

Minutes – Annual General Meeting Friday, 18 June 2010

Call to Order – 10 a.m (delayed start due to clerical problems)

Introduction

Executive members 2009-10 and guest Greg Walsh, Provincial Archivist

Greeting from Greg Walsh

- Welcome to The Rooms
- Congratulations to ANLA for a successful year

Approval of Agenda – Agenda not available

Approval of 2009 AGM Minutes

- Deferred until later point in meeting

Presentation of Reports

President's Report (Stephanie Harlick: report circulated)

- Thanks to Greg and The Rooms for their support
- Thanks to ANLA staff Mary Ellen Wright (PDO) and Kristine Nolte (Outreach)
- Overview of events of previous year: workshops conducted, Anniversary celebrations, Symposium, funding sources and issues, Strategic Planning workshop, Olde Christmas Party, membership cards and the PDO's work list

Approval of Minutes AGM 2009

- Motion to adopt: Jenny Seeman; 2nd by John Griffin; approved

Business Arising from Minutes

- None

Financial Report (Helen Miller: report circulated)

- Audit completed by Fred Earle and accounts were good.
- Review of grant amounts
- *Expenses*: professional fees are not double as appear to be in accounts; this is just the timing of the payments; Insurance was not 5.00. This amount shows due to accounting procedures and reflects the amount of the previous year's premium relevant to this accounting period.
- Anniversary expenses were a single time expense.
- Membership database has been established and treasurer is working with PDO to ensure membership accounting is up-to-date.
- Motion to adopt: Larry Dohey; 2nd Melanie Tucker; passed

Committee Reports

IT Committee (Jenny Seeman: circulated)

- Regular updates are being done to the ANLA website, if any member has an update, please contact Jenny.
- A blog has been started and Mary Ellen is doing entries; if anyone has something to add or ideas for topics, please contact Mary Ellen.
- The provincial catalogue is being reviewed with intentions to get it moving forward again.
- The database package ICA-AtOM is being reviewed as a possible option for the database.

Education Committee (Stephanie Harlick: report circulated)

- Stephanie Harlick (chair), Julia Mathieson, Anne Lafferty, James Miller, Barb King, Teresa Greene; Joan Mowbray, Jackie Walsh, **Ex officio:** Mary Ellen Wright (Professional Development and Outreach Officer)

- Workshops held in the past year include:
 - Basic Preservation for Small Archives
 - Environmental Controls (CCI workshop)
 - Strategic Planning for Small Institutions
 - Records Management for Small Institutions
 - Basic Archives
- Proposed upcoming workshops:
 - Organizational Development (in conjunction with this AGM)
 - Home preservation treatments for archival materials
 - CCI workshop: Facilities Planning
 - Privacy Issues
 - Basic Preservation
 - Topics in Electronic Records
 - Basic Archives
- If anyone has any suggestions or specific requests, contact Mary Ellen.

Social Committee (Elizabeth Fewer: spoken)

- Arranged coffee breaks for workshops, which have moved to the ANLA office space and due to distance, I'm not able to make the quick runs as was possible when workshops were hosted at the Bishop's Library, so thanks to Cathy Rice for offering to setup and put away the food and beverages I drop off each morning.
- Organized Olde Christmas Day Party (during break a belated thanks was given to Melanie Tucker for all her help with this event)
- Arranged the bookings at The Rooms for the AGM

Publication Committee (Stephanie Harlick: report circulated)

- Binder updates continue and will be a first priority; a chapter on digitization practices and standards should be added.
- Website updates are ongoing.
- Blog updates are done as needed.
- During Archives Month, several articles were written in local newspapers about the activities.

Grants Committee (Stephanie Harlick: report circulated)

- This year's adjudication committee for the NADP ANLA member grant applications consisted of Jenny Seeman (chair), George French, Jessie Chisholm, Helen Miller, Elizabeth Fewer and Mary Ellen Wright.

- Five NADP member applications were adjudicated by the committee and submitted along with the PDO and Preservation Advisory Services applications (not adjudicated) for a total grant amount of \$83,475; almost \$45,000 went to member institutions.

Thank you to Library and Archives Canada via the Canadian Council of Archives for administering this funding and the Federal Government for the NADP program.

- CEDP grants cover salaries, travel, operating monies, etc.

- Thank you to the provincial government, Department of Tourism, Culture and Recreation and to the federal government. Welcome to Lucy Drown, the CEDP consultant with TCR.

Professional Development Officer (Mary Ellen Wright: report circulated)

- Membership Committee no longer exists, memberships come directly to Mary Ellen and Helen adds the information to the database.

- Membership breakdown: 125 individual members; 118 institutional members; ~50% in St. John's area with a rise in membership in central Nfld.

New Business**Bylaws**

Reviews and revisions

1. Section VI, item 4.(4)

Motion to replace "published in the Association's newsletter" to "published on the Association's website."

Motion to adopt: George French, 2nd John Griffin, passed

2. Section VII, item 6 C

Motion to remove Membership Committee

Duties of the Membership Committee would be incorporated into the duties of the PDO; current treasurer has created and is maintaining a membership database

Motion to adopt: Greg Walsh, 2nd Linda White, passed

3. Publication Committee

Motion to change the name to "Publications Committee" and add the statement "responsible for the compilation and publication of the Association's publications section of its website and any other publications deemed appropriate and necessary by the Executive."

The committee was originally responsible for just the Newsletter.

Motion to adopt: Larry Dohey, 2nd Melanie Tucker, passed

4. Public Awareness Committee

Motion to change the name to "Outreach Committee."

This committee advises the Executive on matters concerning public awareness activities of the Association; identifies and develops activities required to enhance the awareness of archives in the province; organizes an Archives symposium in the years that one is held by ANLA.

Motion to adopt: John Griffin, 2nd George French, passed

5. IT Committee

Has been active but is not in the Bylaws

Motion to add IT Committee

Motion to adopt: Jenny Seeman, 2nd Helen Miller, passed

6. Awards Committee

Motion to add Awards Committee

Mary Ellen and Stephanie spoke to concept of an ANLA award and what would it be, if anything.

Two options:

a. Executive explore the concept and add a committee at next AGM if required

b. Strike an adhoc committee with a review of the results at next AGM

Motion withdrawn.

Decision: Strike an adhoc committee with a review of the results at next AGM

Nominations and Election of Officers

Thanks to the previous executive: Stephanie Harlick, president; Jenny Seeman, vice-president; Helen Miller, treasurer; Elizabeth Fewer, secretary; Melanie Tucker, director; George French, director; Cathy Rice, director.

Nominations for positions:

President: Stephanie Harlick – acclaimed

Vice-president: Jenny Seeman – acclaimed

Treasurer: Helen Miller – acclaimed

Secretary: Elizabeth Fewer stepped down, Melanie Tucker - acclaimed

Directors: George French, Cathy Rice, Theresa Walsh – acclaimed

New board approved and returned

Presentations from Membership

Ev Elliott, Flying Boat Museum and Heritage Centre, Botwood

Now have two buildings and looking to expand. Activities include a mural project, publications, Abitibi records, donation of snowmobiles and long-guns from a private donor and a community history from a private researcher/donor. Visitors' admission tickets are reproduction airline and train tickets. The group requires funding and additional training.

Stephanie Piercey & Bev King, Wooden Boat Museum, Winterton

Two components of site:

Provincial site – Overview of formation of the museum and its operations, boat acquisitions and restorations and grants. Current projects include wood boat documentation, story boards and field guides.

Local activities – database inventory and management project; access for genealogy researchers; artefact preservation, the Endeavour Saga Exhibit and the site gift shop.

Disaster Planning, Bev Lambert

Need to re-emphasize disaster planning. Some plans done in past have not been acted on. Need to update disaster recovery planning network, i.e. resources available including freezers, contacts, etc. Input and ideas welcome.

Kerri Button, Executive Director of Association of Heritage Industries (AHI)

Strategic Planning workshop for ANLA update

Current process will take longer than 1&1/2 days but good progress so far; reviewed purpose and goals of strategic planning; strategic plans are meant to be reviewed and renewed

Graham Horwood, Prince of Wales Collegiate Archives

10th anniversary of the archives; overview of the history of the school from Methodist College to Prince of Wales College to PWC; good support from school for space, IT, etc.; scanning of issues of Collegians for on-line access is underway; goal is to have on-line access to trophies and other items

George French, Corner Brook Museum and Archives

Closed for renovations and have moved temporarily; developing records management policy with Corner Brook city council; completing updates to finding aids; research being done into Capt. James Cook

Christine Davies, CBC

CBC has an upcoming celebration of 75 years of the Canadian Broadcasting Act, passed in 1936; activities are being planned.

Helen Miller

St. John's Day celebrations this weekend "Windows on the West End" includes plays at Newman Wine Vaults, on-site appraisals and conservation advice at the City Archives and children's activities.

Julia Mathieson, introduction of Peter Chalker as new archivist with the Anglican Diocese of Eastern Newfoundland and Labrador Archives

Peter Chalker, Bishop Field School Archives
Overview of the archives and his own background

Greg Walsh, The Rooms Provincial Archives
2010 is the fifth anniversary of The Rooms; the Annual Report submitted to the government via TCR is available to the public if anyone wants to read it; overview of the reorganization of archives staff; overview of partnerships; donations and new acquisitions.

Adjourned 12:30