



CANADIAN ASSOCIATION OF PROFESSIONAL ACADEMIC LIBRARIANS (CAPAL)

ASSOCIATION CANADIENNE DES BIBLIOTHÉCAIRES ACADÉMIQUES PROFESSIONNELS (ACBAP)

MINUTES

Annual General Meeting

2017 MAY 31 @ NOON-1:30pm

Ryerson University, KHW-Kerr West 269 – Gym

1. Call to order.

2. Approval of the Agenda.

Motion #1: To approve the Agenda.

Moved/Seconded/Carried

3. Approval of the Minutes of the AGM held 2016 May 30. ([Enclosure #1](#))

Motion #2: To approve the minutes of the AGM held on 2016 May 30.

Moved/Seconded/Carried.

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

2016-2017 was the first official year of the first Board of Directors. There are 9 directors (we can have a maximum of 10) and to facilitate the implementation of the staggered terms required by the Bylaws, we self-sorted into terms of three years, two years and one years. Incoming directors for 2017-2018 will be serving for three years.

For 2016-2017 your directors are as follows:

Completing year one of a three-year term:

- Lisa Richmond (serves the Board as Vice Chair & Presumptive Chair)
- Harriet Sonne de Torrens (serves the Board as Treasurer)
- Anna Wilson (not present, serves the Board as Secretary)

Completing year one of a two-year term:

- Mary Kandiuk (director)
- Douglas Fox (director)

- Eva Revitt (director also doing double duty as Chair of Advocacy)

Completing one year terms:

- Colleen Burgess (director who also has served as Chair of Communications)
- Ali Versluis (director)
- Leona Jacobs (director, serving the Board as chair)

Chairs of committees are members of the Board, ex officio (voice but not vote). Those chairs who are not directors include:

- Martin Morris, Chair, Diversity and Equity
- Melanie Boyd, Chair, Research and Scholarship
- Alison Foster, Chair, Membership
- Rhiannon Jones, Chair, Education and Professional Development
- Jeff Newman, Chair, Nominations Committee
- Andrea Townsend, Student Committee Liaison

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

Motion #3: To receive the Report of the Board as presented to the AGM.

Moved/Seconded/Carried

6. Financial Report ([Enclosure #3](#))

a. Approval of compiled Financial Statements. ([Enclosure #3](#))

- i. Accountants' Report (unaudited) – Cowperthwaite Mehta Chartered Accountants
- ii. Report of the Audit Committee (as per [Bylaw 3.8](#))

Motion #4: To receive the compiled financial statement for 2016 as presented.

Moved/Seconded/Carried

b. Approval of the budget for 2017 ([Enclosure #3](#))

Motion #5: To approve the budget for 2017.

Moved/Seconded/Carried

c. Approval of the budget for 2018 ([Enclosure #3](#))

Motion #6: To approve the budget for 2018.

Moved/Seconded/Carried

d. Appointment of an auditor.

Motion #7: 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 2017 at the CAPAL/ACBAP 2018 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.

Moved/Seconded/Carried

e. Appointment of Member Representatives (n=2, minimum) to the Audit 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 Audit 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 Audit Committee to be incorporated into the CAPAL18 AGM Notice of Meeting.

It was noted by Alan Aldrich, member of the FY2016 Audit Committee that it is better to have an odd number (i.e., n=3) serving on this Committee.

Volunteering for the FY2017 Audit Committee:

- Alan Aldrich,
- Constance Adams, and
- Lenard Lawless

Motion #8: To approve the membership of the Audit Committee for FY2017 Financial Review.

Moved/Seconded/Carried

7. Business Arising

None identified.

8. New Business

a. Election of Directors (Nominations Committee) ([Enclosure #4](#))

- i. **Motion #9:** To receive the report of the Nominations Committee.

Moved/Seconded/Carried

ii. Election of Directors

Nominated in advance:

- Mona Elayyan (York)
- Laura Koltutsky (Calgary)
- Emma Popowich (Manitoba)
- Courtney Waugh (Western)

Nominated from the floor of the AGM:

- Lenard Lawless (Carleton U.)

Paper balloting proceeded with the results to be announced during the closing remarks of the Conference.

NOTE: Results of the election for Board Directors (2017/2018 to 2019/2020) as provided during the closing remarks of the Conference:

- Mona Elayyan (York)
- Laura Koltutsky (Calgary)
- Emma Popowich (Manitoba)
- Courtney Waugh (Western)

Thank you to Len Lawless for letting his name stand in nomination.

b. Bylaw Amendment to facilitate Online Voting ([Enclosure #5](#))

- i. **Motion #10:** That CAPAL/ACBAP Bylaw 6.4., as revised, be approved.

Moved/Seconded/Carried

- ii. **Motion #11:** That CAPAL/ACBAP Bylaw 6.5, as revised, be approved.

Moved/Seconded/Carried

- c. Endorsement of the Report of the CFLA-FCAB Truth & Reconciliation Committee
([Enclosure #6](#))

- i. **Motion #12:** That the Report of the CFLA-FCAB Truth & Reconciliation Committee be endorsed by CAPAL/ACBAP.

Moved/Seconded/Carried

9. Reports of the Standing Committees ([Enclosures #7-13](#))

a. Presentations, Questions and Answers.

- i. Advocacy Committee (Eva Revitt; MacEwan University; Edmonton, AB)
ii. Communications Committee (Colleen Burgess; Huron University College; London, ON)
iii. Diversity & Equity Committee (Martin Morris; University of Manitoba; Winnipeg, MB)

- Report provided orally to membership by David Eden.
 - David will be standing for appointment as incoming Chair of the Diversity & Equity Committee (appointment to be approved by the Board).
 - Discussion of upcoming projects and initiatives.

- iv. Education & Professional Development Committee (Rhiannon Jones; University of Calgary; Calgary, AB)

- v. Membership Committee (Alison Foster; MacEwan University)

- Supplementary Comment:
 - Reminder to opt-in to the Membership directory
 - Update email settings if not receiving notifications; contact capalibrarians@gmail.com for assistance.

- vi. Publications Committee (Lisa Richmond; Wheaton College; Wheaton, IL)

- vii. Research & Scholarship Committee (Melanie Boyd; University of Calgary; Calgary, AB)

- viii. Student Liaison Committee (Andrea Townsend; Graduate of Dalhousie University)

- b. **Motion #13:** That the reports of the Standing Committees be received as circulated.

Moved/Seconded/Carried

10. Other Business

None identified.

11. Closing Remarks

Leona Jacobs thanked Colleen Burgess for her extended service on the Communications Committee and on the Board. She encouraged all CAPAL members to engage in the continued development and work of CAPAL. She provided remarks as the outgoing Board Chair, thanking the membership for the opportunity.

12. Adjournment

Respectfully submitted,
Alison Foster, Chair, Membership Committee
Leona Jacobs, Chair, CAPAL/ACBAP Board

Access to enclosures listed for the AGM 2017 are available [online](#).

Enclosure	Filename	Description
	0 - CAPAL AGM 2017 Agenda	CAPAL2017 Annual General Meeting AGENDA: Agenda for AGM to be held 2017 May 31.
Encl. #1	3 - Minutes–AGM–2016 May 30	Minutes of the CAPAL2016 AGM (Motion #2)
Encl. #2	5 – Report – Board – CAPAL17 AGM	Report of the Board, 2016-2017.
Encl. #3	6 - Financial Report-CAPAL17 AGM	Report from the Treasurer to the 2017 AGM.
	6ai - 2016-Financial Statements-Cowperthwaite Mehta Chartered Accountants	Financial Statements (unaudited; prepared by Cowperthwaite Mehta Chartered Accountants)
	6aii – Report of the CAPAL/ACBAP Audit Committee.	Report of the CAPAL/ACBAP Audit Committee. TO BE ADDED WHEN RECEIVED -- ADDED
	6aiii – Budget 2017	Proposed CAPAL/ACBAP Operational budget for 2017. TO BE ADDED WHEN RECEIVED -- ADDED
	6aiv – Budget 2018	Proposed CAPAL/ACBAP Operational budget for 2018. TO BE ADDED WHEN RECEIVED -- ADDED
Encl. #4	8a - Report - Nominations Committee - CAPAL17 AGM	Report of the Nominations Committee (and slate of nominations for Director).
Encl. #5	8bi – Proposed revision to Bylaw 6.4	Description of proposed changes to bylaw 6.4 to facilitate the option of online voting.
	8bii – Proposed revision to Bylaw 6.5	Description of proposed changes to bylaw 6.5 to allow the option of online voting.
Encl. #6	8c - Endorsement of CFLA-FCAB T&RC Report	Request to endorse the Report of the CFLA-FCAB Truth and Reconciliation Committee.
Encl. #7	9ai -Report - Advocacy - CAPAL17 AGM	Report (for 2016-2017) of the CAPAL Advocacy Committee to the 2017 AGM.
Encl. #8	9aii - Report - Communications - CAPAL17 AGM	Report (for 2016-2017) of the CAPAL Communications Committee to the 2016 AGM.
	9aiii – Report – Diversity and Equity – CAPAL17 AGM	No report available at this time.
Encl. #9	9aiv – Report – Education & Professional Development – CAPAL17 AGM	Report (for 2016-2017) of the CAPAL Education & Professional Development Committee to the 2016 AGM.
Encl. #10	9av - Report - Membership - CAPAL17 AGM	Report (for 2016-2017) of the CAPAL Membership Committee to the 2016 AGM.
Encl. #11	9avi - Report - Publications - CAPAL17 AGM	Report (for 2016-2017) of the CAPAL Research & Scholarship Committee to the 2016 AGM.
Encl. #12	9avii - Report - Research & Scholarship - CAPAL17 AGM	Report (for 2016-2017) of the CAPAL Publications Committee to the 2016 AGM.
Encl. #13	9aviii - Report - Student Liaison Committee - CAPAL17 AGM	Report (for 2016-2017) of the CAPAL Student Committee to the 2016 AGM.

Current STANDING COMMITTEES of CAPAL/ACBAP:

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 (under review)

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 (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.

Student Liaison 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.