

# Council of Nova Scotia Archives Annual General Meeting Minutes

May 9, 2019

Nova Scotia Archives

12:23 p.m. – 1:13 p.m.

## 1. Call to order

The meeting was called to order at 12:23 by Susan McClure.

## 2. Approval of the agenda

## 3. Call for approval of the 2018 meeting minutes

Moved by Susan McClure, seconded by Karen White, approved.

## 4. Business arising from the minutes

None noted.

## 5. Presentation of reports

### a. President's Report

Susan McClure presented highlights from the past CNSA year:

- MemoryNS project funded by the Culture Innovation Fund: Emily MacIsaac was hired for the project but had to leave the position early. The CNSA is on the cusp of hiring someone to start it up again. Susan thanked Lindsay MacCallum, chair of MemoryNS Committee, who guided the project and created a new digital objects policy.
- New Archives Advisor: Sara Hollett was hired to replace Jamie Serran. Susan thanked Jamie for her service and listed Sara's achievements from the past year.
- Outreach: the CNSA Executive held one of its monthly meetings in Shelburne and invited members to attend. It was a great opportunity to thank Peter Crowell, who is retiring, and has served in every executive CNSA position.
- Strategic plan:
  - An Education Review Working Group was formed, with Jane Arnold as chair, to re-examine the CNSA's educational offerings and make plans for the future. The committee plans to conduct a thorough review of our current educational offerings, as well as gather membership feedback through a conference session tomorrow.
  - Funding: It was determined the CNSA is eligible for DCHP funding. The CNSA is working towards financial sustainability.
  - Governance: The Executive examined all executive positions and committee terms-of-reference, resulting in a new governance manual, with the goal of better control of policies and procedures. A calendar of yearly activities was also created.

- Preservation committee: hosted CCI workshop on Modern Information Carriers in October. This coming fall Care and Handling of Photographic Materials will be offered. A reminder to members of our disaster recovery depots.
- Membership: the CNSA welcomed 17 new or lapsed members, and two general members upgraded to institutional level.
- Susan further noted: for first time this year the CNSA will be awarding a SIM award at convocation; the CNSA is partnering with HistoricNS for their next project phase; the CNSA plans to formalize its response to Truth and Reconciliation in the coming months.
- Susan also recognized the valued continued support of NSA and CCH.

**Approval of the 2019 Annual Reports moved by Karen White, seconded by Kathy MacKenzie, approved.**

b. Treasurer's Report

Thea Wilson-Hammond presented the 2018-2019 Financial Review, and the 2019-2020 Budget.

i. 2018-2019 Financial Review:

Thea noted the statements were circulated by email to the membership early last week. The CNSA did not spend its full travel budget for Executive Board travel in 2018-2019. It also did not pay Archives Advisor salary for two months while a replacement for Jamie was found. There is still Culture Innovation Funding available for the remainder of the MemoryNS project. These funds will be moved to the budget for this year. Thea also noted the CNSA is in a fairly secure investment situation, and that it is fortunate to have reserve funds in place, as non-profits should have at least one year of operating costs at hand.

**Thea moved for approval of the financial statements as circulated, seconded by Hansel Cook, approved.**

ii. 2019-2020 Budget:

Income: Thea noted the budget is fairly similar to previous years, but membership is increasing, and the CNSA is anticipating increased income from the conference and more workshops. Thea acknowledged the Nova Scotia Archives Anchor Grant of \$60,000. There were no questions about Income.

Expenses: Not a lot of change is anticipated. The PD&T bursaries have been combined into one fund, and a deadline for these will be set, so if funds are not expended they can be used toward the CNSA's travel bursaries. Five more dataloggers are set to be purchased.

Questions? A member asked what a datalogger is. Thea and Sara explained they are temperature and humidity monitoring devices that are available for loan to members.

**Thea motioned for approval of the budget. Moved by Mary Flynn, seconded by Jane Arnold, approved.**

iii. Appointment of 2019-2020 Auditor:

**Thea moved that we retain Grant Thorton as CNSA's accountant, seconded by Karen White, approved.**

## 6. Amendments to CNSA Constitution and Bylaws

The proposed amendments were previously circulated to the membership by email. It was noted that there have been no constitutional changes since 2014.

### a. Member-at-Large for Awards and Communications

Proposal: add the role of Communications to the Member-at-Large for Awards executive position.

It was noted that a main focus of the CNSA's Strategic Plan was to prioritize communication and outreach. Two former Awards chairs and the Archives Advisor were consulted, and it was determined that because of the time-specific nature of Awards, the addition of Communications projects would be a good fit. The goal will be to facilitate greater two-way communication with members, increase the CNSA's social media presence, and re-start the newsletter.

Questions? None.

### b. Changes to membership categories

Proposal:

- i. Expand the "Student" category to include seniors, volunteers, and the unwaged;
- ii. Create a "Sustaining" membership category for those that donate above their membership fees;
- iii. Change "General" membership to "Associate institutional."

It was noted that these changes were recommended in the 2017 Membership Renewal Working Group's final report.

Questions? None.

### c. Fees:

Proposal:

10% fee increase across all institutional categories.

It was noted that the CNSA has not increased fees since 2011. Besides inflation, and greater differentiation between membership categories, a goal of the Strategic Plan was for the CNSA to become more financially self-sustaining. It was also noted that these changes were recommended in the 2017 Membership Renewal Working Group's final report.

Questions? None.

### d. Housekeeping/wording clarifications.

Questions? None.

**Susan moved to amend the constitution as presented. Seconded by Karen White. Approved.**

**Wendy proposed an amendment to the previous motion to separate voting on the fee structure amendment from voting on the other amendments. Thea seconded.**

**Vote on non-fee changes to constitution: Approved. Motion passed.**

**Vote on fee change: Approved. Motion passed.**

## 7. Nominations and Elections

Catherine Fancy reported that there are three vacancies on the Executive Committee: Secretary, Member-at-Large for Awards and Communications, and Member-at-Large for Membership.

Three candidates have been nominated for these positions: Kathy MacKenzie, Secretary; Sharon Murray, Member-at-Large for Awards and Communications; Heather Adams, Member-at-Large for Membership.

Catherine requested nominations from the floor three times. No respondents.

**Catherine moved to accept the three candidates as presented. Seconded by Jane Arnold. Motion approved.**

## 8. Other Business

No other business noted.

## 9. Adjournment

Meeting was adjourned by Susan McClure at 1:13 p.m.

**Present:**

Margaret Mulrooney, Colchester Historeum

Wendy Robicheau, Acadia University Archives

Paul Maxner, Nova Scotia Archives

Hansel Cook, Saint Mary's University Archives

Karen White, Nova Scotia Archives

Mitchell Jabalee, Dalhousie University

Lydia Hunsberger, Dalhousie University

Mikylah Gillis, Dalhousie University

Barbara Reid, Cumberland County Genealogical Society

Marney Gilroy, Cumberland County Genealogical Society

Lisette Gaudet, Yarmouth County Museum and Archives

Anne Williams, Nova Scotia Archives

Darlene Brine, Nova Scotia Archives

Heather Adams, Cole Harbour Heritage Farm Museum

Jill Liu, Dalhousie University

Patti Bannister, Nova Scotia Archives

Arthur Morrison, Mount Saint Vincent University Archives

Kathleen MacKenzie, St. Francis Xavier University Archives

Valerie Casbourn, Library & Archives Canada (Halifax)

Kimberley Maguire, Council of Archives

Sharon Murray, Historic NS/Dalhousie University

Sara Hollett, Council of Nova Scotia Archives

Ashley Sutherland, Colchester Historeum

Sarah Atkinson

Deanna Ryan-Meister, two non-profits

Kaitlin Wood, Argyle Township Court House Archives

Jane Arnold, Beaton Institute

Sara Spike, University of New Brunswick

Denise Parrott, Nova Scotia Community College

Lorraine Slopek, Anglican Diocesan Archives

Susan McClure, Halifax Municipal Archives

Thea Wilson-Hammond, Eastern Shore Archives/Lake Charlotte Area Heritage Society

Catherine Fancy, Acadia University Archives

Mary Flynn, Sisters of Charity Halifax

Leah Rae, Library & Archives Canada (Halifax)