Minutes of Annual General Meeting
held
Tuesday, June 9, 2020
@ 3:00 p.m.
via Zoom

Present: 42 attendees

1. **Welcome & land acknowledgment**
   Lisa Snider, Interim Archives Advisor & MemoryNS Coordinator acted as facilitator for the meeting. She gave an overview of how the meeting would be conducted as well as to how the poll voting would proceed. She noted that the meeting was not being recorded.

   Susan McClure acknowledged that the meeting was taking place on traditional Mi'kmaq territory and that the CNSA was in support of the Black community in consideration of the social unrest and violence taking place in the United States. As well she also noted that it was International Archives Day.

2. **Call to Order**
   Susan McClure called the meeting to order @3:03 p.m.

3. **Approval of Agenda**
   The agenda was approved as circulated.

4. **Approval of 2019 AGM minutes**
   It was moved by Susan McClure and seconded by Thea Wilson-Hammond that the 2019 AGM minutes be approved as circulated. A poll vote was held in favour. Motion carried.

5. **President's Report (Susan McClure)**
   (See report)
   Susan McClure noted that she hoped that the membership had the opportunity to review the circulated annual reports. She expressed concern regarding those affected by the COVID-19 pandemic. She noted the 2018 Strategic Plan and its mission values which still stand and guide the CNSA. She briefly discussed the MemoryNS project and how it had exceeded its goals. Through Lisa Snider over 40 institutions and 100 people were affected by the project. She thanked Lindsey McCallum for her time and energy devoted to it. She stepped down as chair of the MemoryNS Committee at the end of April. The president also thanked Jane Arnold and the working group for the work that has been undertaken on the Educational Renewal project in order to strengthen the core curriculum. Part of this review will be to establish a formal mentorship program and a call will be put out later regarding this. In regards to the Archives Advisor position Sara Hallett undertook 17 site visits and delivered 4 core curriculum courses. The difficult

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5. **President's Report (Susan McClure)**
decision was made by the Executive to pause the position for one year in order to re-evaluate it while it re-examines the core curriculum and other various educational opportunities. Lisa Snider has been acting as the interim Archives Advisor in conjunction with the MemoryNS Promotional Project work. She noted that it is also necessary to suspend the training during this time as well although Jamie Serran will be offering the *Introduction to Archives* course this fall. She mentioned that the *Tuesday Talks* were very successful. The Communication and Awards portfolios have been combined. Sharon Murray and Sara Hallett created a communications plan. She gave an overview of the recipients of the various CNSA awards. It is anticipated that the rescheduled spring conference will be held in the fall. In regard to membership last year there were 43 institutional members and 30 associate members. There is a renamed category. She congratulated the West Hants Historical Society which was granted institutional membership status. She gave an overview of the Education and Preservation Committee members. She thanked all committee members, the Executive, as well as Patti Bannister and the Nova Scotia Archives staff for their time and support of the CNSA.

It was moved by Susan McClure and seconded by Sharon Murray that the President's annual report be accepted as circulated. A poll vote was held in favour. Motion carried.

6. **Treasurer's Report (Thea Wilson-Hammond)**
(See report/financial statements, budget)
6a.) Vote to adopt financial statements
It was moved by Thea Wilson-Hammond and seconded by Pauline MacLean that the financial statements be approved as circulated. A poll vote was held in favour. Motion carried.

6b.) Vote to adopt 2020/2021 budget
It was moved by Thea Wilson-Hammond and seconded by Catherine Fancy that the 2020/2021 budget be approved as circulated. A poll vote was held in favour. Motion carried.

6c.) Vote to appoint Grant Thorton as accountant and auditor
It was moved by Thea Wilson-Hammond and seconded by Lisette Gaudet to appoint Grant Thorton the accountant and auditor. A poll vote was held in favour. Motion carried.

7. **Membership/Nominations Report (Heather Adams)**
   (See report)
   Heather Adams noted that 5 Executive members were returning; Susan McClure, Thea Wilson-Hammond, Kathleen MacKenzie, Heather Adams, and Sharon Murray. Due to the vice president being on maternity leave the Executive nominated Jane Arnold as interim vice president.

   It was moved by Heather Adams and seconded by Ashley Sutherland that Jane Arnold be ratified as vice president. A poll vote was held in favour. Motion carried.

8. **Other updates:**
   8a.) HistoricNS (Roger Gillis & Sharon Murray)
   Roger Gillis gave an overview of the project. He explained how it was established and how it promoted CNSA members. He thanked the Department of Communities, Culture and Heritage and the Executive for their support. As well he thanked Sharon Murray, the project coordinator, who was responsible for bringing it all together. Sharon Murray acknowledged all the hard work of those who submitted their origin stories and noted that the membership can still contribute. She commented upon the great response within the province and from the membership.

   8b.) Educational Renewal (Jane Arnold)
   Jane Arnold gave an overview of the educational review project. She noted than an RFP for an educational consultant had been approved by the Executive. The position will run from July to December 2020. The RFP will be put on the listserv in the near future. The material will be tested by the membership.

   8c.) MemoryNS Promotion Project (Lindsey McCallum)
   Lindsey McCallum gave an overview of the MemoryNS Promotion Project. She outlined the main components of the project; development of a migration tool to help upload content from institutional databases, user testing, and support to members to input descriptions. She noted that the MemoryNS Committee is looking for groups such as researchers, historical societies, journalists, teachers, students, and academics to undertake user testing. As well the Committee hopes to partner with members. She noted that the Council was very fortunate to have Lisa Snider hired again considering her expertise and valuable skills.

9. **COVID-19 & Museum Assistance Program (Susan McClure)**
   Susan McClure noted that funding to help archives adversely affected by COVID-19 is to be made available via the Museums Assistance Program. Approximately $5000 to $100,000 will be obtainable for operational purposes. She noted that applications will be available soon. As well she indicated that the CNSA Executive is interested in the state of

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9. COVID-19 & Museum Assistance Program (Susan McClure)

members' operations at this point in time. The chat feature was accessible for a few minutes at the end of the meeting so that members could comment upon their present status; i.e. open, closed, etc.

10. Adjournment

Susan McClure thanked all that had participated in the meeting. As well she thanked Lisa Snider who facilitated the meeting and Mary Fancy who coordinated the poll voting. Lisa Snider thanked everyone for their participation as well. Susan McClure adjourned the meeting at 3:58 p.m.

/kmk

Kathleen MacKenzie
Secretary
16 September 2020