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|  | **43rd Annual General Meeting/**  **43e assemblée générale annuelle**  **Minutes - Draft**  Sunday May 1st, 2016 / dimanche le 1er mai 2016  Bergwen Room, Fern Resort  Orillia, Ontario |

1. **Call to order / Appel à l’ordre**

Meeting called to order at 9:47 a.m.

Twenty members (20) were required for quorum. More than 8 are present + twelve (12) by proxy. Quorum was established.

The meeting was Chaired by Jessica Reeve, President.

The Recording Secretary was Carolin Toppan, President-Elect.

The Parliamentarian was Marian Doucette.

1. **Adoption of the Agenda of the 43rd Annual General Meeting / Adoption de l’ordre du jour de la 43e assemblée générale annuelle.**

Moved by: Kerry McCauley, Seconded by: Doug Willford to adopt the Agenda as circulated - CARRIED

1. **Adoption of the minutes of the 42nd Annual General Meeting / Adoption du procès-verbal de la 42e assemblée générale annuelle.**

A variety of typographical errors were noted before the meeting and a corrected version will be circulated by email.

Barbara Cope, Doug Willford's name misspelled in a variety of places. Ann Censner is also misspelled.

Point 4a. Was information sent out as to why OALT/ABO now needs to have liability insurance? Carolin Toppan responded that it is to protect the members serving on the Board or anyone in appointed positions from liability. Please check with Michael David Reansbury and will update the members?

Liz Aldrey asked if the insurance also covers the conference? We don’t think so but are not sure. We need to check and send an update to the members.

Barbara Cope asked if Marian Doucette is today’s parliamentarian as it wasn’t in any information provided. Also, who was parliamentarian last year? This was Vincent Elit and needs to be added to the Minutes. Michael David [Reansbury] is referred to several times in the Minutes but there is no last name. This needs to be added.

Kerry McCauley would like to see the date of the Conference changed because it is not the date the Conference took place. Marian Doucette asked if this was the date given at the meeting? Yes, it was therefore the date reported at the meeting would stay and it would be recorded elsewhere in Minutes that the date was changed.

Moved by Kate Morrison, Seconded: Kerry McCauley to adopt the Minutes from the 42nd Annual General Meeting with the corrections.

CARRIED

1. **Reports / Rapports**

The Board of Director Reports were emailed to members before this meeting and printed copies were circulated at the meeting. Typographical corrections to be circulated after.

1. **Board of Directors / Conseil d’administration**
2. **President/ Présidente**

Jessica Reeve read the President’s report for those who had not had a chance to review the report that was sent out.

Moved by: Pam Casey, Seconded by: **Li**z Aldrey to receive the President’s Report - CARRIED

1. **Treasurer / Trésoière**

Tracy Morgan would like to see in the future that the insurance be on its own line and not included under professional fees. She sees professional fees as using a service of a lawyer. Lori responded that we used the professional services of an insurance agent and that is why she included the fee here.

Pam Casey suggested putting a note on the table to explain what is included under professional fees.

Dawn Wright: a thank you to Lori for all the work she is doing as the Treasurer of the Association.

Doug Willford: as a long-time member, this is one of the best Treasurer’s report he has seen and we thank you.

Vicky Lynham: Asked about the accountant fees? We are going to get 2014 and 2015 done at the same time since they have not been done yet.

Kate Morrison asked if we should we put forward the Treasurer’s report to be received?   
Moved by: Barbara Cope, Seconded by: Katie Schedlich to receive the Treasurer’s Report – CARRIED

1. **Membership Report / Rapport d’adhésion**

Lori presented the membership report on behalf of Jillann Rothwell.

Membership is up quite a bit from last year.

Members of the Toronto Chapter and School Chapter have been contacted to discuss the continuation of the Chapters. Both the School and Toronto Chapters members themselves have to decide if they want to continue. If not we will have to take a vote to the members to close the Chapters.

Pam Casey asked should we not put a date on a decision and if they have not decided by that date, the Board will close the Chapter(s). No, according to the By-laws, it must be a vote by the members. In order to make the change that allows the Board to do this, the By-laws would have to be changed. The conversation will continue with members of these Chapters.

Barbara Cope – being from Ottawa Chapter/Section d'Ottawa and always correcting people to use both English and French, thank you/merci.

1. **Conference Coordinator / Coordinatrice de la conférence**

Pam Casey and Sherry Lawson are the 2016 Conference coordinators.

The theme of the Conference was Renewal/Reforme.

April 28 - May 1, 2016 at the Fern Resort in Orillia, ON.

Approximate expenses were $15,000, incoming income $10,000. We are running at a deficit this year.

That is due to a change in numbers, change in numbers is due to low membership and change in the venue.

At this time, we would like to say a thank you to Fern Resort for the fabulous reception, we have had and the fabulous Conference.

Kate Morrison: It is wonderful that we have come to a different area of the province. We shouldn't be worried about the bottom line, fabulous to reach out here and hopefully attract new members. That is why the Conference travels around, to come to different places and learn about our province.

Sharon Doyle: It was lovely to get out of the college residence. We understand the value of using the college residences but it was nice to be in a different venue.

Carolin Toppan: This was the best food ever at a Conference.

Moved by: Carmen Cayen, Seconded by: Kate Morrison to receive the Conference Coordinator’s Report - CARRIED

1. **Committees / Comités**
2. **Presidential Award / Prix de la Présidenté**

Recipient of the 2016 Presidential award is Michael David Reansbury.

Kate Morrison will contact Michael David Reansbury to arrange a time to award him in person. Kate Morrison will also be sending a revised version of her speech to the newsletter.

Thank you to Doug Willford, Liz Aldrey and Maria Ripley for being on the Presidential Award Committee.

1. **Award for Innovation / Prix pour l’innovation**

The Board of Directors received one joint nomination for the award which was voted on at the last Board meeting. Award was given to Lori O'Connor and Katherine Butler for their fantastic work on our online registration and online Conference registration.

1. **Nominating Committee / Comité des candidatures**

No nominations were received so no Nomination Committee was struck. We will now take nominations from the floor.

Lori O’Connor, Treasurer is standing for her current position. Carolin Toppan as President-elect stands to move onto President.

Nominations were opened to the floor. Positions are President, President-Elect, Treasurer, External Communications Coordinator, Internal Communications Coordinator, Conference Coordinator and Chapter Coordinator.

President

Carolin Toppan as President-Elect stands to move onto President.

President-Elect

Moved by: Doug Willford, Seconded by Pam Casey to nominate Katie Schedlich as President Elect.

Katie declines the nomination. There were no other nominations for President-Elect. Moved by Barbara Cope, Seconded by ? to close the nominations for President-Elect. [Unfortunately, Carolin Toppan did not get the name of the person who seconded the motion and it was not clear on the meeting recording.] The Board of Directors will put out a call to the membership.

Treasurer

Moved by: Pam Casey, Seconded by Kerry McCauley that Lori O'Conner stand as Treasurer.

Lori is willing to stand as Treasurer. Motion to close the nominations: Sherry Lawson, Seconded: Tracy Morgan. Lori accepts the nomination.

CARRIED

External Communications Coordinator

Are there nominations for External Communications Coordinator?

Moved by Katherine Butler to nominate Tracy Morgan as External Communications Coordinator.

Tracy Morgan declined.

Moved by Dawn Wright to nominate Sharon Doyle. Sharon Doyle declined.

Moved by Pam Casey to nominate Katherine Butler. Katherine Butler declined.

Moved by Lori O’Connor to nominate Carmen Cayen. Carmen declined.

Moved by Dawn Wright, Seconded by Katherine Butler to nominate Kelly Sobie. Motion to close the nomination: Catherine Odell, seconded by Carmen Cayen. Kelly accepts.

CARRIED

Internal Communications Coordinator

Moved by Dawn Wright, Seconded by Doug Willford to nominate Katherine Butler as Internal Communications Coordinator.

Motion to close the nomination: Kerry McCauley, Seconded: Susan Morley. Katherine accepts the nomination.

CARRIED

Conference Coordinator

Moved by Kate Morrison, Seconded by Katherine Butler to nominate Jessica Reeve as Conference Coordinator.

Motion to close nomination: Barbara Cope, Seconded: Katie Schedlich. Jessica accepts the nomination.

CARRIED

Chapter Coordinator

Moved by Carolin Toppan to nominate Sharon Doyle. Sharon declines.

Moved by Doug Willford to nominate Katie Schedlich. Katie declines.

Moved by Carmen Cayen, Seconded by Kate Morrison to nominate Sara Faulhafer.

Motion to close nomination: Stella Clark, Seconded: Marg Bushell. Sara accepts the nomination.

Motion – Carried.

Pam Casey would like to thank Liz Aldrey for handling our nominations.

Motion to adopt the Committees’ reports Pam Casey, Seconded by Dawn Wright.

CARRIED

1. **Unfinished Business / Affaires en suspens**

* We are still working on clarifying the Outstanding Student Awards with the program coordinators at the different colleges.
* We haven't added any positions to the Board. We are continuing to look at adding the positions of: Past President, Past Conference Coordinator, Student Liaison.
* A closed Facebook page was created just for members.
  + Tracy Morgan thinks of it as line with our positions –the group is for members only - Internal Communications Coordinator
  + Group membership, webpage is external - External Communications Coordinator – it is a marketing tool. So, the group should be a members-only and tied it to a membership - when a new member joins, they can be added to the group and if a member does not renew, they should be removed from the group.
* Sharon Doyle has put together a plenary report. It is on the website.
* We declined to hold the holiday social. We didn't have anyone apply to use the dedicated money that was carried for a social event. Jessica would encourage anyone who is interested in applying. That was carried last year to have $1000 to have social events in various regions of the province.
* One year free membership for students will be tied into discussion with the coordinators to see how that works.
* Michael David Reansbury is working on the salary report and hopefully it will soon be up on the website and we will let members know when it is available.

French translation of 2010 amendments to the constitution / Traduction française des modifications aux statuts et règlements en 2010

1. **New Business / Affairs nouvelles**

* Website: Carmen Cayen asked on the new website, could we add a tab for discussion boards for different groups such as special libraries, school libraries, public libraries.
* Carolin Toppan explained that we have hired Ian Scott of The Ian Scott Group to redo the website for us and gave the group a sneak peak of the website. There will be information for members only, which will require a login.
  + Barbara Cope – lines around the boxes are too faint to read.
  + Doug Willford – Are there links to other library technician associations? What about OLA? It was library technician groups, only but we can put the link to OLA. Carolin Toppan suggests, wait until the website goes live and send any ideas/changes to Katherine Butler/Carolin Toppan.
  + Carmen Cayen – Would there be a list of benefits of membership on the public side of the site?
  + Pam Casey – Will there be past AGM reports, past Conference chair reports, Board Minutes etc? Vincent is looking at what has been taken down and compiling them so they can be loaded to the new site.
  + Katie Schedlich - likes there are links to the social media on top right hand corner of the site.
  + Susan Morley – is there a calendar on there? Not at the moment. This will be asked of Ian.
  + Marian Doucette - Will it be checked for AODA compliance and is it responsive to mobile devices?
  + Sharon Doyle – Would like to see a section for forms/templates for things we do/use. Is it possible to have a section for Executive only?
  + Marian Doucette - Good clear copies of our logos.
  + Carmen Cayen – transfer of information from one year to the next for the Conference Committee.
  + Kate Morrison – Will the Conferencemanual be on there?
  + Pam Casey – Sherry and Pam will be updating the Conferencemanual.
* Pam Casey asked for a discussion on the value of group membership. Group members are applying in different ways and there is no way to contact some members.
  + We need to standardize the practice so that we get a list of all emails for each member who is covered by the group membership ensuring all members get logins and passwords.
  + The Board will investigate this and the form and information on the web page and theform will need to be updated. Sherry Lawson suggested to put this on the agenda of the first meeting of the Board.

Ratification of the Executive / Confirmation du bureau

1. **Acknowledgement of the outgoing Board of Directors / Remerciements aux membres sortants du conseil d’administration**

Thank you to the members of the 2015/2016 Board of Directors who have served the Association so well in the past year.

Jessica Reeve, Carolin Toppan, Tyler Brooks, Dawn Wright, Lori O’Connor, Sherry Lawson, Pam Casey, Jillann Rothwell, Jasper Romo.

1. **Appointments of the Board of Directors / Nominations du conseil d’administration**

Present: Carolin Toppan

President-Elect: vacant

Treasurer: Lori O’Connor

External Communications Coordinator: Kelly Sobie

Internal Communications Coordinator: Katherine Butler

Conference Coordinator: Jessica Reeve

Chapter Coordinator: Sara Faulhafer

Moved to accept: Sherry Lawson, Seconded: Pam Casey the motion to accept the Board of Directors for 2016-2017

CARRIED

Appointed officers will be appointed at the first Board meeting.

1. **Thanks to Conference Committee / Remerciements au comité d’organisation de la conférence**

On behalf of Pam Casey and Sherry Lawson we would like to say thank you to the conference committee. Thank you to an amazing group. Members are: Tracy Morgan, Anita Donald, Kerry McCauley, Carmen Cayen, Susan Morley, Bibi Hoosein and Ruth Berry.

Susan Morley would like to thank on behalf of the rest of the Conference Committee Sherry Lawson and Pam Casey for their leadership over the year.

1. **Future Conferences / Prochaines conférences**

For 2017, the Conference is probably going to be held in Ottawa. The date to be determined. Anyone interested in helping please contact us.

Sherry Lawson - keep Mother’s Day and Victoria Day in mind as conflicts. This time of year, being off season is a little cheaper too.

Carolin Toppan would like to officially thank Jessica Reeve for the work she has done in the role of President over the last two years. She has done a lot for us and we appreciate that she is continuing on in the role as Conference Coordinator.

1. **Adjourned / Ajournement**

Moved by: Carmen Cayen to adjourn the meeting - CARRIED