

Annual General Meeting Minutes

Archives Association of Ontario (AAO)

Thursday, May 9, 2019

12:30 PM – 1:30 PM

Link Lounge, Loyalist College

1. Call to Order

James Roussain called the 2019 Annual General Meeting of the Archives Association of Ontario to order at 12:32 PM.

2. President's Opening Remarks

James Roussain opened by acknowledging that there had been a change in the AAO presidency mid-year with Juanita Rossiter stepping down due to health reasons. He thanked Tracey Krause for all of her help during that transition period. He also thanked the Board of Directors for their support, time and commitment to the association, including Secretary/Treasurer Emma Hamilton-Hobbs; Director-Without-Portfolio Lauren Halsey; Director-Without Portfolio Nick Richbell; Chapter Stakeholder John Lund; Institutional Development Committee chair Paul Henry; Past President Tracey Krause; and Juanita Rossiter, former AAO President and current Special Advisor on the Board of Directors. He noted that Juanita Rossiter was unable to be here today and sent her regards. James Roussain also thanked the AAO consultants, Archives Advisor Iona McCraith and Archeion Coordinator Lisa Snider, in addition to the AAO's Standing Committees and Working Groups, Special Interest Groups, and regional Chapters. Finally, he thanked MacKenzie Gott, Website Administrator, and Grant Hurley, *Off the Record* editor.

James Roussain reminded members that the AGM package was circulated by email on April 29 and that the 2019 Annual Report is available on the AAO website.

3. Approval of the Agenda

A member had noted, prior to the start of the meeting, that the AGM location be changed from the "Senate and Board Chamber" to the "Link Lounge."

MOTION 17/2019: James Roussain put forward a motion to approve the agenda with the correction of the AGM location. Approved by consent; carried.

4. Approval of the Minutes of the 2018 AGM

MOTION 18/2019: James Roussain put forward a motion to approve the minutes of the 2018 AGM. Approved by consent; carried.

5. Report of the President

James Roussain and Juanita Rossiter prepared the President's report, found on page 6 of the Annual Report. James Roussain began by highlighting the work accomplished to date on the strategic review of the association, first initiated under the leadership of former President Tracey Krause last year. This review resulted in the newly-restructured Digital Access and Preservation Committee, in addition to the Advancement Committee.

The new vision and mandate statements will also help guide the association next year with the launch of the 2020-2023 Strategic Plan. There will be a session on the draft strategic priorities later this afternoon presented by the AAO Strategic Plan Working Group.

The association has also been working on building financial capacity this past year. The association has been reviewing its finances in an effort to seek efficiencies and cost-saving measures wherever possible. This is particularly in light of the fact that the association is still heavily reliant on government grants, which gives some cause for concern.

The association is pleased to report that it has signed a new contract with Managing Matters, the AAO's Secretariat, resulting in annual cost savings of over \$15,000. Furthermore, the Advancement Committee has worked very hard over the past year to seek voluntary donations from both members and non-members, which resulted in a considerable increase in funds donated to the association. There were no questions from the floor about the President's report.

6. Report of the Secretary/Treasurer

Secretary/Treasurer Emma Hamilton-Hobbs reported on the association's financial affairs. The AAO enjoyed a positive fiscal year, with revenues of \$224,073 and a net income of \$22,936 with expenses deducted. E. Hamilton-Hobbs provided a breakdown of the main sources of revenue, including membership fees, individual donations, government grants, organizational history book sales, Professional Development Committee workshops, and the 2018 annual conference.

a. Approval of the Auditor for 2019-2020 Audit

MOTION 19/2019: A motion to approve the Secretary/Treasurer's report and to secure the services of an auditor for the 2019-2020 audit was put forward by John Roberts and seconded by Suzanne Dubeau; carried.

7. Report of the Secretariat

Jemma Wilson, the new AAO Account Coordinator from Managing Matters, provided an update on behalf of Managing Matters. She provided a summary of her report found in the 2018-2019 Annual Report. J. Wilson reviewed the services that MM continues to provide to the AAO, including membership renewals, coordination of Board meetings, updating administration forms and membership lists, e-blast communication, assisting with updating website, placing orders for promotional materials, assisting the Communications and Advocacy Committee with book orders, and providing accounting services.

J. Wilson thanked the Board of Directors, AAO consultants, in addition to Chapter and Committee volunteers for their hard work, cooperation and assistance throughout the year. She concluded by encouraging members to reach out to the AAO Office anytime by phone or email.

8. Report of the Archives Advisor and Archeion Coordinator

Iona McCraith, Archives Advisor, provided a brief summary of her activities this past year. She indicated that she has completed 8 in-person site visits this past year, and has also done many telephone consultations and corresponded with many organizations by email for both AAO members and non-members. As indicated in the Archives Advisor report in the Annual Report, she received questions on a variety of topics, namely digitization/digital preservation, renovating or building new facilities, appraisal of records, monetary appraisal of records, copyright, and questions related to FIPPA (Freedom of Information and Protection of Privacy Act). I. McCraith also indicated that there are 45 institutions currently participating in the Archival Emergency Response Network (AERN). If institutions are interested in joining this network, they were encouraged to contact her directly.

I. McCraith also discussed her involvement with the new Digital Access and Preservation Committee (as Board Liaison), the Institutional Development Committee, and the Professional Development Committee. She concluded by mentioning her outreach work, which includes sitting on external advisory committees for both Fleming and Mohawk College programs.

Lisa Snider, Archeion Coordinator, provided a brief summary of her activities this past year. She indicated that she received many questions by phone and by email. She was pleased to be a panelist at the 2018 OMA (Ontario Museum Association) conference last October. She also wrote many articles for *Off the Record* on a variety of topics helpful to members.

This past year, her main focus has been on bulk uploads. She has completed 21,000 new descriptions and authority records. She also wrote the Extra Storage Space for Digital Objects Policy. Members were encouraged to contact L. Snider if they had any questions about bulk uploads or the new policy on extra storage. She also completed a new training manual for AtoM 2.4. She continues to provide virtual and in-person training - if interested, members are to contact L. Snider directly.

9. Motion to change the title of Chapter Stakeholder position - Vote

Motion to create the new Board position “Web Administrator” - Vote

Two motions have been brought forward by the AAO Board of Directors related to the Constitution.

MOTION 20/2019: A motion to clarify the title of “Chapter Stakeholder” to “Chapter and Special Interest Group Stakeholder” was put forward by Jennifer Weymark and seconded by Martha Sellens; carried.

MOTION 21/2019: A motion to create a new Board position of “Web Administrator” was put forward by Rodney Carter and seconded by John Smart; carried.

10. Approval of Constitutional Amendments

a. Definition of the Board to include the Chapter and Special Interest Group Stakeholder and Website Administrator (Section 1.1e)

MOTION 22/2019: A motion to approve the new definition of the Board to include the Chapter and Special Interest Group Stakeholder and Website Administrator in Section 1.1e was put forward by James Roussain and seconded by John Smart; carried.

b. Composition of the Board to include the Chapter and Special Interest Group Stakeholder and Website Administrator (Section 3.1b)

MOTION 23/2019: A motion to approve the composition of the Board to include the Chapter and Special Interest Group Stakeholder and Website Administrator in Section 3.1.b was put forward put James Roussain and seconded by John Roberts; carried.

c. Nominations and elections to include the Chapter and Special Interest Group Stakeholder (Section 3.3b)

MOTION 24/2019: A motion to approve the revised text in Section 3.3.b to include the Chapter and Special Interest Group Stakeholder was put forward by James Roussain and seconded by MacKenzie Gott; carried.

d. Term of Office for Chapter and Special Interest Group Stakeholder (Section 3.4a)

MOTION 25/2019: A motion to approve the revised text in Section 3.4.a to include the Chapter and Special Interest Group Stakeholder was put forward by James Roussain and seconded by John Smart; carried.

e. Officers to include Website Administrator (Section 4.1)

MOTION 26/2019: A motion to approve the revised text in Section 4.1 to include the Website Administrator was put forward by James Roussain and seconded by Paul Henry; carried.

f. Chapter and Special Interest Group Liaison and Association update Chapter and Special Interest Group Stakeholder title (Section 9.4)

MOTION 27/2019: A motion to approve the revised text in Section 9.4 to include the Chapter and Special Interest Group Stakeholder was put forward by James Roussain and seconded by Robin Keirstead; carried.

11. Election of the Board of Directors

There were four vacant positions on the AAO Board that required new Directors including Vice-President/President Elect, Secretary/Treasurer, Director-Without-Portfolio, and the newly-created Website Administrator position. James Roussain thanked the outgoing Board members, Secretary/Treasurer E. Hamilton-Hobbs and Director-Without-Portfolio Nick Richbell, for their time and contributions to the Board.

MOTION 28/2019: A motion to open the floor for nominations for the Vice-President/President Elect, Secretary/Treasurer, Director-Without-Portfolio and Website Administrator positions was put forward by James Roussain and seconded by Martha Sellens; carried.

MOTION 29/2019: A motion to close nominations from the floor for the position of Director-Without-Portfolio and to proceed with electing Samantha Shields to the role was put forward by James Roussain and seconded by MacKenzie Gott; carried.

MOTION 30/2019: A motion to close nominations from the floor for the position of Secretary/Treasurer and to proceed with electing Jessica Barr to the role was put forward by James Roussain and seconded by Paul Henry; carried.

MOTION 31/2019: A motion to close nominations from the floor for the position of Website Administrator and to proceed with electing MacKenzie Gott to the role was put forward by James Roussain and seconded by Arthur McClelland; carried.

MOTION 32/2019: A motion to close nominations from the floor for the position of Vice-President/President Elect and to proceed with electing Jennifer Grant to the role was put forward by James Roussain and seconded by John Roberts; carried.

James Roussain welcomed the new Board of Directors, including Samantha Shields, Jessica Barr, MacKenzie Gott and Jennifer Grant, in addition to the new Chair of the Institutional Development Committee, Zoe Thrumston, from the

Ottawa Jewish Archives, and the 2019-2020 Chapter and Special Interest Group Stakeholder, Michael Dejong.

12. Other Business

a. 2020 Conference Presentation

Lauren Halsey introduced the location of the 2020 AAO conference, which will take place in Thunder Bay, Ontario. She played a short Youtube promotional video that highlighted Thunder Bay's Arts and Entertainment scene. She indicated that more information was forthcoming, and that she hoped to see everyone in Thunder Bay next year.

b. 2020-2023 Strategic Planning Working Group

Lauren Halsey introduced the 2020-2023 Strategic Planning Working Group, which includes herself, Tracey Krause and James Roussain. They worked together to draft strategic priorities for the 2020-2023 Strategic Plan. The Working Group will be presenting these draft priorities at 5:00 pm today in the Link Lounge. She encouraged everyone to attend this thirty-minute session.

c. Institutional Development Committee (IDC) update

Paul Henry, Chair of the IDC, invited institutional members to attend the Institutional Development Committee Meeting scheduled at 3:00 pm in Room 2L50. He provided a brief update on the IDC's activities, primarily the revision of the *Institutional Standards for Ontario Archives* and planning for the 2019 Institutional Issues Forum.

13. Adjournment

MOTION 33/2019: A motion to adjourn the Annual Meeting at 1:23 PM was put forward by James Roussain; carried on consent.