

**Council of Nova Scotia Archives
Annual General Meeting Minutes
May 5, 2011 Halifax, NS**

In attendance:

Janice Fralic-Brown	GANS
Fiona Day	St. Paul's Church Archives
Shirley Nickerson	Cumberland Museum Soc.
Kim Walker	Shelburne County Archives & Genealogy Society
Catherine Arseneau	Beaton Institute, CBU
Dorothy Outhouse	Islands Historical Society
Karen White	Council of Nova Scotia Archives
Laurena Fredette	LAC
Susan McClure	HRM Archives
Sheryl D. Stanton	Admiral Digby Museum
Bethany Jost	Acadia University
Patti Bannister	Sisters of Charity Halifax
Michael Moosberger	Dalhousie University
Jane Arnold	Beaton Institute, CBU
Jennifer Copage	TARR Centre
John MacLeod	NSA
George Dupuis	NSA
Paul Maxner	NSA
Anjali Vohra	NSA
Pauline A d'Entremont	Les archives père Clarence d'Entremont
Bernice d'Entremont	Les archives père Clarence d'Entremont
Nan Harvey	Colchester Historical Society Museum and Archives
Pauline MacLean	NS Highland Village
Rosemary Barbour	NSA
Doug Kirby	CBC
Linda Bedford	DesBrisay Museum
Thea Wilson-Hammond	Eastern Shore Archives

1. Call to Order

President Susan McClure called the meeting to order at 12:41 p.m.

2. Approval of the Agenda

The agenda was circulated with the Annual General Meeting package. Patti Bannister moved that the agenda be approved. Thea Wilson-Hammond seconded. **Motion carried.**

3. Approval of the AGM Minutes of June 11, 2010

Pauline MacLean made a motion to approve the minutes of the 2010 AGM as circulated. Seconded by Patti Bannister. **Motion carried.**

4. Business Arising from the Minutes

There was no business arising.

5. President's Report

President Susan McClure reported on the activities of 2010-2011. The full report was part of the AGM package. Some of the highlights included:

- Routes to Your Roots project has been completed. The site has been well-publicized from the ns.com site with several focused campaigns including an on-line contest, travel and genealogy trade-shows in the US and UK. So far 14 welcoming videos have been created for the site and the CNSA is seeking ACOA and PADP funding to do more. Thanks to Karen White, Susan Gilson, Phil Neville, Lois Yorke, Paul Maxner and Darlene MacDonald, as well as the Tourism division staff for their hard work and expertise.
- A new CNSA map brochure is available which identifies and locates all members.
- A new community college course in the NSCC's library technician program is in development. To start in Jan. 2012, the half-year course will be taught by the Archives Advisor.
- Plans to hire a Communications Coordinator are under development.
- The Preservation Committee has prepared disaster response kits which will be stored at the Beaton Institute in Sydney, the Yarmouth County Museum and Archives and at the CNSA offices. These supplies will be made available to CNSA members in an emergency with the stipulation that used supplies are replaced.
- NADP applications increased from 7 the previous year to 11. Susan encouraged members to provide input in the CCA's National Needs Assessment which will be used to determine the focus of future funding programs.
- The Provincial Archival Development Program continues for its fourth year, again with the reduced fund of \$50,000.
- Susan has represented the CNSA on the Provincial Archives Board of Trustees. In addition to writing letters of welcome to David Wilson and Laura Lee Langley she has also met with ministry officials to express concern about the delay in hiring a new Provincial Archivist.
- A roundtable on the co-operative acquisition strategy was held in the Central Region of the province in November.
- Susan acknowledged and thanked the Executive members and Committee chairs for their work and contributions over the past year. She also expressed gratitude for NSA financial, in-kind, staff-time, and advice, as well as Lois Yorke in particular for her commitment to the Routes to Your Roots project and liaison role in the absence of a Provincial Archivist.
- Susan also thanked the CNSA staff – Archives Advisor Karen White and Routes to Your Roots staff Susan Gilson and Phil Neville.

Thea Wilson-Hammond moved that the annual reports as on the website be passed. Seconded by Pauline MacLean. **Motion carried.** Fiona Day thanked the CNSA and those who created it for helping institutions manage their archival holdings.

6. Treasurer's Report

- (a.) Treasurer Jennifer Copage presented the 2010-2011 year end review consisting of a 2010-2011 balance sheet and comparative income statement. Acceptance of the financial reports was moved by Patti Bannister and seconded by Catherine Arseneau. **Motion carried.**
- (b.) Treasurer Jennifer Copage presented the 2011-2012 budget. Jane Arnold moved to approve the 2011-2012 budget. Seconded by Patti Bannister. **Motion carried.**

7. Amendments to CNSA By-laws

- (a.) Executive Board Membership.
- Susan McClure amended the motion originally circulated as it was based on an outdated copy of the constitution that included a Communications Officer in the list of officers although the position had been previously removed.
 - She also explained that the motion to formally remove the Provincial Archivist and CMAP Officer from the Executive Board is in response to concerns over provincial conflict-of-interest guidelines. The change will formalize what is currently being done in practice.
 - Susan McClure presented the motion that Article 4 of the CNSA Constitution be amended to remove the Provincial Archivist and CMAP Officer as ex-officio members of the Executive, and that the Executive continue to extend a standing invitation to the Provincial Archivist and CMAP Officer to attend Executive meetings as observers. The motion was moved by Catherine Arseneau and seconded by Fiona Day. **Motion carried with 17 votes in favour and none against.**
- (b.) Membership Fees
- Susan McClure discussed the rationale for the membership increases proposed. The Executive tried to strike a balance between raising the fees and not making them too high. It was also felt that there was a need to distinguish between general and institutional memberships because of the differences in benefits. The CNSA hasn't increased membership rates since 2004 and although the rates will not significantly increase the budget the CNSA is dependent on external funding.
 - Kim Walker, Member-At-Large, Nominations and Memberships moved that the following changes be made to the CNSA By-laws Article 10 C Membership Fees:
 - i. The annual fee shall be \$50.00 for Individual Members, \$55.00 for General Members, and \$25 for Student Members. Valid student ID must be presented to qualify for student membership.
 - ii. The Institutional membership fee is a graduated fee based on an institution's total operating budget, including salaries.

Budget	Fee
Under \$25,000	\$75
\$25,001 to \$100,000	\$125
\$100,001 to \$250,000	\$175
\$250,001 to 500,000	\$300
Over 500,000	\$400

- The motion was seconded by Fiona Day.
- It was added that the new membership fees will come into effect in 2012. The floor was opened to questions and one member asked for confirmation that the budget figures would still be based on the budget of the archives. This was confirmed.
- The **motion carried with 17 votes in favour and none against.**

8. Nominations and Elections

Committee chair Kim Walker presented a slate of nominations for the upcoming year and the floor was open for further nominations. There being none, the slate offered was elected. The returning executive directors are Catherine Arseneau (Beaton Institute) as President in year 1 of a 2 year term; Laurena Fredette (LAC), also serving as Awards Chair, in year 1 of another 2 year term; Kim Walker (Shelburne County Archives and Genealogical Centre), also serving as Membership Chair, in year 2 of a 2 year term; and Jennifer Copage (Treaty and Aboriginal Rights Centre) in year 2 of a 3 year term. Newly elected directors are Roger Gillis (Mount Saint Vincent University Archives) as Secretary in year 1 of a 2 year term and Patti Bannister (Sisters of Charity Archives in Halifax) who begins year 1 of a 2 year term as Vice-President.

8. Other Business

New CNSA President Catherine Arseneau thanked out-going President Susan McClure on behalf of the CNSA for bringing her characteristic professionalism, wonderful personality, and leadership skills to the CNSA. A presentation was made to Susan McClure to reflect her dedication to CNSA activities.

9. Adjournment

Patti Bannister motioned to adjourn and was seconded by Jennifer Copage. The 2011 CNSA AGM adjourned at 1:20.

Respectfully submitted,
Laurena Fredette