

Council of Nova Scotia Archives Annual General Meeting Minutes

May 23, 2013

Name	Organization
Heather Allen	Nova Scotia Archives
Jane Arnold	Beaton Institute - Cape Breton University
Rosemary Barbour	Nova Scotia Archives
Patti Bannister	Sisters of Charity Congregational Archives
Linda Bedford	DesBrisay Museum
Darlene Brine	Nova Scotia Archives
Tausha Campbell	Nova Scotia Department of Education
Hansel Cook	Patrick Power Library, Saint Mary's University
Jennifer Copage	TARR Centre
Peter Crowell	Argyle Township Court House Archives
Fiona Day	St. Paul's Church Archives
George Dupuis	Nova Scotia Archives
Laura Emery	Eastern Counties Regional Library
Warren B. Ervine	Fort Sackville Foundation
Terry Eyland	Cole Harbour Rural Heritage Society
Catherine Fancy	The Annapolis Heritage Society
Laurena Fredette	Library and Archives Canada
Kevin French	Dalhousie University
Lisette Gaudet	Yarmouth County Museum and Archives
Roger Gillis	Mount Saint Vincent University Archives
George Harding	Shelburne County Arts Council Archive
Nan Harvey	Colchester Historical Society Archives
Susan Hill	Cumberland County Genealogical Society
Dawn Josey	Genealogical Association of Nova Scotia
Bethany Jost	Esther Clark Wright Archives, Acadia University
Trish LeBlanc	Nova Scotia Community College
Jennifer MacIsaac	Dalhousie University, Faculty of Agriculture
Kathy MacKenzie	St. Francis Xavier University Archives
Pauline MacLean	Highland Village Museum
Paul Maxner	Nova Scotia Archives
Susan McClure	Halifax Regional Municipality Archives
James McLean	Nova Scotia Department of Education
Madeleine McNeil	Victoria General Hospital
Janine Mills	Patrick Power Library, Saint Mary's University
Patricia Milner	Annapolis Valley Regional Library
Michael Moosberger	Dalhousie University Archives & Special

	Collections
Leah Rae	Dalhousie University, School of Information Management
Andrea Robbins	Nova Scotia Archives
Wendy Robicheau	Esther Clark Wright Archives, Acadia University
Jamie Serran	Council of Nova Scotia Archives
Lorraine Slopek	Anglican Diocesan Archives
Angela Smith	Halifax Regional Municipality Archives
Barry Smith	Nova Scotia Archives
Sheryl Stanton	Admiral Digby Museum
Walt Tanner	Patrick Power Library, Saint Mary's University
Barb Thompspon	DesBrisay Museum
Anjali Vohra	Nova Scotia Archives
Britanie Wentzell	Dalhousie University, School of Information Management
Karen White	Nova Scotia Archives
June Wagstaff	Ottawa House Museum
Lois Yorke	Nova Scotia Archives

1. Call to order

Called to order at 12:14 p.m. by Patti Bannister.

2. Approval of the agenda

Lorraine Slopek motioned to approve the agenda; Jennifer Copage seconded the motion.

3. Approval of the 2012 AGM minutes

Peter Crowell motioned to approve the minutes. Pauline MacLean seconded the motion.

4. Business arising from the minutes

No business arising was noted.

5. President's Report (includes summary)

Patti Bannister delivered the president's report in lieu of Catherine Arseneau's absence. Patti gave some of the highlights of the past year, including the cancellation of the National Archival Development Program (NADP) and noted how CNSA advocated to the federal government in various ways to re-examine the program's cancellation.

Patti noted that the president of CNSA (Catherine Arseneau) served on the Public Archives of Nova Scotia (PANS) board of trustees, which is currently in the midst of a legislative review of the Public Archives Act.

She also noted the CNSA's ongoing liaison efforts between the department of Communities, Culture, and Heritage (CCH) and the Nova Scotia Archives. There is an ongoing commitment from CCH to work with CNSA as demonstrated through the granting of a one-time \$30,000 ministerial top-up grant.

The prospect of a heritage advisory council that would include CNSA has been raised and a meeting with government officials was held in April, 2013.

CNSA was awarded funding for two Provincial Archival Development Program (PADP) projects. One project was for cleaning and migration of the existing Archway data, as well as to provide funds for a meeting held in February 2013 for representatives from across the Atlantic region to update on each jurisdiction's descriptive databases and to explore potential options for collaboration among the provinces.

The CNSA's Introduction to Archives course, offered through the Nova Scotia Community college was not offered this year, but plans are underway to deliver the course in January 2014, with a second delivery, in an online format, slated for September, 2014.

Jamie Serran was the successful candidate for the Archives Advisor position and began in her new role in March, 2013.

a. Ad Hoc Planning Committee

Patti explained the origins of a new ad hoc planning committee that will be examine many issues related to sustainability and future planning for the CNSA. In particular, the committee will examine some of the core recommendations of the 2007 needs assessment to see what has been achieved and where needs may have changed. The committee will also be examining the PADP in order to ensure that it continues to be as relevant and accessible to the membership as possible. There are ongoing discussions between the CNSA Executive and NSA about CNSA taking on the management of the PADP program. Funds for the committee's operations will come from the one-time ministerial top-up grant. It is

hoped that the membership of the committee will be comprised of a representative cross-section of the CNSA membership.

Peter Crowell asked how often and in what capacity the board meets. Patti responded that the board meets on a monthly basis and that most meetings are held in-person, with some held via teleconference.

6. Treasurer's Report

a. 2012-13 Year end review

Jennifer introduced and highlighted some features of the 2012-13 year end financial review and asked that the membership approve the review.

Motion: Michael Moosberger motioned. Lorraine Slopek seconded.

b. 2013-14 Budget

The 2013-14 draft budget was circulated and Jennifer Copage motioned for it to be approved by the membership. Creighton Barrett seconded the motion.

c. Appointment of 2014 financial review body

A motion was requested that Grant Thornton be approved as the financial review body for CNSA in the 2013-14 fiscal year.

Motion: Peter Crowell motioned. Susan McLure seconded the motion.

7. Nominations and elections

Sheryl Stanton, Membership committee chair reported the following slate of candidates for Executive vacancies

President: Patti Bannister

Vice-President: Hansel Cook

Secretary: Roger Gillis

Treasurer: Thea Wilson-Hammond

Membership Committee Chair: Bethany Jost

No nominations from the floor were received. All candidates were elected by acclamation.

Patti inquired if those present had any questions about the annual reports, which were circulated. No questions were noted.

Motion: Hansel Cook motioned to approve the annual reports for 2012-13. Rosemary Barbour seconded the motion.

8. Other business

Peter Crowell inquired if it was the Executive's practice to send a "Thank you" to the employers of individuals who serve on CNSA committees and the Executive for allowing them to serve in their roles with CNSA.

Patti thanked outgoing Executive members. Jennifer Copage, Laurena Fredette, and Sheryl Stanton for their work and contributions to CNSA.

Patti presented Rosemary Barbour with a token of gratitude for her 20 years of service on the CNSA Preservation committee. She also thanked Catherine Arsenault for her work as President and with the Executive. Jane Arnold accepted the gift on Catherine's behalf.

9. Adjournment

Motion: Walter Ervine motioned for adjournment. Karen White seconded the motion.