



COUNCIL OF NOVA SCOTIA ARCHIVES

Minutes 2024 CNSA Annual General Meeting

May 16, 2024

The meeting started at 10:05 AM with opening remarks and a land acknowledgement by Sharon Murray, Archives Advisor, welcoming everyone to the 2024 Annual General Meeting (AGM) of the CNSA.

1. Call to Order

- Sharon expressed her deepest gratitude to the Conference Committee, Nova Scotia Archives & the Advisory Board of the Provincial Archives of Nova Scotia for helping the event come together.
- The meeting was officially called to order at 10:18 by outgoing President, Jane Arnold.

2. Call for Approval of the Agenda

- There were no additions or changes suggested for the Agenda.
- Jane moved to accept the Agenda. It was seconded by Michelle Connick. All members in favour. Motion carried.

3. Call for Approval of the Minutes of the 2023 AGM

- There were no additions or changes suggested for the 2023 AGM Minutes.
- Jane moved to accept the 2023 AGM Minutes as submitted. Seconded by Alyssa Gallant. All members in favour. Motion carried.

4. Business Arising from the Minutes

- There was no business arising from the Minutes.

5. Presentation of Reports

a) President's Report Summarizing Committee and Staff reports:

- Online Core Courses and Archival Certificate Program continue to be very popular reaching folks as far as western Canada. This past year we reached another milestone – all six of the core courses were offered this year. Online courses allow for increasing the frequency for offering the courses!
- Advisory Service Requests were up this year – 121 vs 109 in 2023-2024. We know from the strategic planning process that one on one support is the most effective and valuable services we offer members, and more members are taking advantage of it!
- Disaster Preparedness Working Group – the latter half of 2023 focused heavily on creating and distributing Disaster Kits to many of the CNSA member institutions. This

was the first phase of the Disaster Preparedness Project. Challenging given the compressed timeline and a physically demanding project, but it was a labor of love.

- Lisa Snider, MemoryNS Support Specialist, reinvigorated the MemoryNS Committee and will work towards increasing the use of the collective archival database.

b) Vice President's Report on 2023 PADP:

- 2023 PADP: Virtual training was offered in February by Patti Bannister, which was well received and attended. On May 1st, the adjudicators met to look at the applications that were submitted: Shambhala Archives, Annapolis Heritage Society, Musée des Acadiens et Centre de Recherche du Père Clarence d'Entremont, University of King's College, Parrsboro Shore Historical Society, Mahone Bay Founders Society & Museum, Lunenburg County Historical Society & Fort Point Museum.

c) Treasurer's Report:

- **2023-2024 Review:** Fiscal year 2023/24 was marked by further changes to the bookkeeping situation. We've had three bookkeepers in that time - with Lorraine Roach's retirement we knew our time with her would be shortened. Lilian Housgard was hired, however, this business relationship did not work out as expected. Danielle Power was then hired to assume bookkeeping duties. Danielle is responsive and has totally automated our payroll. Our annual review of the books is about to start, so it cannot be presented at this time. We did note from the transitions between bookkeepers that there are a lot of notation errors, which have now been corrected. The revenues from Memberships and Core Courses are both up! Contributions from members for their disaster kits helped to offset the expenses of that extensive project. We will be carrying forward the surplus into the 2024/2025 fiscal year. The balance sheet balances! Our assets greatly exceed our liabilities - this is very healthy. Our reserves are also very healthy.
 - Christine moved the 2023/2024 financial statements as submitted. Hansel Cook seconded. All members in favor. No opposed. Motion carried.
- **2024-2025 Budget:** We are thankful for another donation of \$4500 from the Nova Scotia Archives to host a hybrid copyright workshop in the fall. This year we are projecting to be running a deficit. There may be a few things that might offset this. This fiscal year we are looking at registering for charitable status with the CRA. If it's a good fit for us, it might provide us with grants that might be of benefit to us and our members.
 - Christine motioned to accept the budget as submitted. Alyssa Gallant seconds. All members in favor with one abstention. Motion carried.
- **Appointment of 2024 Auditor:**
 - Christine moved that the CNSA selects an appropriate Certified Professional Accountant for the 2024/2025 fiscal year-end review. Jane Arnold seconds. All members in favor. Motion carried.

- Jane moved to accept the package of reports as submitted. Patti Bannister seconded. All members in favour. Motion carried.

6. Amendments to CNSA Constitution and Bylaws

- a) **Additional Executive Officer:** Member at Large, Emerging Professional, with the following criteria:

Title: Council of Nova Scotia Archives Member-at-Large (Emerging Professional)

Term of Office: 1 years, renewable for one 1-year term

Voting Privileges: Yes

Office Type: Rotational

Duties & Responsibilities – General:

- Attends all Executive and General Meetings.
- Participates in coordinating and assessing the activities of all CNSA standing and special committees.
- Participates in allocating and administering CNSA funds.
- Provides input and initiative into CNSA activities, policies, procedures and future directions.
- Transfers files to the incoming volunteer or to the CNSA Office at end of term appointment.

Duties & Responsibilities – Specific to Emerging Professional:

- Provides input and advice to the Executive on needs of emerging professionals.
- Assists CNSA staff with outreach to universities and students in archives-related programs – egs. Dalhousie School of Information Management, NSCC's Library & Information Technology
- Provides input and guidance to CNSA staff on finding/recruiting suitable member institutions for student placements/practicums and work opportunities.
- With assistance from CNSA staff, hosts networking opportunities for emerging professionals ideally at our annual conference and AGM.

- It was moved by Jane Arnold to add this additional position to the Executive. Patti Bannister seconded. All members in favor. Motion carried.

7. Nominations and Elections

- Catherine Fancy, Michelle Connick, Krystal Tanner, Alyssa Gallant, and Christine Hines will continue on with the Executive.
- We are sadly saying farewell to Jane Arnold, our outgoing President. Catherine Fancy and Patti Bannister provided a lovely farewell to Jane, thanking her for all her contributions to the CNSA family over the years.
- a) **President:** as per the CNSA Constitution, the Vice President, Catherine Fancy, will step into the Presidency.
- b) **Vice President:** Nomination Committee recommends Alyssa Gallant, Archival Technician at Beaton Institute. Alyssa accepts the nomination.

- c) **Member at Large – Membership/Nominations:** Nominations recommends Hansel Cook, Saint Mary's University, Library and Special Collections. Hansel accepts the nomination.
- d) **Member at Large – Emerging Professional:** Nominations recommends Devon Fraser, Archival Assistant at Saint Francis Xavier University. Devan accepts the nomination.
- e) There were no further nominations from the floor.
- Alyssa Gallant moved to accept the Nomination Committee's recommendations and elect Alyssa Gallant as Vice President, Hansel Cook as Membership & Nominations Member-at-Large, and Devon Fraser as Emerging Professional Member-at-Large. Catherine Fancy seconded the motion. All members in favor. Motion carried.

8. Other Business

- Jane gave a beautiful message thanking the CNSA for all that it has done to support her over the last 20 years.

9. Adjournment

- The meeting was officially adjourned at 10:51 AM.