



**CANADIAN ASSOCIATION OF PROFESSIONAL ACADEMIC LIBRARIANS (CAPAL)**  
**ASSOCIATION CANADIENNE DES BIBLIOTHÉCAIRES EN ENSEIGNEMENT SUPÉRIEUR (ACBES)**  
**AGENDA**  
**Annual General Meeting**  
**1 JUNE 2023**

**Note: All Enclosures available via [Sync](#). For a full list of enclosures, see Appendix.**

1. Call to order.
2. Approval of the agenda.  
**Motion:** To approve the agenda.  
**First:** Aneta Kwak  
**Second:** Ceclilia Tellis  
**Motion passed**
3. Approval of the minutes of the AGM held 10 June 2022. ([Enclosure #1.](#))  
**Motion:** To approve the minutes of the AGM held 10 June 2022 as presented.  
**First: Laura Koltutsky**  
Second: Aneta Kwak  
Motion passed
4. Welcome and introduction of the directors, officers, and standing committee chairs.

Amanda Wheatley introduced the members of the Board of Directors and Committee Chairs that were in the room and online. She also acknowledged the members of the Board who could not attend.

5. Resolutions of the Association
  1. Resolutions for outgoing board member:
    1. Whereas Laura Koltutsky's has been a positive, hardworking and motivated treasurer, board member, board chair, and committee chair, be it resolved that she be thanked and congratulated.
    2. Whereas Nicole Eva has been a positive, efficient, well-organized secretary and board member, be it resolved that she be thanked and congratulated.
    3. Whereas Helen Power has been a positive, resourceful and engaging board member, committee chair, and Conference Manager, be resolved that she be thanked and congratulated and thanked
  2. Resolution to thank the Conference Planning Committee
    1. Whereas the annual Congress has returned to in person for the first time since 2019. and is sure to be a thought-provoking, interesting, and successful conference. Be it resolved to thank and congratulate this year's conference Organizing Committee: Ariel Stables-Kennedy (Program Subcommittee Chair), Alexandra Wong (Local Arrangements Coordinator), Stephanie Quail (Local Arrangements Coordinator), Jacquelyn Sundberg (Communications

Coordinator), Jennifer Dekker (Budget Officer), Carol Leibiger (Program Subcommittee member), Caitlin Keenan (Program Subcommittee member), Carly McLeod (Program Subcommittee member)

3. Resolution to thank the Committee Chairs
  1. Whereas Jeff Newman, Carol Leibiger, Laura Koltutsky, Helen Power, Cecilia Tellis, Megan McMeekin, Doug Fox, Tara Mawhinney, Maren Goodman, Maureen Babb have been hard working and excellent committee chairs, be it resolved that they be thanked and congratulated.
6. Resolution to thank Community of Practice Coordinators
  1. Whereas Mark Wiler and Aneta Kwak, Éthel Gamache, Martha Attridge Bufton Carol Leibiger, Carolyn Casenas, Anna Flak, Kelly Keus and Sarah Brown have been successful and engaging community practice members, be it resolved that they be thanked and congratulated
7. Resolution to thank the Board of Directors
  1. Whereas Marian Davies, Chris Thomas Aneta Kwak, Justin Fuhr, Carol Leibiger, and Amanda Wheatley have been hard working and positive directors of the board be it resolved that they be thanked and congratulated
8. Resolution to thank the members of the Association
  1. Whereas you have all been amazing CAPAL members and delegates, are hardworking and dedicated to the cause, be it resolved that they be thanked and congratulated

6. Report of the board. ([Enclosure #2.](#))

**Motion:** To receive the report of the board as presented.

**First:** Laura Koltusky

Second: Jacquelyn Sundberg

Motion passed

7. Financial Report.

- a. Report of the Treasurer (as per Blyaw 3.8).
  - Laura Koltutsky reported that the Association has a healthy balance of around \$20,000 once expenses are paid and are able to support expanding activities of the association. The Association is adding a budget line to fund the for Communities of Practice activities and events. French translation expenses were lower this year as it was done in-house. The Association is keeping a reserve-fund in case membership goes down but also looking for ways to expand offerings. The Board has purchased an eighteen-month GIC. The association's finances are healthy and able to support expanding activities of the association. The treasurer noted that the Canadian Journal of Academic Librarianship's (CJAL) budget is a separate document since they manage their own funds.
  - Jennifer Dekker asked about why the Association is accumulating funds to invest and suggested establishing a threshold, after-which membership fees would be reduced.
  - There were also questions about whether surplus funds could be used to offer expanded supports for student members and student chapters – especially around funding conference attendance.
  - Helen Power noted that the association has a funding policy that allows any group withing CAPAL to request money
  - Amanda Wheatley noted that the translation item in the budget was \$4000-5000 lower this year because librarians at McGill provided that as volunteer labour.

Approval of the budget for 2023. ([Enclosure #3.](#))

**Motion:** To approve the budget for 2023 as presented.

**First:** Aneta Kwak

**Second:** Doug Fox

**Motion passed**

8. Business arising.

Courtney Lundrigan from the Research and Scholarship Committee noted that the committee has piloted a research mentorship program. The registration period for mentors and mentees in the program was currently open and would remain open until June 30<sup>th</sup>, 2023. All the information about the program is available on the Association's website. Courtney noted that in the past, the mentor program had fewer mentors than desired, so experienced colleagues were encouraged to sign up as mentors. The committee aims to do the matching over the summer and have pairs ready to start in the fall.

9. New business.

- a. Results of election of directors, held May 2023. (Nominations Committee) ([Enclosure #4.](#))

As per [bylaw 6.5](#), "Directors shall be elected annually by the members. The Nominations Committee will conduct online elections during the first three weeks of March of each year. Results of the election will be announced at the Annual General Meeting and at each succeeding annual meeting at which an election of directors is required."

Amanda Wheatley reported that the following members had been elected to the Board of Directors:

1. Cecilia Tellis (University of Ottawa)
2. Kyle Feenstra (University of Manitoba)
3. Hannah Tanna (Queen's University)

**Motion:** To ratify the election results.

**First:** Amanda Wheatley

**Second:** Marian Davies seconds

Motion passed

- b. Discussion on the amendment of CAPAL/ACBES by-laws to comply with the updated Ontario's *Not-for-profit Corporations Act*. All by-laws must legally be updated to comply with ONCA by October 2024.

Amanda Wheatley reported that the Membership will received revised text for the by-laws at the next annual meeting to bring us into compliance with the Ontario not-for-profit corporations act.

- c. Discussion on the Student Committee and the absence of committee co-chairs. Where does CAPAL see the future of this committee going? How does the student mentorship program fit into this work?
  - a. Amanda Wheatley introduced the topic, noting a lack of co-chairs and disconnect between chapters. She wanted to discuss value for student members.
  - b. Samantha Zannie from UofT shared her experience of disconnect as a student chapter president due to lack of communication.
  - c. Sarah Daniel, a recent McGill grad and former student chapter co-chair, agreed about lack of support for chapters and difficulty with knowledge transfer due to short programs.
  - d. Aneta Kwak suggested having a longer-term chair, like 3 years, to provide more stability alongside a student co-chair.
  - e. Helen Power mentioned CAPAL has a Slack that could set up student chapter channels for improved communication.
  - f. Emily Carlisle-Johnston wondered how many student chapters there are – noting that some went defunct during the pandemic. McGill, Western, UofT, and UBC were noted as being the most active
  - g. Aneta Kwak, Courtney Lundrigan, and Tara Mawhinney suggested assigning Student Coordinators three-year terms in order to build continuity.
  - h. Marian Davies suggested that maybe the committee chair for the student committees could get access to the student rate as an incentive to take on the responsibility.

10. Reports of the standing committees. (Enclosures #5–11)

- a. Presentations, questions, and answers.

- i. Advocacy ([Enclosure #5.](#))
- ii. Communications ([Enclosure #6.](#))
- iii. Diversity & Equity ([Enclosure #7.](#))
- iv. Education & Professional Development ([Enclosure #8.](#))
- v. Membership ([Enclosure #9.](#))
- vi. Publications ([Enclosure #10.](#))
- vii. Research & Scholarship ([Enclosure #11.](#))
- viii. National Student Liaison

**Motion:** That the reports of the standing committees be received as presented.

**First:** Aneta Kwak

**Second:** Ben Mitchell

**Motion passed**

11. Other business.

Doug Fox moved a vote of thanks for Amanda Wheatley, noting her successful year as chair of the Association. Jeff Newman second. Motion Passed. Amanda Wheatley noted that Doug Fox's labour and expertise are critical to the success of the association

12. Closing remarks.

Amanda Wheatly thanked everyone for attending.

13. Adjournment.

Motion to adjourn Amanda Wheatley seconded by Laura Koltutsky

Access to enclosures listed for the AGM 2023 are available [online](#).

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<b>Enclosure</b>	<b>Filename</b>	<b>Description</b>
	CAPAL AGM 2023 Agenda	CAPAL 2023 Annual General Meeting AGENDA: Agenda for AGM to be held 2023 June 1.
Encl. #1	AGM_2022_Minutes	Minutes of the CAPAL 2022 AGM.
Encl. #2	Board_Report_2023	Report of the Board, 2022-2023.
Encl. #3	CAPAL Budget 2023	Proposed Operational budget for 2023.
Encl. #4	Nominating Committee Report 2023	Report of the Nominations Committee concerning directors elected.
Encl. #5	Advocacy Report 2023	Report of the Advocacy Committee to the 2023 AGM.
Encl. #6	Communications Report 2023	Report of the Communications Committee to the 2023 AGM.
Encl. #7	Diversity Equity Report 2023	Report of the Diversity & Equity Committee to the 2023 AGM.
Encl. #8	Educational Professional Development Report 2023	Report of the Education & Professional Development Committee to the 2023 AGM.
Encl. #9	Membership Report 2023	Report of the Membership Committee to the 2023 AGM.
Encl. #10	Publications Report 2023	Report of the Publications Committee to the 2023 AGM.
Encl. #11	Research Scholarship Report 2023	Report of the Research & Scholarship Committee to the 2023 AGM.

**Current STANDING COMMITTEES:**

Advocacy Committee (confirmed by the Board, 2015-10-16)

The Advocacy Committee is a standing committee of CAPAL/ACBAP with a mandate to advocate for the rights, professional autonomy and interests of academic librarians; to research and develop informed opinions which may be used in communications with members and the public; and to work with the standing committees, the Board of Directors and external organizations in the promotion and advancement of issues and causes.

Communications Committee (confirmed by the Board, 2017-04-21)

The Communications Committee is a standing committee of CAPAL/ACBAP. The Committee coordinates both internal and external communications related to the activities of the Association. The Committee also shares information of interest to professional academic librarians in Canada. The Committee strives to provide communications in both official languages, French and English.

Diversity and Equity Committee (confirmed by the Board, 2016-05-20)

The Diversity and Equity Committee is a standing committee of CAPAL /ACBAP dedicated to diversity and equity in academic librarianship, and is committed to creating and maintaining an atmosphere of inclusion and respect in a safe and nurturing environment. It shall work to identify and address issues of social justice encompassing but not limited to race, sexuality, religion, mental health, and ability as they relate to the library profession and its multiple constituencies.

Education and Professional Development Committee (confirmed by the Board, 2017-04-21)

The Education and Professional Development Committee is a standing committee of CAPAL/ACBAP, with a mandate to share educational and professional development opportunities with current library students and academic librarians in Canada, to raise awareness of issues regarding the current state of library education in Canada, and to monitor accreditation process in Canadian library education and seek out opportunities for CAPAL/ACBAP involvement.

Membership Committee (confirmed by the Board, 2016-07-15)

The Membership Committee is a standing committee of CAPAL /ACBAP responsible for the development of the association's membership at large.

Publications Committee (confirmed by the Board, 2017-09-12)

The Publications Committee is a standing committee of CAPAL/ACBAP with responsibility for and oversight of the official external CAPAL/ACBAP publications. The committee shall oversee the publication of the *Canadian Journal of Academic Librarianship / Revue canadienne de bibliothéconomie universitaire*; collect and post conference proceedings to the CAPAL/ACBAP website, and undertake other externally focused, publication-related activities, as determined.

Research and Scholarship Committee (confirmed by the Board, 2017-01-13)

The Research and Scholarship Committee is a standing committee of CAPAL/ACBAP, with a mandate to support, advance and promote the diverse research, scholarship and creative activities of Canadian professional academic librarians, and the right of all such librarians to engage in these activities, which are essential contributions to the advancement of knowledge and society.

National Student Committee (confirmed by the Board, 2016-07-15)

The National Student Committee is a standing committee of CAPAL /ACBAP Board, representing, supporting and advocating for student members of CAPAL/ACBAP as well as emerging professionals.