

**Council of Nova Scotia Archives
Annual General Meeting Minutes
May 20, 2009 Halifax NS**

In Attendance:

Rosemary Barbour, NS Archives and Records Management
Joanne McCarthy, Halifax Public Libraries
Margaret Campbell, NS Archives and Records Management
Jamie Serran, Yarmouth County Museum & Archives
Lois Yorke, NS Archives and Records Management
Brian Speirs, NS Archives and Records Management
Michael Moosberger, Dalhousie University Archives & Special Collections
Patti Bannister, Sister of Charity
Kerry Mogg, Halifax Regional Municipality Archives
Philip Neville, Council of Nova Scotia Archives
Susan Gilson, Council of Nova Scotia Archives
Peter Crowell, Argyle Township Court House Archives
Jennifer Copage, TARR Centre
Darlene Brine, NS Archives and Records Management
Andrea Robbins, NS Archives and Records Management
Heather Allen, NS Archives and Records Management
Kathleen MacKenzie, St. F.X. University Archives & St. Ninian's Cathedral Parish
Roger Gillis, Mount Saint Vincent University Archives
Paul Maxner, NS Archives and Records Management
Janice Fralic-Brown, NS CAD University Library
Susan Hill, Cumberland County Genealogical Society
Rebecca Tudor, Shelburne County Arts Council Archive
Kim Truchan, Shelburne County Arts Council Archive
John MacLeod, NS Archives and Records Management
Susan McClure, Halifax Regional Municipality Archives
Glenda Jones, Cumberland County Museum & Archives
Shirley Nickerson, Cumberland County Museum & Archives
Virginia MacIsaac, Celtic Music Interpretive Centre
Cathy Gilles, Chestico Museum
Wanda Christensen, Island Historical Society
Kim Walker, Shelburne County Archives & Genealogical Society
Sheryl Stanton, Admiral Digby Museum
Bethany Jost, Acadian University
Christine Dunphy, Shearwater Aviation Museum
Nan Harvey, Colchester Historical Society Museum & Archives
Warren B. Ervine, Fort Sackville Foundation
Jane Arnold, Beaton Institute, Cape Breton University
Karen White, Council of Nova Scotia Archives
Pauline MacLean, NS Highland Village Museum
Dorothy Outhouse, Islands Historical Society
Catherine Arseneau, Beaton Institute

Call to Order

Pauline MacLean called the meeting to order at 12:35pm.

2. Approval of the Agenda

The agenda was circulated. Bethany Jost motioned for the approval of the agenda, seconded by Kim Walker. **Motion Carried**

3. Approval of the AGM Minutes – 14 May 2008

The minutes of the May 14, 2008 AGM were reviewed and were motioned for approval as amended by Sheryl Stanton and seconded by Shirley Nickerson. **Motion Carried**

4. Business Arising from the AGM Minutes

Kathleen MacKenzie noted that in the past the CNSA produced a newsletter, Kathleen raised if the CNSA could consider producing a newsletter again. Pauline MacLean responded that the investment of the web site was to offer up to date information in a timelier and environmentally friendly manner. Pauline MacLean noted the news section of website now available.

5. President's Report

Pauline MacLean read from the President's Report highlighting the following:

- CNSA partnered with Tourism Nova Scotia and NSARM to attend and participate in the Toronto tourism trade show Bluenose II Maritime Festival.
- President attended the October Canadian Council of Archives General Assembly at which the National Archival Development Program review was a main topic of discussion. The Binder from conference is available to all members in the CNSA office.
- Education Committee: Members' Needs Assessment continues to be a guiding document for CNSA education initiatives, i.e. core curriculum delivery.
- Archway Committee: Survey of collections management software project was completed and the final report is available on the CNSA website.
- Preservation Committee: Working on recommendations from Needs Assessment.
- Provincial Archival Development Program: This new program was developed and rolled out this year. Pauline MacLean, on behalf of the membership, thanked the Provincial Archivist, Brian Speirs, and the working Committee for advocating for and putting in place this contribution program.
- Membership Committee: Pauline MacLean noted that Kathryn Harvey had left her position as Treasurer on the CNSA Executive as she had accepted a new position at Guelph University. Pauline thanked Kathryn for her service and wished her the best of luck in her new position.
- Awards Committee: Pauline MacLean acknowledged all applicants and expressed her thanks to all members.
- Pauline MacLean recognized the hard work and dedication of Karen White, Archives Advisor.

Pauline MacLean motioned for the approval of the Presidents report, seconded by Bethany. Jost. **Motion Carried**

6. Treasurer's Report

Dorothy Outhouse distributed and reviewed the 2008-2009 financial review. Dorothy noted the year was not as bad as projected; as the approved budget had forecasted a deficit.

Dorothy reviewed the proposed 2009-2010 budget, noting the Board made cuts where appropriate. However, in light of the current fiscal reality the Board may need to revisit membership fee levels in the coming year. The 2009-2010 budget was reviewed drawing attention to the following points:

- Budgeted for a decrease in the travel reimbursement rate for Board travel by .5/km. The board did however recommend the retention of the training travel reimbursement rate at .20/km.
- A decrease in the Archives Advisor's professional development fund, but did offer the position a raise in keeping with performance reviews.
- Recommend increase use of teleconference to reduce travel costs for Board and Committees. It is a priority to maintain province wide representation (geographic and nature of institution).
- Eliminate the position of part-time bookkeeper. Treasurer will take on the responsibilities.
- Will be doing a retroactive HST rebate claim.
- Still working on past initiatives i.e. credit card for staff and the ability to offer credit card payment option to members.
- Dorothy added that there was no Board liability insurance in budget. Currently it is not felt the risk involved requires insurance, but may be considered in the future.

Dorothy Outhouse called for any questions:

Kathleen MacKenzie did ask if there would be a financial review by a Certified Accountant.

Dorothy responded that every year a financial review is conducted by Grant Thornton.

Kathleen MacKenzie noted the workshop revenue and asked if attendance had declined. Karen White responded that attendance had not declined. Susan McClure also added that in response to the Needs Assessment feedback the CNSA was offering the full Core Curriculum Program each year and thus increasing delivery costs.

Peter Crowell thanked Dorothy Outhouse for stepping in as Treasurer following Kathryn Harvey's leaving the Board.

Dorothy Outhouse motioned for the approval of the Treasurer's report, seconded by Peter Crowell. **Motion Carried**

7. Nomination & Elections Committee

Kim Walker put forward the slate of Directors for 2009-2010

Susan McClure – President

Catherine Arseneau – Vice-President

Dorothy Outhouse – Treasurer

Virginia MacIssac – Secretary

Kim Walker – Membership

Laurena Fredette - Awards

Pauline MacLean called for further nominations 3 times. No further nominations being received, the Board was approved. Pauline MacLean congratulated the new Board.

8. Other Business

8.1 Routes to Your Roots:

Pauline MacLean introduced the R2R project and staff and Karen White gave an overview of the project accompanied by a Power Point presentation. The vision of the project is to produce a Genealogy Marketing Tourism website by mapping the genealogy resources of CNSA members. The web site will enable potential visitors to search by surname where genealogy resources may be found throughout the province. The site will also include vacation planning tools. The project has been supported by the Community Development Trust and is in partnership with the Department of Tourism, Culture and Heritage and NSARM. The project funding is \$370,000.00 over three years. Members will be invited to participate by providing surnames which are held in their holdings. The site will be developed using the Heritage Directory as a model. Web site maintenance will be carried out by Tourism, Culture and Heritage on an on-going basis. The Vital Statistic database will provide the surname access points

As our goal is to promote our archives the maintenance of stats will be an important indicator of success. The Tourism, Culture and Heritage Border survey in 2009 will ask if you visited an archive. In 2014 the question will be posed again and compare pre and post website impact on visits to archive.

Information gathered from participants through a standard template in cooperation with the Project Coordinator will begin soon. Consistency of information is critical. Participants will be asked to provide founding names which are supported through their archival records.

This project presents a wonderful opportunity to tie archives into the local tourism infrastructure. The goal is to highlight the archival resources of CNSA members.

8.2 President Closing Remarks:

Pauline MacLean remarked that the Board has been a wonderful experience and recognized Brian Speirs' contribution as Provincial Archivist.

Susan McClure thanked Pauline MacLean for her years of service on the Board and as President. Susan McClure also thanked the Nova Scotia Highland Village for their support of Pauline through these positions as the support of ones institutions is needed when taking on volunteer positions essential to the success of the Council of Nova Scotia Archives. Susan presented Pauline with a small token of appreciation.

9. Adjournment

Pauline MacLean moved the adjournment of the AGM seconded by Bethany Jost. Meeting adjourned at 2:00pm

Respectfully submitted,
Catherine Arseneau, Secretary