Council of Nova Scotia Archives Annual General Meeting Minutes (Draft)

May 13, 2016

1. **Call meeting to order**
   Hansel Cook called the meeting to order at 12:35pm.

2. **Call for approval of the agenda**
   Agenda was approved by Michael Moosberger (Dalhousie University Archives), seconded Jane Arnold (Beaton Institute)

3. **Approval of the Minutes of 2015 Annual General Meeting**
   Approval of the Minutes of the 2015 AGM – motioned by Karen White (Nova Scotia Archives). Seconded by Patti Bannister (Nova Scotia Archives)

4. **Business arising from the minutes**
   No business arising noted.

5. **Presentation of reports**
   a. **President's report – call for approval**

Hansel read the President's Report, noting that it was a good year for CNSA, with funding provided through the department of Communities Culture and Heritage (CCH) for CNSA operations and through NSA for PADP program. Hansel noted that funding for CNSA is good and stable for the time being. Hansel Cook and Roger Gillis (Vice-President) along with Provincial Archivist Lois Yorke met with Communities, Culture, and Heritage Minster Tony Ince in October, 2015 to update him CNSA activities. Consultations regarding the Provinces Culture Action Plan are ongoing with the archives community being one voice at the table, but an important one at that. Hansel highlighted that the MemoryNS work continues MemoryNS – in close collaboration with NSA. There are also other great projects ongoing with NSA, and we are grateful for the space and resources they provide to CNSA. The joint Archives, Libraries, and Museums (ALM) conference held in September 2015 was a highlight of the year with a lot of work and input from various members of CNSA executive and membership. It was noted that the CNSA website has experienced some issues over the past year and that the Executive is looking to doing an overhaul of the website in the coming year. Hansel noted his thanks to the staff and committee volunteers for all of their hard work over the past year.

Lois Yorke (Nova Scotia Archives) moved for acceptance of all reports; June Wagstaff seconded the motion.

b. Treasurer's Report

i. Year-end review

Thea Wilson-Hammond, CNSA Treasurer provided an overview of the CNSA finances from the previous year.

The Financial statements, prepared by Grant Thornton were tabled, and in draft format. It was noted that the statements are unaudited statements. Two streams of funding were highlighted: the anchor grant (government funding through Communities, Culture, and Heritage) and SDI funding for MemoryNS migration. Additional revenues came from the conference and workshop revenues, as well as from the Nova Scotia Community College.

It was noted that the main expenditures for CNSA are for the Archives Advisor's salary and CNSA operations

It was also noted that considerable funds were expended for Executive operations given that there is board representation from across the province, so travel expenses are incurred.

Thea noted that a small shortfall was expected, but instead a short surplus was had. CNSA holds some investments and some cash in the bank should the organization face financial hardship. There are plans to allocate some of these savings over the next fiscal year to be dedicated to CNSA projects. It was also noted that registration funds for the ALM conference were handled via the CNSA Paypal account, but that money was funneled out in order to pay for the conference expenses as part of the larger conference budget.

ii. Draft 2016-2017 budget

Thea provided an overview of the projected CNSA budget for the upcoming fiscal year (2016-2017). It was noted that $30,000, which was received in 2013 as a part of ministerial funds designated for renewal and sustainability activities for the CNSA. Funds have been used for various CNSA initiatives over the past three years and the remainder of the funds is designated to be expended in 2017.

Revenue streams include the Anchor grant (operating funds received from the department of Communities, Culture, and Heritage in cooperation with Nova Scotia Archives), membership fees, workshop fees, payment from the Nova Scotia Community College, Ministerial funds to be used as cash contribution for funding for a descriptions archivist position to enhance member participation in MemoryNS.

Additional expenses that are planned apart from standard expenses include money allocated for the CNSA website redesign as well as MemoryNS improvements for the coming year.

It was noted that a small deficit for this year is projected, but funds are on hand to be able to cover this.

Motion: Michael Moosberger (Dalhousie University Archives) motioned to approve the financial review and draft budget. Wendy Robicheau (Acadia University Archives) seconded the motion.

Motion: Thea motioned for acceptance of the Financial statements. Karen White (Nova Scotia Archives) seconded the motion.

iii. Appointment of 2016 auditor

It was put forward that Grant Thorton continue to serve as the auditor for CNSA.

Motion: Hansel Cook (Saint Mary's University Archives motioned. Jane Arnold (Beaton Institute) seconded the motion.

iv. PADP Report

Roger Gillis (CNSA Vice-President, and Chair of the Provincial Archival Development Program [PADP]) reported, noting that PADP continued this year with continued support from Nova Scotia Archives and the department of Communities, Culture, and Heritage. The adjudication committee met on May 8 to adjudicate applications, so applicants will be hearing results soon. It was noted that a review of PADP is ongoing in cooperation with CNSA, Nova Scotia Archives, and CCH and past applicants may be contacted soon to weigh in on the process, application, etc.

6. Nominations and elections

a. Current executive members

It was reported that all current executive members will be continuing their terms on the Executive, with the exception of Hansel Cook, who will be finishing his two year term as President and will be stepping down. As the current Vice-President, Roger Gillis will be moving into the President role, leaving the Vice-President role open for nominations.

Wendy Robicheau was nominated for the position of Vice-President.

i. Nominations from the floor

No nominations from the floor were received.

7. **Other business**

   None noted.

   Roger Gillis thanked Hansel Cook for his leadership with the CNSA and presented him a token of thanks on behalf of CNSA.

8. **Adjournment**

   With no other business the meeting was adjourned at 1:05 p.m.

CNSA AGM – Attendance List

May 13, 2016

Name	Institution
Thea Wilson-Hammond	Eastern Shore Archives
Briane York	NS Archives
Nan Harvey	Colchester Historical Society Museum Archives
Jean MacLeod	Fort Sackville Foundation
Heather Harkins	Individual member
Rosemary Barbour	NS Archives
Lois Yorke	NS Archives
Lorraine Slopek	Anglican Diocesan Archives
June Wagstaff	Parrsborough Shore Historical Society/Ottawa House Museum
Rebecca Prescott	NS Archives
Bridget Graham	NS Archives
Aleen Stanton	NS Archives
Karen White	NS Archives
Leah Rae	Library & Archives Canada
Kevin Hartford	MSVU Archives
Catherine Fancy	Acadia University Archives
Wendy Robicheau	Acadia University Archives
Diana Doublet	Dalhousie MLIS
Patti Bannister	NS Archives
Paul Maxner	NS Archives
Michael Moosberger	Dalhousie University Archives
Katrine Wilkinson	Parks Canada
Lacy Lalonde	HRM Archives

Alaina MacKenzie	HRM Archives
Lisette Gaudet	Yarmouth County Museum Archives
Anjali Vohra	NS Archives
Hansel Cook	SMU Archives
Roger Gillis	Dalhousie University Archives