



**CANADIAN ASSOCIATION OF PROFESSIONAL
ACADEMIC LIBRARIANS (CAPAL) | ASSOCIATION
CANADIENNE DES BIBLIOTHÉCAIRES EN
ENSEIGNEMENT SUPÉRIEUR (ACBES) AGENDA
Annual General Meeting 18 JUNE 2024**

Note: All Enclosures attached and will be archived in the [AGM-2024 Sync Folder](#). For a full list of enclosures, see Appendix.

Agenda:

1. Call to order
 - a. 3:03pm EDT
2. Approval of the agenda.
 - a. Addition of the "Resolutions of the Association", item number 5.
Motion: To approve the agenda.
Motion by Jennifer Abel
Seconded by Michael Lines
3. Approval of the minutes of the AGM held 1 June 2023. (Enclosure #1)
Motion: To approve the minutes of the AGM held as presented.
Motion by Laura Koltutsky
Seconded by Helen Power
4. Welcome and introduction of the directors, officers, standing committee chairs, and community of practice facilitators.
5. Resolutions of the Association
6. Report of the board. (Enclosure #2)
Motion: To receive the report of the board as presented.
Motion by Justin Fuhr
Seconded by Courtney Lundrigan
7. Financial Report.
 - a. Report of the Treasure (as per Bylaw 3.8) (Enclosure #3 and Enclosure #4)
 - i. Membership to NIKLA
 - ii. Welcoming projects or events that need funding by CAPAL, these can be taken to the Board

1. <https://capalibrarians.org/capal-funding-policy/>
- iii. Finances have been stable
- iv. CJAL budget remains as a separate line item within the CAPAL bank account
- v. Balance between \$25,000 - \$30,000 is typical fluctuation
- vi. The Conference is the largest expenditure as usual
- b. Approval of the projected budget for 2024. (Enclosure #5)
Motion: To approve the projected budget for 2024 as presented.

Motion by Jennifer Abel

Seconded by Kyle Feenstra

8. Business arising.

- a. No business arising.

9. New business.

- a. Results of election of directors. (Nominations Committee)
(Enclosure #6)

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."

Motion: To ratify the election results.

Motion by Laura Koltutsky

Seconded by Jennifer Soutter

- b. Presentation of the three new CAPAL Awards from CAPAL Awards Working Group and discussion on the proposed Terms of Reference for the CAPAL Awards Committee **(Enclosure #7)**
 - i. Nearly year long process to determine what awards would be created
 - ii. Stakeholder consultations took place for each award
 - iii. Three awards
 1. Student Paper Award
 - a. Recognizes research excellence in an unpublished paper written while completely an MLIS (or equivalent) degree
 - b. Annual award of \$500 and one-year CAPAL membership
 2. Early Career Researcher Award
 - a. Encourages excellence in research in early career professional academic librarians

- b. Annual award of \$500 and one-year CAPAL membership
- 3. Contributions of the Association Award
 - a. Lasting and significant contribution to CAPAL
 - b. Annual award of \$500
- iv. All eligibility criteria, submission requirements, and details of the rubric will be listed on the CAPAL website
- v. Next steps: Post to CAPAL website, develop the submission process, establish the CAPAL Awards Committee, run the awards, and assess the process for future work

Motion: Approve the Terms of Reference for the Awards Committee

Motion by Courtney Lundrigan
Seconded by Hannah Tanna

- 10. Reports of the standing committees.
 - a. Updates to Committee Terms of Reference. (Enclosure #8)
 - i. Mostly cosmetic changes to align with CAPAL's French name and acronym (ACBES) and new logo.
 - ii. Student Committee has new language about the membership composition and the chair requirement to be a recent graduate.
 - iii. Educational and Professional Development Committee has one member liaising with the Student Committee to compliment the Student Committee language.

Motion: That the Committee Terms of be received as presented.

Motion by Cecilia Tellis

Seconded by Michael Lines

- b. Presentations, questions, and answers. (Enclosures #9–17)
 - i. Advocacy (Enclosure #9)
 - ii. Administrative Committee (Enclosure #10)
 - iii. Communications (Enclosure #11)
 - iv. Diversity & Equity (Enclosure #12)
 - v. Education & Professional Development (Enclosure #13)
 - vi. Membership (Enclosure #14)
 - vii. Publications (Enclosure #15)
 - viii. Research & Scholarship (Enclosure #16)
 - ix. Student Committee (Enclosure #17)

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

Motion by Cecilia Tellis

Seconded by Laura Koltutsky

11. Other business.
 - a. Thank you to Aneta Kwak for Chairing the Board of Directors!
12. Closing remarks.
13. Adjournment.
 - a. 3:54pm EDT

Access to enclosures listed for the AGM 2024 are available in the [AMG-2024 Sync Folder](#).

Enclosures:

| Enclosure | Filename | Description |
|------------------|--|--|
| Encl. #1 | 1_AGM 2023 Notes | Minutes of the CAPAL2023 AGM. |
| Encl. #2 | 2_Board of Directors Annual Report 2023-2024 | Report of the Board, 2023-2024 |
| Encl. #3 | 3_CAPAL Treasurer Report 2023 | Report of the Treasurer to the 2024 AGM |
| Encl. #4 | 4_CAPAL 2023 Draft Financial Information | CAPAL 2023 Draft Financial Information |
| Encl. #5 | 5_CAPAL Projected Budget 2024 | Projected budget for 2024 |
| Encl. #6 | 6_Nominating Committee Annual Report 2023-2024 | Report of the Nominations Committee to the 2023 AGM |
| Encl.# 7 | 7_CAPAL Awards Committee Terms of Reference 2024-04-26 | Proposed Awards Committee Terms of Reference |
| Encl. #8 | 8_CAPAL Committee TOR 2024 Updated | Updated Terms of Reference for CAPAL Standing Committees |

| | | |
|-----------|--|---|
| Encl. #9 | 9_Advocacy Committee Report | Report of the Advocacy Committee to the 2024 AGM. |
| Encl. #10 | 10_Administrative Committee Annual Report 2023-2024 | Report of the Administrative Committee to the 2024 AGM. |
| Encl. #11 | 11_Communications Committee Annual Report - 2023-2024 | Report of the Communications Committee to the 2024 AGM. |
| Encl. #12 | 12_Diversity and Equity Committee Report - 2023-2024 | Report of the Diversity & Equity Committee to the 2024 AGM. |
| Encl. #13 | 13_Education & Professional Development Report 2023-2024 | Report of the Education & Professional Development Committee to the 2024 AGM. |
| Encl. #14 | 14_Membership Committee Report 2023-2024 | Report of the Membership Committee to the 2024 AGM. |
| Encl. #15 | 15_Publications Committee Annual Report 2023-2024.pdf | Report of the Publications Committee to the 2024 AGM. |
| Encl. #16 | 16_Research and Scholarship Committee_AnnualReport_2023-2024 | Report of the Research & Scholarship Committee to the 2024 AGM. |
| Encl. #17 | 17_Student Committee Annual Report 2024 | Report of the Student Committee to the 2024 AGM. |

Current STANDING COMMITTEES:

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

The Advocacy Committee is a standing committee of CAPAL/ACBES 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/ACBES. 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 /ACBES 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/ACBES, 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/ACBES involvement.

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

The Membership Committee is a standing committee of CAPAL /ACBES 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/ACBES with responsibility for and oversight of the official external CAPAL/ACBES 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/ACBES 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/ACBES, 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 /ACBES Board, representing, supporting and advocating for student members of CAPAL/ACBES as well as emerging professionals.