

# Minutes of the 2018 CAML/ACBM Annual General Meeting

Canadian Association of Music Libraries, Archives and Documentation Centres (CAML)  
L'Association canadienne des bibliothèques, archives et centres de documentation  
musicaux (ACBM)

Friday, June 1, 2018, 12:30 PM  
Rm 311 Education Building, University of Regina

***(As approved at the 2019 CAML AGM, June 7, 2019)***

## **Attendees**

Houman Behzadi, Scott Cowan, Carolyn Doi, Monica Fazekas, Jan Guise, Katelyn Hicks, Kyla Jemison, Cathy Martin, James Mason, Brian McMillan, Tim Neufeldt, Maureen Nevins, Katherine Penner, Lelland Reed, Laura Snyder, Rob van der Blik

Call to order: 12:34 PM

- 1) Approval of Agenda – Brian McMillan, Second – Houman Behzadi (Carried)
- 2) Approval of Minutes from 2017 AGM
  - a. Change names on audit committee – 2017 members were Tim Neufeldt and Maureen Nevins
  - b. Change names in *CAML Review Report* – Change Sean Luyk to Desmond Maley as Review Editor
  - c. Motion for Approval of 2017 minutes (with changes) – Maureen Nevins, Second – Kyla Jemison (Carried)
- 3) Local Arrangements
  - a. Many different formats/events happening at this CAML conference: smudging ceremony, more workshop format sessions, dinners at Cathedral Social Hall & La Bodega, and all are encouraged to take part in the many interesting sessions going on in larger Congress
    - i. Local Arrangements: Gillian van der Ven & Tim Neufeldt
    - ii. Thank you to the Local Arrangements committee for their work organizing this conference
    - iii. Program Committee: Tim Neufeldt, Brian McMillan, Becky Smith
    - iv. Many thanks to the committee for their work on this program
  - b. Looking to next year – CAML to meet with MusCan at Congress 2019 (UBC)

#### 4) Reports

- a. President's report (Carolyn Doi)
  - i. Board met 4 times this year
  - ii. Completed board procedures manual
    - 1. Action: Tim Neufeldt to add conference procedures
  - iii. Quebec Chapter to meet in November with NY Chapter of MLA
  - iv. A number of board changes:
    - 1. New board member 2017 – Katherine Penner (Secretary)
    - 2. Vacating positions from current board –
      - a. Kyla Jemison stepping down as Membership Secretary
      - b. Rob van der Blik stepping down as Treasurer
      - c. Brian McMillan's term as Past President ends
- b. Treasurer's report (Rob van der Blik)
  - i. 2017 budget
    - 1. Surplus from 2017 CAML Conference
    - 2. Banking fees have increased as result of a move from a community account to business account.
  - ii. 2018 budget
    - 1. Figures to date reviewed, but we don't have conference costs yet
  - iii. 2019 budget
    - 1. Presented
  - iv. Thank you to Rob for his 10 years in this position!
- c. Audit Committee report (Maureen Nevins)
  - i. Written report submitted
  - ii. Committee (Maureen Nevins & Leland Reed) met May 31 to review records
    - 1. Examined all documentation from Jan 1 – December 31, 2017
    - 2. Committee advises all cheques deposited right away
    - 3. Committee advises more consistent transfers of PayPal Account funds
    - 4. Committee advises printing bank statements
    - 5. Committee has one vacancy pending (Maureen Nevins), any interested parties should contact Leland Reed
- d. Membership Secretary's report (Kyla Jemison)
  - i. 54 Individual, 5 CAML/IAML Retired
  - ii. 9 new personal members
  - iii. New: CAML offered donation option at renewal
  - iv. Question re: CAML/MusCan Reciprocal Membership – we've only had 1 membership, does the board feel the need to continue this option?
    - 1. Action: Board to discuss internally
  - v. Thank you to Kyla for her 8 years in this position!
- e. Communication Officer's report (James Mason)
  - i. Had some issues at various institutions getting to CAML website, and for the most part, these have been resolved
  - ii. Still having issues with bots mining our site and sending false emails around the board

1. Action: change email addresses to {joe [at] institution.ca} to help with bot mining
- iii. Will be making visual changes to the site, implement a better infrastructure for the site, will ask for CAML library photos for the site
- f. *CAML Review* report (Cathy)
  - i. Editorial team also includes Brian Thompson (Books/Recordings Review Editor) and Deborah Wills and Megan Chellew (Associate Editors). Rob van der Blik has been adding DOIs.
  - ii. Published 2 issues since last AGM, including one dual issue
  - iii. Potential materials to be reviewed are now being listed on the journal site
  - iv. Cathy will be stepping down as Editor
    1. Action: Board to put out a call for a new *CAML Review* editor
  - v. Thank you to Cathy for many years of her work on the publication!
- g. Nomination Officer's report (Jan Guise)
  - i. One nomination for each Treasurer and Membership Secretary
    1. President's acclamations:
      - a. Treasurer – Tim Neufeldt
      - b. Membership Secretary – Becky Smith
      - c. President – Houman Behzadi
    2. Action: Board to put out call for Member-at-large position that Houman will be vacating
  - ii. If there is ever need for an electronic vote, we have the capacity
- h. Cataloguing Committee report (Daniel)
  - i. Note (Carolyn): Membership is low, so call will go out on the listserv shortly
- i. R-Committee reports
  - i. No chairs, no committees
- j. Collections Committee report (Houman)
  - i. 9 Members, with pan-Canadian representation
  - ii. Houman Behzadi, Audrey Laplante and Joseph Trivers will rotate off committee after 2 years of service, so a call will go out for new members
  - iii. Met three times this year
  - iv. Board request for pre-Conference workshop noted, and will keep this as a consideration for next year.
  - v. Houman will rotate off MLA Collections Committee this year
- k. Quebec Chapter report (Rachel via Houman)
  - i. Annual Meeting – Nov 3 2017
  - ii. 36 members present at conference
  - iii. Finances healthy, will support November 8-9 conference in Montreal
- l. Awards Committee report (Houman)
  - i. Houman, Tim (Program Chair), Becky Smith (Member in good standing)
    - Received no applications for research award
    - Received and accepted first-time attendee, who declined
    - Received one first-time presenter application, which was rejected by the Committee
- m. Motion to accept reports: Tim, Second – Jan (Carried)

5) Committees

- a. Will be putting out call for *CAML Review*
  - i. Action: Call for *CAML Review* Editor to go out
- b. R committees do not have representation right now
  - i. Action: Board to reach out to RILM to see what is needed
- c. Will need Audit Committee 2nd member who will (ideally) be at both 2019 and 2020 meetings
  - i. Action: Call for volunteers for Audit Committee to be sent
- d. Will need Program Committee chair
  - i. Action: Call for volunteers for Program Committee CAML 2019 to be sent
- e. Will need Collections Committee chair
  - i. Action: Carolyn to appoint Collections Committee chair
- f. Will need Member-at-large
  - i. Action: Call for nominations for Member-at-large to be sent

6) CAML Conference 2019

- a. MusCan will be meeting with Congress next year, tentatively Jun 5-7
- b. President has also reached out to CAPAL not to overlap
- c. IASPM is also meeting with Congress this year, may be a possibility for coordinating meetings
- d. Kevin Madill will be local arrangements
  - i. Would the membership be interested in a pre-conference session for the 2019 Congress in Vancouver?
  - ii. Discussion: pre-conference is a good way to do outreach, workshops seemed to work this year, possibility to work more closely with other cultural institutions that might be able to lend more to the program (conservatories, galleries, public library)

7) Other business (Carolyn)

- a. Gendered language in CAML Constitution 5.7.6.2:  
Proposed change: remove "his" and change to un-gendered language
  - i. Motion to make proposed changes - Carolyn, Seconded by Jan (Carried)

8) Motion to adjourn: Monica Fazekas – second James (Carried)

Meeting Adjourned: 1:44 PM

Respectfully Submitted,  
Katherine Penner (Secretary)