



CANADIAN ASSOCIATION OF PROFESSIONAL ACADEMIC LIBRARIANS (CAPAL)
ASSOCIATION CANADIENNE DES BIBLIOTHÉCAIRES EN ENSEIGNEMENT SUPÉRIEUR (ACBES)
AGENDA
Annual General Meeting
3 JUNE 2019

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

1. Call to order.

2. Approval of the agenda.

Motion: To approve the agenda.

Moved/Seconded/Motion Carried

3. Approval of the minutes of the AGM held 30 May 2018. ([Enclosure #1.](#))

Motion: To approve the minutes of the AGM held 30 May 2018 as presented.

Moved/Seconded/Motion Carried

4. Welcome and introduction of the directors, officers, and standing committee chairs.

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

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

Moved/Seconded/Motion Carried

6. Financial Report.

a. Approval of compiled financial statements.

i. Accountants' report (unaudited) – Cowperthwaite Mehta Chartered Accountants.
([Enclosure #3.](#))

ii. Report of the finance committee (as per [Bylaw 3.8](#)) ([Enclosure #4.](#))

Motion: To receive the compiled financial statements for 2018 as presented.

Moved/Seconded/Motion Carried

b. Approval of the budget for 2020. ([Enclosure #5](#))

Motion: To approve the budget for 2020 as presented.

Moved/Seconded/Motion Carried

c. Appointment of member representatives (n=2, minimum) to the finance committee (est. 2016)

Purpose: To review the financial statement of CAPAL/ACBAP, the financial accounts, and any supporting financial documentation, and to report on this review to the Annual General Meeting.

The finance committee is a committee of the AGM. Therefore, the membership will be asked for nominations (or volunteers) to staff this committee. It is expected that the work of this committee will take place anywhere from late-March to mid-April to allow for the report of the committee to be incorporated into the CAPAL19 AGM Notice of Meeting.

Discussion: Yanli Li, Jennifer Soutter, and Jennifer Dekker have agreed to review the finances again this year.

Motion: To approve the membership of the finance committee for FY2018 financial review.

Moved/Seconded/Motion Carried

- d. Review of By-Law 3.8 Auditors. The board would like to amend the By-Law to state that an audit is not required yearly. This is in line with the recommendations from our financial accountants and also mirrors other associations of our size.

Not approved – language needs to be revisited.

Motion from the floor: CAPAL will forgo to auditor and do a full audit in 2020.

Moved/Seconded/Motion Carried

7. Business arising.

8. New business.

- a. Results of election of directors, held March 2019. (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.

Moved/Seconded/Motion Carried

- b. Discussion of improving our financial health by increasing revenues and/or decreasing costs.

The last two years have seen CAPAL run a deficit because we are spending more than we bring in. The board has struggled with how to respond to this challenge without violating the core mandates of the organization and to this aim presents the following strategies on how to improve this situation with the hopes of getting the feedback of the general membership:

- Introducing a tiered membership fee model, similar to many library organizations where the membership fee suggested is based on annual income of the individual. Right now membership is a flat \$50 for employed librarians. We are suggesting a three tiered fee scale:
 - \$ 45.00 for employed members with salary up to \$75,000
 - \$ 60.00 for salaries between 75,001 and 110,000
 - \$ 75.00 for salaries over 110,000

Discussion:

- Comment on that 110,000 in second tier should be 110,001 in the next. This will be changed.
 - Question about what we are over.
 - This year we are in the negative a few hundred dollars.
 - Question about price of student membership
 - It will remain the same
 - Question what our membership is at.
 - These numbers are in the membership report. Student committee clarified why student membership has fluctuated
 - Discussion about a lot of momentum about the beginning of the association and that we aren't maintaining that momentum. How do we engage members? Student members are hard to engage.
 - Discussion that the focus has changed but its maybe less clear than it was when we started. Some people may feel intimidated by CAPAL. The conference organizing committee should make sure that student representation is seen.
 - Comment that we should get information at why people aren't members
 - Comment that college/polytechnic membership should grow and we need to provide value in some way
 - Comment that we should look at the tiers next year to consider readjusting
- Sponsorship. In order to take on new projects, like student bursaries to attend the conference and speakers for webinars, etc. we need more revenue. How does the membership feel about taking on private or institutional sponsorship?

Discussion:

- Diversity is planning to create this initiative
- Discussion around the displeasure with corporate sponsorships – it may be different if its project to project vs ongoing

- Reducing translation costs. There are a number of high ticket items that the board reviewed but the biggest expense we felt needed discussion was the translation of the entire conference program. This item feeds into our following item on increasing francophone membership. The costs of translating the entire conference program are very large and are cost prohibitive given the total budget of CAPAL. Most organizations do not translate the program in its entirety including the abstracts, but translate the front matter, but leave the presentation abstracts in the original language. Is translating the entire program useful to our French membership or is it a waste?

Discussion:

- Didn't get many French proposals
- Congress isn't held that much
- Comment that abstracts and big textual pieces should not be in French
- Comment that it may be the author's responsibility to decide to send their abstract in French and English. Discussion that it shouldn't be mandatory as it's not pragmatic.
- Comment that abstracts should be limited to reduce translation cost.

Action Item: CoC refer to the next recommendation to reduce abstract length and allow longer proposals

- c. Question for membership: Growing our French membership
 - Francophone membership in CAPAL remains low, are we doing enough to encourage francophone membership. Is gaining more francophone members a priority for the general membership?
 - Question about our current French membership numbers – numbers are low.
- d. Statement on membership survey results

Deferred to a board meeting and email presentation due to absence of publication.

9. Reports of the standing committees. (Enclosures #8–15)

a. Presentations, questions, and answers.

- i. Advocacy ([Enclosure #7](#))
- ii. Communications ([Enclosure #8](#))
- iii. Diversity & Equity ([Enclosure #9.](#))
- iv. Education & Professional Development ([Enclosure #10](#))
- v. Membership ([Enclosure #11](#))
- vi. Publications ([Enclosure #12](#))
- vii. Research & Scholarship ([Enclosure #13](#))

viii. National Student Liaison ([Enclosure #14](#))

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

Moved/Seconded/Motion Carried

10. Other business.

a. **Motion:** That the census be moved to 3 years instead of every 2 years

Moved by Eva Revitt/Seconded by Lisa Richmond

Discussion: Census should be done every 3 years instead of every 2 years due to length and to better align with CAUT Salary survey.

2016 census respondents, 20% responded as being from Quebec.

CARL may be having a similar issue with getting francophone membership to respond, suggestion to talk to someone at CARL about how they are dealing.

Question about how many people answered the census in French – Eva didn't have the numbers off by hand but it was a small amount.

Motion Carried.

11. Closing remarks.

12. Adjournment.

Access to enclosures listed for the AGM 2019 are available [online](#).

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Enclosure	Filename	Description
	CAPAL AGM 2018 Agenda	CAPAL2018 Annual General Meeting AGENDA: Agenda for AGM to be held 2018 May 30.
Encl. #1	AGM_2018_Minutes (Draft)	Minutes of the CAPAL2018 AGM.
Encl. #2	Board_Report_2018	Report of the Board, 2018–19.
Encl. #3	Financial Statement Unaudited 2018	Financial Statements (unaudited; prepared by Cowperthwaite Mehta Chartered Accountants)
Encl. #4	2018 CAPAL Finance Committee Report	Report of the Finance Committee.
Encl. #5	CAPAL Final Budget for 2020	Proposed Operational budget for 2020.
Encl. #6	Nominating Committee Report 2018	Report of the Nominations Committee concerning directors elected.
Encl. #7	Advocacy Committee Report 2019	Report of the Advocacy Committee to the 2018 AGM.
Encl. #8	Communications_Committee_Report_2019	Report of the Communications Committee to the 2018 AGM.
Encl. #9	Diversity Equity Committee Report 2018_2019	Report of the Diversity & Equity Committee to the 2018 AGM.
Encl. #10	Educational Professional Development report 2019	Report of the Education & Professional Development Committee to the 2018 AGM.

Encl. #11	Report_Membership_CAPAL2019	Report of the Membership Committee to the 2018 AGM.
Encl. #12	PublicationsAnnualReport_CAPAL19	Report of the Publications Committee to the 2018 AGM.
Encl. #13	Research-Annual-Report-AGM-2019	Report of the Research & Scholarship Committee to the 2018 AGM.
Encl. #14	NSC Annual Report AGM 2019	Report of the National Student Committee to the 2018 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.