

Council of Nova Scotia Archives Annual General Meeting Minutes
May 29, 2014

In attendance:

Cyril McDonald	Cape Breton University (student)
Jane Arnold	Beaton Institute, CBU
Nan Harvey	Colchester Historical Society Archives
Sarah Nicholson	Beaton Institute, CBU
Walt Tanner	Saint Mary's University
Warren Ervine	Fort Sackville Foundation
Fiona Day	St. Paul's Church Archives
Lorraine Slopek,	Anglican Diocesan Archives
Mary Flynn	Sisters of Charity Congregational Archives
Lois Yorke,	Nova Scotia Archives
Rosemary Barbour	Nova Scotia Archives
Joanne McCarthy-O'Leary	Halifax Public Libraries
Jessica Kilford	Nova Scotia Archives
Patti Bannister	Nova Scotia Archives
Angela Smith	HRM Archives
Dave MacLachlan	Dalhousie University Archives
Philip Hartling,	Nova Scotia Archives
Michael Moosberger	Dalhousie University Archives
Lisette Gaudet	Yarmouth County Museum & Archives
Darlene Brine,	Nova Scotia Archives
Janice Fralic-Brown	Genealogical Association of Nova Scotia
Karen White	Nova Scotia Archives
Susan McClure	HRM Archives;
Amanda McKenzie	Saint Mary's University (student);
Michele Davey,	McCulloch Heritage Centre / Museum, Pictou County Genealogy & Heritage Society
Maggie Pearson,	Dalhousie University
Alison Froese-Stoddard	Dalhousie University
Leah Rae	Individual Member
Katherine MacLeod	Highland Village
Pauline MacLean	Highland Village
Joan Chaisson	Dalhousie University Archives
June Wagstaff	Parrsborough Shore Historical Society (Ottawa House Museum & Archives)
Samantha Read,	Council of Archives New Brunswick (non-member)
Catherine Fancy	Acadia University Archives
Wendy Robicheau	Acadia University Archives
Elaine LeBlanc	Université Sainte-Anne
Sara Janes	City of Thunder Bay Archives (non-member);
Hansel Cook	Saint Mary's University Archives
Andrew Wood	Nova Scotia Community College (student);
Roger Gillis	Mount Saint Vincent University Archives
Catherine Arseneau	Beaton Institute, CBU
Thea Wilson-Hammond	Eastern Shore Archives

1. Call to order

The meeting was called to order at 12:47 p.m. by Catherine Arseneau

2. Approval of the Agenda

Elaine Leblanc motioned to approve the agenda. Warren Ervine seconded the motion. Agenda was presented and approved as tabled.

3. Approval of the 2013 Annual General Meeting minutes

An opportunity was given to those present to peruse the minutes and note any issues.

Lorraine Slopek motioned to approve the minutes. Nan Harvey seconded. Motion carried.

4. Business arising from minutes

None noted.

5. President's Report

Catherine Arseneau gave her president's report. She noted that Patti Bannister had started the year off as president, but stepped down as she took on a new role at Nova Scotia Archives. Catherine acknowledge Patti's contributions to CNSA during her service on the board.

Catherine noted that CNSA participates as a member of the Canadian Council of Archives (CCA). The Annual meeting and general assembly of CCA held on October 29, 2013. CCA has recently been focusing on assessing its sustainability into the future. She noted the Canadian Archives Summit held in January 2014 and the revitalization of ArchivevsCanada.ca are initiatives related to this renewal.

Catherine provided an update on the Public Archives of Nova Scotia (PANS) Board of trustees' activities, where she serves as a representative for CNSA. Catherine has also served as a representative of CNSA and for the Public Archives Act, as a part of the scheduled review of the legislation.

Catherine noted the collaboration with occurring with the department of Community Culture and Heritage and a meeting with the new minister, for CCH, Tony Ince. Both Catherine and Hansel (CNSA Vice-President) attended the meeting and highlighted CNSA's activities.

The reduced funding envelope of the Provincial Archival Development Program (PADP) is one issue that has been at the forefront for CNSA and its members. The reduction of available funds for PADP has been compounded by the loss of the National Archival Development Program (NADP). As a mode for a potential understanding, a Memorandum of Understanding and a management contract may be forthcoming for PADP.

Nova Scotia Archives was acknowledged for its providing in-kind and financial support for CNSA and Catherine noted that Lois Yorke, Provincial Archivist's presence as an invited guest at monthly executive meetings.

Catherine highlighted the growth of MemoryNS and the efforts made over the past year, specifically due to the receipt of a PADP grant.

A second delivery, of the Nova Scotia Community College's Introduction to Archives course was recently completed, delivered by CNSA Archives Advisor, Jamie Serran. Jamie has also undergoing training in order to develop the course as part of NSCC's online offerings, leading to it being a required course for the Library and Information Technology program. A practicum component for archival work is also being considered. Catherine noted that the offering of this course is part of a staged approach to growing awareness of archives and equipping the future workforce with archival skills.

CNSA was invited to give a special presentation to Royal Society of Canada (RSC) Expert Panel, Hansel and Jamie prepared a presentation panel. The report should be now out and available on the RSC website. Catherine noted that this will hopefully provide an opportunity to feed into national initiatives.

Catherine thanked the member of the Executive and the committee chairs as well as the employers who allow their employees to serve in these roles. Catherine emphasized the role of committee chairs and the role they play in carrying out CNSA's activities. She also thanked the members for their involvement during her time as President.

Catherine called for a motion of approval for the president's report. Fiona Day motioned and Pauline MacLean seconded the motion. Motion carried.

6. Treasurer's Report

Thea Wilson-Hammond presented the treasurer's report.

a. 2013-14 Year-end review

Thea presented the comparative income statement and highlighted a few items:

- Offering the full slate of core curriculum workshops this year served as a means of income for CNSA.
- A Ministerial top-up of \$30,000 was received from CCH in 2013. Some funds were used as a means to support the activities of the Renewal and Sustainability Committee (RASC), a communication/administrative officer to provide support to the Archives Advisor. Some funds are also designated to be used for MemoryNS activities. Funds not used will be carried forward into the 2014-2015 fiscal year.

Thea asked if there were any concerns or issues with the year-end review. None were noted.

Thea motioned for approval of the review. Warren Ervine motioned. Jane Arnold seconded. Motion carried.

b. 2014-15 Budget

Thea reviewed the forthcoming 2014-2015 budget.

She noted that most of the budget for 2014-2015 is the same as last year, with some minor differences. She noted that some funds from the ministerial top-up have been designated as cash contributions for a Strategic Development Initiative (SDI) application through CCH. This project is intended to support data migration and education around MemoryNS. She noted that the total ask for the project is \$45462, and CNSA's cash contributions are reflected in the budget.

She noted that as there is a potential forthcoming joint conference between the Archives, Libraries, and Museums association in Nova Scotia more money has been allocated to the gifts/honorariums line on the budget.

She noted further that more funds are also anticipated being needed for Executive travel, given that some incoming board members will be travelling from regions outside of Halifax.

It was also noted that some funds are also designated for the RASC, which will still be carrying on some of their activities in this fiscal year.

Some additional funds are also allocated toward a communication / administration officer for support, as well as other expenses related to the SDI project.

Thea requested a motion for approval of the draft budget. Peter Crowell motioned. Andrew Wood seconded. Motioned carried.

c. Appointment of 2015 financial review body

Thea elaborated on approval use of Grant Thornton – Halifax office as the auditor for CNSA's financial statements.

Thea requested a motion for approval of Grant Thornton as the auditing organization for CNSA. Karen White motioned. June Wagstaff seconded. Motion carried.

6. Amendments to CNSA Bylaws

A motion was put forth to amend the CNSA Bylaws to reflect a new name change for the "Archway Committee. Given the name change of the database it was put forth that the new committee name would be the "MemoryNS committee" and that this be reflected in the CNSA Bylaws and Constitution.

All in favor. None opposed. Motion carried.

7. Nominations and Elections

The new slate of Executive Board members were announced. Hansel Cook (former Vice-President) would be the new CNSA President, Roger Gillis (former Secretary) was nominated as Vice-President, Bethany Cook (former Member-at-large, Membership and Nominations) as

Secretary, Thea Wilson-Hammond continuing her term as Treasurer, Jane Arnold was nominated as Member-at-large, Membership and Nominations, and Lisette Gaudet was nominated as Member-at-large, Awards.

An opportunity for nominations from the floor were offered. None were received. The new incoming board members were welcomed and Catherine Arseneau was thanked for her service to CNSA.

9. Other business

No other business was noted.

10. Adjournment

Catherine motioned to adjourn. Karen White seconded the motion.

Meeting adjourned at 1:34 p.m.