

## **CAML/ACBM Annual General Meeting**

**Saturday 4 June 2011  
Mount Allison University, Sackville, NB  
Jennings Hall Board Room, 3:30 p.m. - 5:30 p.m.**

**These Minutes were approved as submitted below, at the 2012 Annual General Meeting on 26 July 2012 at McGill University, Montreal, Quebec.**

### **Minutes**

**Present:** Kirsten Walsh (presiding), Laura Snyder (recording), Joseph Hafner, Daniel Paradis, Kathleen McMorrow, Peter Higham, James Mason, Cathy Martin, Diane Peters, Monica Fazekas, Rob Zylstra, Suzanne Meyers Sawa, Richard Belford, Richard Green, Brenda Muir, Terry Horner, Jan Guise, Kyla Jemison, Carolyn Doi, Brian McMillan, Lisa Rae Philpott.

#### **1. Approval of the Agenda**

Richard Belford moved approval; Daniel Paradis seconded.

#### **2. Minutes of AGM, University of Regina, 6 June 2010**

Laura Snyder noted that the draft previously distributed had an incorrect name spelling in the 2<sup>nd</sup> paragraph of Item 11. The correct spelling is "Leclerc".

Richard Belford moved approval of the minutes as corrected; Daniel Paradis seconded.

#### **3. Business arising from the Minutes**

Item 2: The Board has been discussing the posting of reports and AGM minutes on the website. The AGM minutes should only be made public after final approval at the following AGM. Solutions under consideration include a members-only login area on the website and a members' email list for distribution of documents such as draft AGM minutes.

Item 8: Written conference procedures. This is still a work-in-progress.

Item 6: Audit Committee. Peter Higham suggested that there should be a motion made to accept the committee's report, separate from acceptance of the rest of the reports at the AGM. This report is fundamental to the finances of the organization and there is no longer an outside audit.

#### **4. President's Report - Kirsten Walsh**

Kirsten acknowledged the dedicated work of Suzanne Meyers Sawa on the program and Peter Higham on local arrangements.

The Board has met four times since the last AGM. Kirsten noted several recent activities and decisions:

1. Planning for the 2012 IAML conference is moving into high gear.
2. Kirsten is continuing to work on getting LAC acknowledged as the official mailing address for CAML/ACBM.
3. Kirsten has been communicating with LAC about the transition of RILM; that is moving forward.
4. Bill Guthrie is retiring and stepping down from his responsibilities as the RISM coordinator for Canada. Cheryl Martin is taking over this role.
5. No Kallmann award was made this year; an award is planned for the 2012 conference with IAML. Kirsten invited volunteers to serve on the awards committee.
6. Kirsten recently received a request from Gerry Ostrove concerning the new publications list that used to appear in *Fontes*. The list is now on the IAML website; a volunteer is needed to compile the information for new Canadian publications. LAC staff can no longer do this. Richard Green and Brenda Muir are working on a procedure that would allow a non-LAC person to be able to compile the information from AMICUS. A volunteer is needed for this, or preferably two volunteers, including one to work through BAnQ to identify new French publications.
7. A summit on Music Education leadership in Canada was recently convened by Ed Wasiak, president of CMEA. CAML and other organizations were invited to participate. Jan Guise attended representing CAML.

Kirsten thanked the other CAML Board members for their work during her past two years as President. Peter Higham asked that our appreciation for Kirsten's work be added to the minutes.

#### **5. Treasurer's Report – Rob van der Blik**

Rob was unable to attend this meeting, so Kyla Jemison distributed his report and provided an overview. Our financial situation looks good; enough funds are available to make the deposits needed for the 2012 conference. There is now a separate budget line for translations, as this is an important need of the organization.

It was noted during questions that under Income there is a drop of advertising income. Advertising hasn't been solicited recently, but the budget line should be kept for future use.

Peter suggested that the 2010 and 2011 reports should be labelled as financial statements, rather than budgets. The term budget applies to what is proposed for the future, not what has actually happened.

Richard Belford suggested that reports such as Treasurers' reports be distributed in advance of the meeting. These materials could be distributed at the beginning of the conference.

Richard Green moved acceptance of the 2012 budget as proposed; Monica seconded.

#### **6. Audit Committee's Report – Brian McMillan & Richard Belford**

Brian reported on behalf of the committee. They reviewed the financial records provided by Rob for last year. They went over everything line by line and checked receipts. Accounts were found to be in order to their satisfaction, and they were pleased to see that the suggestions from the previous year were incorporated. One additional suggestion was to write the reason for the expenditure on the memo line of the cheque.

Brian moved acceptance of the report; James seconded. Motion carried.

It was noted that the committee performs a financial review rather than an audit, although the name Audit Committee was assigned when the procedure was set up. There should also be an audit occasionally. The Terms of Reference state that either the committee or the membership at the AGM could recommend an outside audit at any time. The Terms of Reference should be made available on the website.

Brian McMillan and James Mason volunteered to serve on the committee for next year.

#### **7. Membership Secretary's Report – Kyla Jemison**

Kyla distributed the membership report. The numbers are looking good and several new members joined recently. PayPal continues to be very popular for renewals. Stacy and Kyla discussed setting up a section of the website behind a login. In its meeting on Thursday, the Board agreed that it might be easier to set up a members-only email list for distribution of documents. Since Stacy is currently on leave it would take some time to get the login set up. The membership list will be distributed soon as a PDF file through email.

It was noted that the institutional membership numbers dropped last year and then increased this year. This may have been related to late renewals. Will we lose institutional members due to the *Review* going online only? Institutions will still need to join if they want *Fontes*. The *CAML Review* subscription line will be removed from the renewal form.

#### **8. Communications Officer's Report – Cathy Martin**

**CAML Review:** This was Cathy's first year as editor. Three issues were published as usual. Cheryl Martin is associate editor; Desmond Maley is reviews editor. Everyone is encouraged to send submissions. The April issue was the first online-only issue. Notices were sent to institutional and personal members. Everyone is encouraged to join CANMUS-L to receive publication notices. The whole issue can be printed out from the link on the website or in the notice that goes out. EBSCO will be including the *Review* in their new database Music Index with Full Text. The release date is unknown.

Cathy noted that including advertising in the publication takes a lot of effort and is very time-consuming. She suggested that a volunteer could take this on.

Desmond could not be present but asked everyone to be on the lookout for publications that should be reviewed, and to volunteer as a reviewer. He suggested adding a francophone review editor to the team to provide more coverage of French language materials.

The suggestion was made that we offer prizes for student papers to be published in the *Review*. This would be a good way to attract more student members.

**Website:** Stacy has the blog function up and running. She has gleaned content from CANMUS-L to post there; anyone is welcome to contribute. H  l  ne Boucher was thanked for her translation work. Stacy has been looking at Google Analytics to find out more about usage of the website. She encourages conference presenters to send content to her for posting.

### **9. Nominations Officer's Report – Lisa Philpott**

The Member-at-large post is open this year. One nomination was received – for Joseph Hafner to serve again. Since no additional nominations were received from the floor, Joseph was acclaimed for another term.

### **10. Cataloguing Committee Report – Daniel Paradis**

It has been a quiet year for the committee. They have started working on proposals to submit to JSC. There is a new committee member—Megan Chellew, from McGill.

### **11. Copyright – Monica Fazekas**

Monica Fazekas and Richard Green are members of the FedCan Committee, and supplied examples of music materials for the FedCan report. In March 2011, Jay Rahn of FedCan appeared before the Legislative Committee on Bill C-32. Neither CAML nor CUMS has resources to do this, so it is important that we are part of FedCan. Jay's submission was very good, and it was clear that Committee members had read his report and were asking questions from it.

Monica has also been an active member of the Task Force on the Digital Economy, which submitted a brief. Monica is also a member of the CLA copyright committee. Next week she will be speaking to a fellow committee member who is a lawyer, to fill her in on concerns about music.

An issue that will affect all libraries is Access Copyright and SOCAN tariffs, which affect the definition of fair dealing. The guidelines proposed are meant to be conservative. Copyright is now in the realm of the Board of Governors, not the librarians. A lot will change about the way materials are handled in libraries. CAUT guidelines have a very different purpose, to inform faculty. Both tariffs are going up before the Supreme Court. It is very expensive to be part of this, so organizations need to work together.

## **12. RILM Report – Gilles Leclerc**

Richard Green reported on Gilles' behalf. New procedures are now set up and running.

RILM Canada sent 181 submissions and 16 abstracts to the RILM Center in New York during the past year (May 30, 2010-May 31, 2011). 103 entries were submitted during 2007-2008, 112 entries were submitted during 2008-2009. CAML members are encouraged to be responsible for seeing that music publications from their institutions are reported to RILM. Remind students and faculty members to send abstracts of their works.

For information on forms and guidelines for selection and abstracting please visit the RILM home page at: <http://www.rilm.org>.

## **13. RISM Report – Cheryl Martin**

Kirsten reported on Cheryl's behalf. Bill Guthrie submitted his final report for 2010 and 2011. He has passed on the information received from the University of Toronto and McGill University. He has also compiled information from the University of Western Ontario.

Kirsten thanked Cheryl for taking over the RISM responsibilities, and thanked Bill Guthrie for doing this for so many years. Kirsten will also send him a letter of thanks.

## **14. RIPM Report – Kathleen McMorow**

There has been no Canadian activity in RIPM since the last meeting, but Kathleen recently learned from Richard Kitson, editor at RIPM, that they now have access to a copy of the periodical *Musical Canada* and will send her a digital version on which she can start working.

## **15. National Leadership Summit on Music Education – Jan Guise**

Jan represented CAML at this summit, which was organized by Ed Wasiak, president of CMEA, and was the first event of this kind. More than 20 organizations were invited to participate. Eleven people attended, some representing more than one organization. The group discussed core shared values, then distilled these into goals and identified some action items. The group will meet again by phone. Two actions so far:

- Template developed for gathering information about each organization; this information will be made available on a website. This will provide good opportunities for CAML to collaborate with other organizations.
- A list or map will be developed to show how the different organizations intersect. It will be useful to see how we fit in with what else is going on.

CAML doesn't currently have a "mission statement" that is labelled as such—but some of the items in our documentation would serve this function well. The CAML Board will work on this.

### **16. Québec Chapter Report – Daniel Paradis**

The chapter met on October 29, 2010 at Radio Canada; there were 55 participants. Jan attended and wrote an excellent report for the *CAML Review*. Chapter membership is now included in registration for the conference. The Chapter has established a listserv for its members, financed the development of the logo for the IAML 2012 conference, and is looking at other ways to be involved with that conference.

### **17. IAML 2012 Organizing Committee Report – Joseph Hafner, Brian McMillan & Daniel Paradis**

Joseph reported that he is working with Rob to establish a sub-account under the CAML bank account for the conference. This way we will not need to pay taxes on the conference if at least 75% of the attendees are from outside Canada. There will be a discounted “earlier bird” registration for CAML members. It is hoped that these early registrants will volunteer to help out at the conference in various ways. Money to subsidize this discount is available from funds left over from the IAML conference in Ottawa.

There will also be \$1000 to sponsor an early career attendee. A committee will develop the application and selection process. The winner will be required to write a report for the *CAML Review*. The MLA Freeman award might serve as an example. Additional contributions could be invited so that more attendees could be sponsored. The earlier bird discount will only be available to those who are personal members of both CAML and IAML, and have paid their dues.

Institutional members will not be eligible for the discounted rate. Joseph will ask how IAML generally handles the conference registration for institutional memberships.

Brian and Joseph will make sure that we get a time slot for the CAML AGM. The committee was also asked to make sure that the banquet venue is wheel-chair accessible.

### **18. Kallmann Award**

This was discussed above, under item 4. An award committee of three people will be established for an award to be made in 2012. It was suggested that Dr. Kallmann should be invited to attend.

### **19. 2013 meeting**

CUMS will be meeting with Congress in Victoria in 2013. Jan is proposing that CAML meet in Winnipeg in 2013, in association with CLA. CLA is reorganizing and wants to cooperate more with other organizations. This would also give us an opportunity to provide some programming at CLA.

Some members expressed the concern that CAML has struggled for years to define itself and to be accepted as an academic group by the faculty. The proposal would mean not meeting with CUMS for two meetings in a row. We could still do outreach on certain types of issues in other ways. On the other hand, we have become very much an academic library association, and are missing contact with those who work with music materials in public libraries. Brian has been involved in providing music-oriented presentations at CLA, and has usually drawn more than 30 participants.

With opinions divided, it was suggested that we find out more about the CLA option. It would be good to develop more of a presence within CLA, but there are different ways of doing that. Jan will explore this during her presidency.

**2015:** Suzanne reported that the MLA NY/Ontario chapter has suggested hosting MLA in Toronto in 2015. This would likely be in February or March. We would need to start working on this now to get hotel commitments. In a straw vote, most people were in support of this.

## **20. Other Business**

**Motion to accept the reports. Lisa moved; Kathleen seconded; passed.**

Kirsten will turn the CAML camel over to Jan, the new President.

Congratulations to Richard Belford on his retirement.

Richard Green announced that LAC is looking for a home for a large LP collection.

## **21. Adjournment**

Lisa moved adjournment – 5:45 p.m.

Respectfully submitted,

Laura Snyder