

Council of Nova Scotia Archives Annual General Meeting Minutes
Akins Room, Nova Scotia Archives
May 11, 2017

1. Call to order

Roger Gillis (President) called the meeting to order at 12:25pm, and began by introducing the CNSA Board.

2. Call for the approval of the agenda

Roger called for a motion to approve the meeting agenda.

Motion: Karen White motioned to approve. Dave MacLachlan seconded.

3. Call for approval of the minutes of 2016 Annual General Meeting

The minutes from the 2016 AGM were brought forward for approval with no questions or amendments.

Motion: Mary Flynn motioned to approve. Lisette Gaudet seconded.

4. Business arising from the minutes

No business arising from the 2016 minutes.

5. Presentation of reports

a. President's report

Roger acknowledged the financial support of CNSA from Nova Scotia Archives (NSA) and Communities, Culture and Heritage (CCH). Roger presented a number of highlights from various CNSA initiatives throughout the year:

PADP: It was noted that the 2017 PADP grant cycle has begun with the arrival of the latest round of applications. The PADP program review is underway at CCH and will be reported on at a later date.

Culture Action Plan: The province's Culture Action Plan has also been launched with archives mentioned several times in the plan. CNSA will look at the plan's objectives to see how we fit in within the next few months, and will keep members notified.

Libraries, Archives, and Museums Nova Scotia: – CNSA/NSA, and other reps from libraries have been meeting to discuss collaborative opportunities stemming from the joint conference in 2015. The group is still in infancy but more information about the group's work will be coming out soon

Community Albums Project: The Community Albums Project is a joint effort of CNSA, NSA and the Public Archives of Nova Scotia board that has been underway over the past year and will be launching in June.

MemoryNS: It was noted that MemoryNS work is continuing in both the addition of descriptions and the development side. One member added more descriptions and saw a sharp increase in social media traffic showing the value of adding descriptions to Memory NS. CNSA has submitted an application for Documentary Heritage Communities Program (DHCP) grant to help fund a MemoryNS co-ordinator.

Website Redesign: In the fall, CNSA undertook a website refresh updating the organization and look-and-feel of the CNSA website

CANB-ACPEI-CNSA copyright workshop: In October 2016, a workshop on Copyright and Archives was held in Sackville, NB, delivered by copyright expert Jean Dryden. A number of CNSA members attended, supported through funding from the DHCP.

NSSC Intro to Archives course – This is a for-credit course taught by Jamie at NSCC as part of the Library and Information Technology Program. It was noted that the Executive has decided not to offer the course this year in order to focus on strategic planning

Renewal and Sustainability Committee (RASC) report and recommendations: The committee has been discussing how the recommendations can be implemented in order to better support members. The development of a Strategic Plan will be a key focus of the Executive in the coming year.

Membership working group – A new membership working group has been established, based on the recommendations from the RASC committee. A survey is currently being distributed -- Roger encouraged everyone to respond.

Retirement of Lois Yorke: Roger acknowledged the retirement of Lois Yorke in January 2017. Lois was awarded honorary CNSA membership at her retirement event in January. The CNSA has benefitted a lot from Lois' support of the years, and she'll be missed.

Roger acknowledged the hard work of committee chairs members, with a special acknowledgement and thanks to Rosemary Barbour for her work on preservation committee as Chair for 20+ years.

b. Treasurer's Report

i. Year-end review

CNSA Treasurer Thea Wilson-Hammond presented the draft financial reports (Grant Thornton). She noted that bulk of funding is from NSA through CCH. \$60,000 from that source, plus membership fees, as well as revenue from offering the NSCC course, membership fees, and from workshops and the annual conference. It was noted that there was a slight decline in revenue over 2016 due to using up the last of the \$30,000 ministerial top-up. There has been a decline in conference revenue since the joint conference in 2015. With respect to expenditures, it has similar to previous years, other than the SDI grant in 2015 for the ArchWay migration project. It was noted that there be a slight change if the DHCP grant is received.

There was a surplus of \$5000 reported this year. The CNSA does hold reserves in the bank – being prudent in case the funding situation were to change. Surpluses from previous years will be rolled into this year's budget for the development of the strategic plan.

Motion: Thea moved to accept financial statements. Seconded by Peter Crowell.

ii. Appointment of Auditor

Thea acknowledged Grant Thornton's financial services to us as being diligent and dedicated. A further acknowledgement of Lynn Laves' excellent work as bookkeeper for CNSA was noted.

Motion: Thea nominated Grant Thornton for auditing once again this year. Seconded by Creighton Barrett.

iii. Presentation of 2017-18 budget

It was noted that the budget for 2017-2018 is largely status quo with some small changes. No CCI grant application was made this year so there is no income from that. Other revenues include conference / core curriculum course fees. CNSA reserve surplus money will be invested to balance the budget – going towards strategic planning sessions – and will cover lost revenue from the NSCC course fee. \$4000 will be held in reserve if the DHCP project application is not accepted.

With respect to expenses, it was noted that there was an investment in strategic planning, with other expenses remaining largely the same.

There was a question about meeting frequency of the board and that meeting expenses are low. Thea responded that conference calling is the usual strategy for those unable to come to meetings in person, and meeting expenses are generally kept fairly low

Motion: Thea Wilson-Hammond moved acceptance of budget. Seconded by Karen White.

iv. Vice-President's report on PADP

Wendy Robicheau, CNSA Vice-President presented on the state of the current PADP adjudications. She noted that PADP applications were received in April, and adjudication took place May 5th. A number of approved projects were recommended to the Minister of CCH and the adjudication committee is waiting to hear from the Minister's office regarding the status of the budget and whether or not the projects can move forwards. Patti Bannister noted that the pot of money for PADP funding has received Ministerial approval, so even in the event of an election and change, the program should not be unduly affected.

6. Nominations & Elections

i. Board nominations

It was noted that there were two upcoming vacancies for the CNSA board: Membership and Nominations Chair, and Secretary.

Two nominations were received: Catherine Fancy (Membership and Nominations Chair), and Susan McLure (Secretary).

ii. Call for nominations from the floor

Roger called for any other nominations three times. Receiving none, the nominations for Catherine and Susan were accepted. Roger thanked outgoing membership chair, Jane Arnold and secretary Doyle Lahey for their service to the Board.

7. Other business

No other business was noted.

8. Adjournment

With no other business, a motion to adjourn was made.

Motion: Roger Gillis motioned to adjourn. Seconded by Lorraine Slopek.

The meeting was adjourned 12:56pm.