



**CANADIAN ASSOCIATION OF PROFESSIONAL ACADEMIC LIBRARIANS (CAPAL)**

**ASSOCIATION CANADIENNE DES BIBLIOTHÉCAIRES ACADÉMIQUES PROFESSIONNELS (ACBAP)**

**Annual General Meeting**

**MINUTES**

**2016 MAY 30 @ 11:45am-1:20pm**

1. Call to order.

2. Approval of the Agenda.

**Motion #1:** To approve the Agenda.

Seconded. Carried.

3. Approval of the Minutes of the AGM held 2015 June 1. ([Enclosure #1](#))

**Motion #2:** To approve the minutes of the AGM held on 2015 June 1.

Seconded. Carried.

4. Welcome and Introduction of the CAPAL Board of Directors.

5. Report of the Board.

**Motion #3:** To receive the [Report of the Board](#) as presented to the AGM.

Seconded. Carried.

6. Financial Report

a. Approval of compiled Financial Statements. ([Enclosure #2](#), Column #1)

**Motion #4:** To receive the compiled financial statement for 2015 as presented.

Seconded.

Comments:

- Goal is to build a foundation of approximately \$10,000.
- Costs are minimal because we rely on volunteers to do the work of the organization.

Carried.

- b. Approval of the budget for 2016 ([Enclosure #2](#), Column #2)

**Motion #5:** To approve the budget for 2016.

Seconded. Some changes to be noted:

- Student Conference scholarship will be implemented with CAPAL17 (\$250 plus conference registration). This will be added to the budget.
- Translation costs budgeted for the conference organizing (\$2500) will be moved into regular operating expenses. Concerns about the costs of translation relative to numbers of members from Quebec. Response: we are a national not-for-profit organization and looking to grow the membership in Quebec.
- If the motion to join the Canadian Federation of Library Associations passes, the membership fee (\$300) will be added to the operating expenses.
- CAPAL16 will not break even due to the costs of speakers and the location of the conference.

Carried with changes as noted.

- c. Appointment of an auditor.

**Motion #6:** As per [Bylaw 3.8](#), that CAPAL/ACBAP forego appointment of a Public Accountant as auditor as allowed under [Section 182 \(1\)](#) of the Canada Not-for-profit Corporations Act (S.C. 2009, c. 23) and does so in favour of presenting a compiled financial statement for 2016 at the CAPAL 2017 AGM.

NOTE: Research done in 2015 into the cost of a public accountant to conduct an audit puts the cost of an annual audit at ~\$3000.

Seconded.

Comment from the Treasurer: CAPAL is a small organization depending on membership fees and conference surpluses as our revenue stream. \$3000 is not a good use of membership fees.

Comment: if the motion to establish an Audit Committee passes, then as proposed, two members will review the financial records.

Carried.

## 7. Business Arising

- a. Census (Advocacy Committee)

**Motion #7:** That CAPAL commit to conducting a biennial census of Canadian academic librarians.

Seconded.

Eva Revitt, Chair, Advocacy Committee spoke to this motion. She outlined the goal of the Census, the team working on the Census, and the process for conducting the Census. At CAPAL15, the AGM approved a triennial census but our research consultant, Alvin Schrader, has suggested that conducting the Census every two years will keep the data more current and relevant for use.

Carried.

- b. Approval of CAPAL statements: Statement on Academic Freedom (Advocacy Committee) ([Enclosure #3](#))

**Motion #8:** That CAPAL approve the Statement on Academic Freedom.

Seconded.

This Statement was approved in principle but was sent back to address some issues of wording. Mary Kandiuk and Harriet Sonne de Torrens, authors of the Statement, noted that the changes suggested were incorporated as these wording “tweaks” related to grants and types of research that can be conducted by academic librarians.

Carried.

## 8. New Business

- a. Election of Directors (Nominations Committee) ([Enclosure #4](#))
- i. **Motion #9:** To receive the report of the Nominations Committee.

Seconded.

Carried.

- ii. Elections of Directors.

Comments:

- As per the Canada Not-for-Profit Act, the membership elects a Board of Directors who then fill specific roles as Chair, Vice-Chair, etc.
- Chairs of Committees are not Directors unless they are elected as Directors as well.
- Directors are elected for three years, with one third being elected each year. This is an implementation year (re: one third rotation) so the Board of Directors elected at this AGM will decide who will have one, two, and three year appointments in order to implement this process.
- No nominations from the floor.
- Douglas Fox was added to the list of nominees for Directors as a late nomination.

Motion to elect the slate of nominees for Directors as composed.  
Seconded.  
Carried.

b. Establishment of an Audit Committee

i. Establishment of "Oversight Committees. ([Enclosure #5](#))

NOTE: This change to the Bylaws does not fall under [Section 197 \(1\)](#) (Fundamental Changes) of the Act. It may be passed by ordinary resolution (i.e., simple majority).

**Motion #10:** That the CAPAL/ACBAP Bylaw 9.3, as circulated, be approved.

Seconded. Carried.

ii. Establishment of an Oversight Committee of the Corporation: Audit Committee.

**Motion #11:** That CAPAL/ACBAP establish an Audit Committee as an Oversight Committee of the Corporation with a specific mandate:

- To review the financial statement of the Corporation, the financial accounts, and any supporting financial documentation; and
- To report on this review to the Annual General Meeting.

**Rationale:** At the CAPAL15 AGM, it was proposed by some members of the CAPAL/ACBAP, based on their experiences within other national, not-for-profit organizations, that the Board investigate the option of an audit done by representatives of the CAPAL/ACBAP membership. To this end, the bylaws of other national, not-for-profit organizations were reviewed and the decision made to recommend formation of an Audit Committee as a Standing Committee of the Corporation accountable to the CAPAL/ACBAP membership.

This change lends more transparency to the finances of the CAPAL/ACBAP. It also serves to involve more of the membership and to provide members serving in this capacity with experience in financial matters.

Seconded.

Motion to Amend: Strike reference to "with a specific mandate" and strike the two bullet points.

- Seconded.

- Rationale: Having a mandate for this Committee as established by the Board is in conflict with the idea that it is autonomous from the Board. It is better that they establish their own terms of reference.
- Amendment Carried.

Main Motion – Carried as amended.

- iii. Integration of the Audit Committee into the reporting to the AGM ([Enclosure #6](#))

NOTE: This change to the Bylaws does not fall under [Section 197 \(1\)](#) (Fundamental Changes) of the Act. It may be passed by ordinary resolution (i.e., simple majority).

**Motion #12:** That the CAPAL/ACBAP Bylaw 3.8, as revised, be approved.

Seconded. Carried.

- c. Membership in the Canadian (Federation) of Library Associations (Board)

Please see the document “*Backgrounder to CAPAL and a Federation of Library Associations in Canada.*” ([Enclosure #7](#))

**Motion #13:** That CAPAL/ACBAP join the proposed Canadian Federation of Library Associations/Fédération canadienne des associations de bibliothèques (CFLA/FCAB) under the following conditions:

- That the CAPAL/ACBAP commit to joining the CFLA/FCAB for an initial period of no more than three years;
- That the CAPAL/ACBAP annual membership fee in the CFLA/FCAB not exceed \$300 per year;
- That the amount of CAPAL/ACBAP’s annual membership in the CFLA/FCAB to be derived from an additional levy applied to the CAPAL/ACBAP membership fees for Regular Members, for this explicit purpose and calculated on a cost recovery basis; and
- That the terms of the CAPAL/ACBAP membership in the CFLA/FCAB, as outlined in this motion, be re-assessed at the CAPAL19 AGM.

Seconded.

Motion to amend: Strike “no more” from the first bullet.

- Seconded.
- Rationale: Conflict between the first and fourth bullets.
- Carried.

Discussion ensued on the Main Motion as amended. Issues raised:

- Amount of the levy on regular members. (estimated to be about \$2 per regular member.)
- Clarification of membership in CFLA as being \$300 per year.
- Clarification that CFLA is a federation of library associations and CAPAL did not have input into the name to reference librarians specifically.
- Discussion about the benefits of membership.
- Reference to the membership survey where the majority of respondents encouraged joining the CFLA.

Carried as amended.

9. Reports of the Standing Committees ([Enclosures](#) #8-14)

a. Presentations, Questions and Answers.

- i. Advocacy Committee (Eva Revitt; Macewan University; Edmonton, AB)
- ii. Communications Committee (Colleen Burgess; Western University; London, ON)
- iii. Diversity & Equity Committee (Camille Callison; University of Manitoba; Winnipeg, MB)
- iv. Education & Professional Development Committee (vacant)
- v. Membership Committee (Alison Foster; Centre for Public Legal Education Alberta)
- vi. Publications Committee (Lisa Richmond; Wheaton College; Wheaton, IL)
- vii. Research & Scholarship Committee (Melanie Boyd; University of Calgary)
- viii. Student Liaison Committee (Hilary Lund; Graduate of Dalhousie University)

- b. **Motion #14:** That the reports of the Standing Committees be received as circulated. Seconded. Carried.

10. Other Business

None identified.

11. Closing Remarks

Thank you to outgoing directors and welcome to new Directors. Special thank you to Leona Jacobs for her hours volunteering for CAPAL.

12. Adjournment

Access to enclosures listed for the AGM 2016 are available [online](#).

<b>Enclosure</b>	<b>Filename</b>	<b>Description</b>
	README.docx	This file
	CAPAL AGM 2016 Agenda	CAPAL2016 Annual General Meeting AGENDA: Agenda for AGM to be held 2016 May 30.
Encl. #1	3 – Minutes – AGM – 2015 June 1	Minutes of the CAPAL2015 AGM (Motion #3)
	5 – Report from the Board (CAPAL16 AGM)	Report from the Board provided by the Chair from the floor of the AGM.
Encl. #2	6 – Compiled Financial Statement for 2015 AND Budget for 2016	Compiled Financial Statement for 2015 (re: Motion #4) Budget for 2016 (re: Motion #5)
Encl. #3	7 - CAPAL Academic Freedom Statement (2016-04)	Proposed CAPAL Statement on Academic Freedom.
Encl. #4	8a - Report - Nominations Committee - CAPAL16 AGM	Report of the Nominations Committee (and slate of nominations for Director).
Encl. #5	8bi - Proposed Introduction of New Category of Committee	Description of proposed bylaw change to add 9.3, Oversight Committees of the Corporation.
Encl. #6	8biii - Proposed Revision to Bylaw 3.8 Auditor	Description of proposed changes to bylaw 3.8 to incorporate reference to an Audit Committee.
Encl. #7	8c - Backgrounder to CAPAL and a Federation of Library Associations in Canada	Aggregated results of the informal survey of the membership re: CAPAL/ACBAP taking membership in the Canadian Federation of Library Associations/ Fédération canadienne des associations de bibliothèques
Encl. #8	9ai -Report - Advocacy - CAPAL16 AGM	Report (for 2015-2016) of the CAPAL Advocacy Committee to the 2016 AGM.
Encl. #9	9aia - Report - Communications - CAPAL16 AGM	Report (for 2015-2016) of the CAPAL Communications Committee to the 2016 AGM.
Encl. #10	9aiii – Report – Diversity and Equity – CAPAL16 AGM	Report (for 2015-2016) of the CAPAL Diversity & Equity Committee to the 2016 AGM.
Encl. #11	9aiv - Report - Membership - CAPAL16 AGM	Report (for 2015-2016) of the CAPAL Membership Committee to the 2016 AGM.
Encl. #12	9av - Report - Publications - CAPAL16 AGM	Report (for 2015-2016) of the CAPAL Research & Scholarship Committee to the 2016 AGM.
Encl. #13	9avi - Report - Research & Scholarship - CAPAL16 AGM	Report (for 2015-2016) of the CAPAL Publications Committee to the 2016 AGM.
Encl. #14	9avii - Report - Student Liaison Committee - CAPAL16 AGM	Report (for 2015-2016) of the CAPAL Student Committee to the 2016 AGM.

## **Current STANDING COMMITTEES of CAPAL:**

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

The Advocacy Committee is a standing committee of CAPAL 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, CAPAL's Board of Directors and external organizations in the promotion and advancement of issues and causes.

### Communications Committee (original)

To advise, monitor, assess and ensure there is on-going communication between members and the internal work being undertaken by the standing committees and the board of directors in CAPAL; to work with the standing committees to ensure the membership is informed and actively encouraged to be engaged in activities.

### Diversity and Equity Committee (under review)

To advise, monitor and assess matters related to diversity and equity issues in the profession of academic librarianship; to research and undertake projects related to these issues in the profession; to work with other standing committees in CAPAL to coordinate efforts and support the mandate of the Association.

### Education and Professional Development Committee (original)

To advise, monitor and assess matters related to the professional training of academic librarians, in the short-term and long-term, the on-going development of workshops, mentoring and other related educational issues. This shall include at least two (2) members of the Student Committee.

### Membership Committee (under review)

To advise on matters related to membership promotion and member recruitment, engagement, and retention; to monitor and assess membership concerns and retain on-going communication with other standing committees.

### Publications Committee (original)

To advise, plan and assess matters pertaining to CAPAL publications; to recommend appointment of editors of journals and publications for which there are no paid staff; to approve appointments on the recommendation of editors; to advise the board of directors on matters relating to publications; to promote writing and effective research methods; to gather stakeholder input regarding new publishing directions for recommending specific actions or for advising the board; to encourage recruitment of authors and bring them into the publishing pipeline by referring them to editors; and to promote author submissions and manuscripts across the full range of publications; to work with other standing committees, such as the Research and Scholarship Committees to ensure the promotion of CAPAL's mandates and coordinated efforts.

### Research and Scholarship Committee (under review)

To advise on matters related to research and academic scholarship in the profession of academic librarianship; to advocate for research and scholarship in academic librarianship; to work with members, individuals, other standing committees such as the Publications Committee, and external professional organizations in these efforts; to plan workshops and programs as per membership needs and CAPAL's mandate.

### Student Liaison Committee (draft)

To represent student members, organize professional development opportunities and advocate for issues relating to emerging professionals.