



Council of Nova Scotia Archives Annual General Meeting Minutes  
Akins Room, Nova Scotia Archives  
May 10, 2018

Roger Gillis (President) called the meeting to order at 12:50 pm, and began by acknowledging that we are in Mi'k'ma'ki.

Roger called for a motion to approve the meeting agenda.

- Creighton Barrett– approved
- Patti Bannister– seconded

The minutes from the 2017 AGM were brought forward for approval with no questions or amendments.

- Karen White– approved
- Catherine Fancy – seconded

There was no business arising from the 2017 minutes.

## Reports

Roger acknowledged support of the Department of Communities, Culture and Heritage (CCH) and Nova Scotia Archives (NSA). The assembly congratulated Patti Bannister on recently being named Provincial Archivist.

Roger noted highlights from the President's Report which was circulated:

*Libraries, Archives and Museums Nova Scotia (LAMNS)* – CNSA is part of this newly formed organization uniting NS libraries, archives and museums. Participating groups will be working together on issues of mutual concern, such as shared storage services, “one place to look” portal for heritage resources, training and occasional joint conferences.

*Community Albums Project* – in cooperation with the Public Archives of Nova Scotia Board of Advisors and NSA this project was a great showcase of members' diverse cultural heritage. It was launched in June 2017. Michelle Boychuk was the project staff coordinating the website.

*Culture Innovation Fund* – CNSA is accessing this significant new funding through CCH with a project to increase content in MemoryNS and develop new training and promotional materials for it. A project position will be posted shortly.

*Membership Input Survey* - Catherine Fancy (Membership Chair) brought members' attention to the report from the Membership survey. There were 45 respondents. Final report is available on the CNSA web-site along with an executive summary. Education and Communication are member priorities. The

Executive heard the need to get out to the entire province. Catherine anticipates having another survey in a few years.

*CNSA Strategic Plan* - Wendy Robicheau (Vice-President) and Roger presented 2018-2020 Strategic Plan that was developed from the brain-storming session the Executive held in March. They presented Vision, Mission, Values, goals for next 3 years towards these objectives:

- Improve Member Engagement and Participation
- Renew Educational Opportunities
- Increase and Diversify Funding
- Increase visibility externally

The final strategic plan will be available shortly.

Roger thanked the Board and Jamie Serran for their support and work, and Nova Scotia Archives' participation via Lois Yorke and Patti Bannister.

#### *Treasurer's Report*

Treasurer Thea Wilson-Hammond presented the circulated financial reports prepared by Grant Thornton.

Thea noted these highlights:

CNSA had a slight deficit (\$4000) after the previous year's slight surplus. She noted that \$4000 that had been budgeted towards an unsuccessful Documentary Heritage Communities Program project will be deferred to this year' budget for use towards the MemoryNS CIF project. Thea noted that last year's conference generated a profit.

A significant change is that MemoryNS hosting fee is partially covered by CNSA this year; next year it will be fully paid by CNSA. NSA formerly covered this cost.

There was an increase in Executive Committee expenses that was used for the Strategic Planning process as budgeted.

Reserve funds are healthy; however a deficit situation, if it continues will erode reserves.

Equipment purchases (computer and printer) were unbudgeted expenses.

Hansel Cook moved to accept financial statements – seconded by Michael Moosberger. Approved.

Thea presented the proposed 2018-19 budget which was circulated. She noted that the Memory NS CIF funded project is accounted as revenue in and expensed out. Travel expenses will increase to allow for the Executive to get out to membership beyond HRM for 3 Executive meetings. The full Memory NS hosting fee is added to Program Expenses.

Thea noted we are projecting a \$7000 deficit, which is not sustainable. The Board plans to request an increase in anchor grant from NSA and explore other sources of revenue in order to work towards a balanced budget.

Paul Maxner asked about CNSA's status as a charitable organization, and whether our \$90,000 reserve is appropriate, or should it be spent on the membership. Thea responded that she has researched that best practice is to keep 50% of operating budget held in reserve. CNSA currently has approximately 75% in reserve if the Anna Hamilton Award endowment is not counted. The last few years' deficits have eaten away the reserve. The intention is to have sufficient funds in reserve to finish out a year if core funding is cut. Thea also noted that the timing of our cash flow requires having some reserve to maintain operations until the anchor grant is received. CNSA is a non-profit organization not a charity. Thea plans to investigate other ways to invest the reserve.

Michael Moosberger moved acceptance of the budget – Karen White seconded. Approved

Lorraine Slopak nominated Grant Thornton for auditing once again this year – seconded by Creighton Barrett.

#### *Provincial Archival Development Program (PADP)*

Wendy Robicheau (Vice-President) noted that applications were due April 20 and that 13 applications asking over \$120,000 were received for the \$50,000 available funds. Adjudication will be held on May 14; 2 adjudicators will recuse from adjudication of their institution's applications.

Roger noted that CCH's review of the PADP is close to completion.

#### **Nominations & Elections**

Margaret Mulrooney has offered for Vice-President.

Roger called for any other nominations three times. Receiving none, Margaret was acclaimed.

Wendy presented an appreciation gift to Roger Gillis for his services to the Board over the past seven years.

With no other business, Roger adjourned the meeting at 1:30pm.