



CANADIAN ASSOCIATION OF PROFESSIONAL ACADEMIC LIBRARIANS (CAPAL)
ASSOCIATION CANADIENNE DES BIBLIOTHÉCAIRES ACADÉMIQUES PROFESSIONNELS (ACBAP)
Annual General Meeting
MEETING MINUTES
By: Colleen Burgess and Ali Versluis (Communications Committee)

2015 JUNE 1 @ 12:10pm-1:50pm
Lunch will be provided.

1. Call to order – 12:30

2. Approval of the Agenda

Amendments to the Agenda

- Item #6a, strike Motion #2, To receive the report of the Treasurer as presented and renumber so #6b becomes #6a
- Item 6, edit Motion #3 to read, “To receive the compiled financial statements as presented.
- A motion to amend Motion 4, That the CAPAL Bylaws, as revised, be approved
- Add a new Motion 5.1, That CAPAL present a compiled financial statement for 2015-2016 at the CAPAL 2016 AGM

Moved/Seconded/Carried

3. Approval of the Minutes of the AGM held 2014 May 26 (circulated)

Moved/Seconded/Carried

4. Welcome and Introduction of the Steering Committee (acting as the Board of Directors)

Juliya Borie,
Colleen Burgess (Communications),
Camille Callison (Equity & Diversity),
Douglas Fox (Technology/Membership),
Leona Jacobs (Constitution, Acting Chair)
Mary Kandiuk
Jeff Newman (Nominating Committee),
Amanda Power (Education & Professional Development),
Eva Revitt (Advocacy),

Harriett Sonne de Torrens (Finances),
Mark Weiler (Student Liaison)

5. Report of the Steering Committee (appended to these minutes)

Motion #1: To receive the Report of the Steering Committee as presented

Moved/Seconded/Carried

6. Financial Report (appended to these minutes)

a. Approval of Audited Financial Statements

Motion #3: To receive the compiled financial statements as presented

Points raised:

- CAPAL is hoping to develop a “cushion” of \$10K-20K to address unexpected expenses and some known developments such as translation services, website re-development, possible calls for audited financial statement, costs associated with mounting a journal. Membership fees will be reconsidered; suggestion: fees by salary range rather than by category
- Increases in CLA fees will not affect CAPAL.

Moved/Seconded/Carried

7. Business Arising

a. Constitution – Revisions (Special Committee on the Constitution) (Enclosures #2-5)

- Enclosure #2: original constitution/bylaws that were approved at CAPAL 2014 and under which we incorporated as a Non-Profit Corporation.
- Enclosure #3: the bylaws as revised and compared to the original constitution along with rationale for the changes.
- Enclosure #5: the revised bylaws in a clean form.

Motion #4: That the CAPAL Bylaws, as revised, be approved.

Moved/Seconded.

Motion to amend Bylaw 3.8 to read (see bolded text)

*On an **annual basis**, the members may, by **unanimous agreement**, resolve not to appoint a public accountant (auditor) for the purposes of reviewing the financial records of the Corporation. In such cases, financial statements will be compiled using Generally Accepted Accounting Principles (GAAP) and will be presented to the membership for their review as part of the notice of meeting for the next annual general meeting.*

Moved/Seconded

Points discussed:

- The cost of an audit is approximately \$3000.
- Currently the Finance Committee are the ones to scrutinize the financial statement before presentation to the AGM
- Suggestion to develop a financial oversight committee of two non-Board members to audit the finances. This is not referenced as an option in the Non-Profit Corporations Act. However it is done by other Canadian non-profit associations such as CAML.

Carried

Motion to amend Bylaw 5.1.1 to read (see bolded text)

- *Consideration of the financial statements;*
- *Receipt of report from the public accountant (auditor), **if required**;*
- *Appointment of a public accountant (auditor), **if required**; and*
- *Election of directors; and*
- *Any other special business as may be brought forward.*

Moved/Seconded/Carried

On the Motion #4 as amended. Carried.

Motion #5: That the maximum number of directors be set at 10.

Moved/Seconded

Points discussed:

- The Steering Committee chose a minimum number of 3, a maximum to be decided by the membership. We are proposing 10 as a size not too big but not too small.
- In the event of a tie vote, the bylaws stipulate the Chair has a second and deciding vote.

Carried

8. New Business

- a. Motion #5.1: That CAPAL present a compiled financial statement for 2015-2016 at the CAPAL 2016 AGM.

Moved/Seconded/Carried

- a. Election of Directors (Nominations Committee) (Enclosure #6)

Thanks were extended to the members of the Nominations Committee and the process followed was outlined.

Noting that the Nomination process was undertaken under the old Constitution, those nominees elected to the Board will serve a term of one year. Roles (e.g., offices and chairs of committees) will be decided by the Board.

10 nominations were received, one nomination declined. The following slate of nominees to the Board was presented:

- Colleen Burgess (Western University)
- Camille Callison (University of Manitoba)
- Douglas Fox (Victoria University at the University of Toronto)
- Leona Jacobs (University of Lethbridge)
- Mary Kandiuk (York University)
- Amanda Power (Memorial University)
- Eva Revitt (MacEwan University)
- Lisa Richmond (Wheaton College)
- Harriet Sonne-de-Torrens (University of Toronto Mississauga)

Nominations from the floor were invited.

- Hilary Lynd
- Melanie Boyd

Elected unanimously.

b. Census (Advocacy Committee) (Enclosure #7)

Motion #6: That CAPAL commit to conducting a triennial census of Canadian academic librarians.

Moved/Seconded

Points discussed:

- Need to learn about our own profession here in Canada but the problem is knowing who we are and where we are. Defining the population of Canadian academic librarians is key.
- Large undertaking but lots of support based on pre-census survey (i.e., 70 responses and 89% were in favour of the idea of a census.)
- Hope to launch in Winter 2016. The idea is to form an ad hoc committee to develop the census. Idea is run this census on a triennial basis.
- CAUT does a salary/status survey of librarians but only of those librarians in the CAUT member institutions, the data are not detailed, and it is completed by library administration and/or faculty association.
- CARL does a survey around CARL librarians which does not include all Canadian academic librarians.

Carried.

c. Approval of CAPAL statements (Advocacy Committee) (Enclosure #8-9)

i. Statement on Academic Freedom (Advocacy Committee)

Motion #7: That CAPAL approve the Statement on Academic Freedom

Moved/Seconded

Points discussed:

- Italicize “very” as in *very essence* (4th line)
- Replace “discourse” with “context” (3 paragraph)
- Highlight reference to academic freedom in the context of “controversy” and controversial views. Suggestion for additional wording to be added as a bulleted point: **“Academic freedom encompasses the right to pursue -- and be eligible to apply for standard financial grants and supports for -- research into topics or perspectives which may be considered unconventional, unorthodox or controversial, free from the threat of censure or proscription;”**
- Noted that we don’t need to compare ourselves to faculty – we can be strong without comparison.
- Desire to move forward on this. Board can make editorial changes but it is best that membership approve the final document. Suggestion that the Statement be approved in principle with the final document to be approved at the CAPAL 2016 AGM.

Motion amended to approve in principle and vote on Statement at CAPAL 2016 AGM.

Moved/Seconded/Carried.

On the motion as amended.

Carried.

i. ii. Statement on Collegial Governance (Advocacy Committee)

Motion #8: That CAPAL approve the Statement on Collegial Governance

Moved/Seconded

Points discussed:

- Suggestion to make the two statements (this one and the one on Academic Freedom) relate to each other.
- Question about the reference to non-librarians on library councils, the response being that voting privileges for non-librarians is subject to local circumstances.

Carried.

9. Reports of the Standing Committees (Enclosures #10-15)

Points discussed:

- Lisa Richmond, Chair, Publications Committee announced that based on a survey of the membership, two-thirds of the 74 responses received chose *Canadian Journal of Academic Librarianship / Revue canadienne de la bibliothéconomie* as the title of our new journal.

Motion #9: That the reports of the Standing Committees be received as circulated

Moved/Seconded/Carried

10. Other Business

None identified.

11. Closing Remarks

In the forthcoming year, we already know there are a few things on the agenda:

- 1) CAPAL16 Conference Organizing – Calgary, Alberta
- 2) We look forward to the first appearance of our flagship journal: *Canadian Journal of Academic Librarianship / Revue canadienne de la bibliothéconomie universitaire*
- 3) We will be starting to draft some operational policy starting with the relationship between committees and boards generally (stemming from the revisions to the bylaws), some parameters for our liaison with the student chapters, and a policy on translation.

There will be more to do, I am sure, but these are top of mind right now.

Thank you again to our volunteers who are helping to shape and grow CAPAL and thank you to the membership for your continued support of CAPAL.

12. Adjournment

Appendix 1: Report of the Steering Committee

CAPAL has had a busy year since our last AGM. Besides this conference which is the most outward expression of CAPAL, we:

- Started an archive of our organizational records and documentation so someone in the future can write our history!
- Undertook to establish a CAPAL logo for use on our website and documentation led by Douglas Fox (UToronto) and facilitated by our Communications group led by Colleen Burgess (Western University). The final selection was made by you, the membership.
- At the end of the last AGM, we were looking to establish our Membership Committee, our Education and Professional Development Committee, and our Research and Scholarship Committee. We were fortunate to recruit Amanda Power from Memorial University who then recruited a team of interested folks to help shape the work of the Education and Professional Development Committee. Unfortunately, we were not successful in staffing up the Research and Scholarship Committee so that remains for us to do. In addition, our volunteer to chair the Membership Committee also reconsidered so that role is still available for anyone who is interested.
- We also recruited Jeff Newman (U.Toronto) to head up our first Nominations Committee.
- While not at the table (so to speak), CAPAL is secondarily involved in the discussions around the future of the Canadian Library Association. Eva Revitt (Macewan University) has been our lead on that issue. Eva Revitt also represented CAPAL at another group called Library Leaders which is focused on Library (not librarian) advocacy issues. They have had one meeting but not much more has happened on that front. And, of course, Eva leads our Advocacy Committee.
- CAPAL had a change in the leadership of our Publications Committee. Thank you to Kristin Hoffman (Western University) who took charge of this group at the last AGM, Dean Guistini (UBC) who took over from Kristin and now Lisa Richmond (ex-pat Canadian librarian at Wheaton College (USA)). Regardless of the change in the leads for this group, Lisa and her group are on track to start up CAPAL's journal this fall.
- Finally, Camille Callison (who wears many hats in her professional life), now leads our Equity and Diversity Committee which has simply been sorting out its focus and to-do list and I have led a small group to review the Constitution (now called bylaws).
- Our membership has grown by ~100 members since last year. Thank YOU, the membership!
- A chunk of our new membership is the result of student involvement and this accomplishment is due in part (at least) to Mark Weiler (Brock University, soon to be of Wilfrid Laurier University) who despite having graduated (and no longer being a student himself) continued to serve as our

liaison to the student chapters. He did a great job of representing the students' to those of us on the Steering Committee.

- I want to do a special shout-out to Harriet Sonne de Torrens who was one of the key people, along with Mary Kandiuk, in the founding of CAPAL. This past winter, Harriet chose to step back due to personal reasons, the same reasons that she is not at CAPAL15 (although she is watching the tweets – so keep tweeting!). Now Harriet's need to step back might have been an issue except for the great group of people involved in CAPAL. I only know the ones that I work with most closely but there are so many more working on our committees sooooo ...
- Thank you to all our volunteers – an exceptional group of people who have joined in the cause of helping CAPAL grow and sort itself from idea to reality these past 2.5 years since the first Statement of Principles were drafted. The organization we call CAPAL continues to find its way, reflecting on what works and what doesn't when it comes to organizations. There is lots of very interesting things to learn and do in birthing a national organization so take note that there is room for involvement in pretty much any aspect of the organization – just make your interest known (I will say to Jeff Newman) and we will make room for you.

One final point: This is our final year as a Steering Committee. At the end of this meeting, you will have elected a Board of Directors as defined by the Canadian Not-for-Profit Act. With that ...

Motion #1: To receive the Report of the Steering Committee as presented.

Appendix 2: **Finance Report** (Following Page)