre Archives) as Secretary in year 2 of 2; Laurena Fredette (LAC), also serving as Awards Chair in year 2 of 2; and Kim Walker (Shelburne County Archives and Genealogical Centre), also serving as Membership Chair beginning a second term in year 1 of 2.

Newly elected as director, is Jennifer Copage (Treaty & Aboriginal Rights Research Centre) who has agreed to serve as Treasurer and begins the 1st year of a 3 year term.

8. Other Business

Susan McClure spoke about Dorothy Outhouse`s contribution to the Council as its Treasurer, and how CNSA had ramped up its financial activity. The new bookkeeper is Lynn Layes and she will help the new treasurer, Jennifer Copage. A presentation was made to Dorothy to express thanks for her many dedicated hours spent on CNSA business.

9. The meeting was adjourned at 4:58 p.m.

Respectfully submitted,
Virginia MacIsaac