

**Canadian Association of Music Libraries, Archives and Documentation Centres /
L'Association canadienne des bibliothèques, archives et
centres de documentation musicaux**

Annual General Meeting / Assemblée générale annuelle

**Room 409, Arts Centre, Dalhousie University
Halifax, Nova Scotia
May 31, 2003**

Present: Richard Belford, H el ene Boucher, Gordon Callon, Chris Dennis, Lisa Emberson, Monica Fazekas, Phil Gold, Alison Hall, Peter Higham, Terry Horner, Desmond Maley, Brian McMillan, Kathleen McMorrow, Suzanne Meyers Sawa, Brenda Muir, Diane Peters, Lisa Philpott, Geoff Sinclair, Rob van der Blik

The meeting was called to order at 15:30.

1. Agenda

MOVED to accept the Agenda, Brenda Muir; SECONDED by Diane Peters; CARRIED. Brenda asked that all further motions be reserved until the end of the meeting and in the form of an omnibus motion to expedite the proceedings.

2. Minutes of 2002 AGM

Desmond Maley mentioned that the 114 members in 2001 was not the membership high for CAML/ACBM. Chris Dennis needed to be added, and "Dennis Jennings" removed, from the list of those present.

3. Business Arising from the Minutes

There was no new business arising from the minutes.

4. President's report Brenda Muir

The Canadian Music Centre (CMC) asked CAML to support their development of the *Online Digital Music Library Project*.

Brenda wrote a letter to Elisabeth Bihl, Executive Director of CMC, on October 26 endorsing the project and pledging our support in soliciting CAML/ACBM volunteers on behalf of CMC to aid in the instigation and development of this project. The letter was included in their application for a grant to Heritage Canada.

Deposits have been made to the National Archives on behalf of CAML. We are almost up to date, but are still missing a few items. Diane Peters has drawn up a list of who is responsible for what so that future deposits will be made regularly.

Brenda will be working on a revised version of the Constitution. She will have a draft ready for next April. Geoff Sinclair offered to revise the Board's procedures manual, and he hopes to have this ready by October this year.

Brenda thanked the Board and members of the Association who volunteered for various tasks and duties for their work and help over the past two years.

5. Treasurer's Report Geoff Sinclair

Geoff mentioned that CAML/ACBM did an audit this year. The Financial statements presented in the Auditor's Report are as of December 31, 2002. We received a discount on the audit from Mitchell & Co., Chartered Accountants.

Geoff presented the Budget and mentioned that much of working out the budget is forecasting (i.e., how much Board travel will be). Next year's budget recommends that we set aside \$3,000 for Board travel. Other increases in spending came from funding Projects, higher conference expenses, and the audit.

Geoff opened up a new high interest savings account with ING Direct and he will transfer \$10,000 from the Trimark bond fund into the new savings account, now that the transfer of signing officers is completed. This was an action recommended at the 2000 AGM.

MOVED that we withdraw 10 percent from the Trimark Fund and hold the remaining amount in Trimark Fund, Geoff Sinclair; **SECONDED** by Desmond Maley; **CARRIED**.

Rob van der Blik asked about audit timing: Geoff recommended that we change our constitution to look at how we handle review engagements.

MOVED to accept the budget, Geoff Sinclair; **SECONDED** by Desmond Maley; **CARRIED**

MOVED to accept the financial statements and auditor's report, Geoff Sinclair; **SECONDED** by Diane Peters; **CARRIED**.

6. Proposals for Funding Richard Belford

Richard mentioned that he put out a call in early March on the CANMUS listserv, asking for volunteers to work on a committee to consider sponsorship of projects benefiting CAML/ACBM membership and Canadian music in general. Both Terry Horner and Florence Hayes volunteered to be on the committee. A call for proposals to fund was sent out through the listserv in April. There were four submissions.

As was shown in the budget that just passed, \$3,000 was allotted for this award. CAML will either grant one award of \$3,000 or if the vote results in a tie, then there will be two awards of \$1,500 each. It was decided that dividing the award further would make the grant insignificant.

The four proposals and ballots were handed out for the membership to read and then vote on. The ballots were collected during the meeting.

Richard Belford did the first count of the ballots and Rob van der Blik did the second count. The successful proposal was from Terry Horner.

MOVED to destroy the ballots, Chris Dennis; **SECONDED** by Diane Peters; **CARRIED**.

7. Conference 2004 Brenda Muir

Brenda verified that everyone at the AGM had already read the information about the two conference locations (Winnipeg with HSSFC and Lethbridge with CUMS) that had been posted on the CANMUS listserv. Brenda added the following information:

Winnipeg accommodations range from \$75-125 a night for hotel and \$34 a night for a single residence room. There are six to eight flights into Lethbridge per day. There may be additional scholars from Finland at the Lethbridge meeting as CUMS has an exchange with a Finish music society. The Humanities and Social Sciences Federation of Canada (HSSFC) decided after the Sherbrooke Congress that they would not go to a centre without a major airport. CUMS felt that it was still important to go to and support smaller centres.

Brenda clarified the meeting dates: the Lethbridge meeting will be held from May 13-15, 2004, and the Winnipeg meeting will be held May 29-June 5, 2004.

Peter Higham mentioned that he received incredible cooperation for the Halifax meeting from CUMS, especially from Jennifer Bains from Dalhousie regarding programme integration and from student volunteer responsible for room setup. Brenda thanked Peter Higham for all his work in organizing the 2003 meeting.

MOVED that we meet in Lethbridge with CUMS, Chris Dennis; SECONDED by Kathleen McMorro. Voting took place and the results (including e-mailed results from members not at the Board meeting) were: eight in favour, two opposed and three abstentions. Motion CARRIED. CUMS was immediately informed of our decision.

8. Membership Report Marlene Wehrle (in absentia)

Diane Peters read Marlene Wehrle's report. Of the sixty-four individual members, thirty-seven are CAML only (including seven through CUMS, two students and two

retired), and twenty-seven are CAML/IAML (including two honorary members).

We have eight new individual members this year: William Blair, McPherson Library, University of Victoria; Karin Di Bella, Artist in Residence, Department of Music, Brock University; Phil Gold, student, University of Western Ontario; Richard Green, Acting Director, Music Division, Library and Archives of Canada; Tom Lord, President, Lord Music Reference Service Inc., West Vancouver; Brian McMillan, student, Faculty of Information Studies, University of Toronto; Erin Patterson, Librarian, Vaughan Memorial Library, Acadia University; and Denessa Picklyk, Librarian, University of Lethbridge Library. Four new members came to this conference.

On a sad note, Joy Tillotson, from Memorial University, passed away from cancer on February 20, 2003.

There are still six individuals and eight institutions that have not renewed their membership yet. All six institutional members are part of the Divine/RowCom problem. It is expected that these institutions will renew their subscription when the RowCom problem is solved.

Geoff mentioned that at the November 24, 2002, Board meeting, it was decided that the institutional price of CAML/ACBM membership will increase by \$5 to \$95 in 2004 and to \$100 in 2005. This is to accommodate the increase in IAML dues.

9. CAML Review / Revue de l'ACBM Desmond Maley

Desmond noted that volume 30 (2002) had three conference reports, three articles, fourteen book reviews and six compact disc

reviews for a total of 128 pages. There also was an annual index. He has received permission from nearly all of the authors to have the articles as well as the book reviews available online since he began editing *CAML Newsletter/Review* since 1997. The CAML/ACBM Web site receives a large number of hits due to the online reviews. Desmond asked if we should submit the articles online at the same time as the reviews (same time as print run). Brenda wondered if membership would drop if the majority of *CAML Review / Revue de l'ACBM* was available online for free. Rob van der Blik indicated that there has been no drop in the membership with the addition of current reviews to the Web site. Desmond indicated that he would like to have simultaneous publication for print and online articles and reviews.

MOVED that we put the material on the Web site as Desmond proposed, Chris Dennis; SECONDED by Geoff Sinclair; CARRIED unanimously.

10. Elections report Daniel Paradis (in absentia)

Brenda Muir read Daniel's report. Following the acclamation of Monica Fazekas as secretary, the position of member-at-large became vacant for 1-year term. Two nominations were received: Richard Belford and Lucinda Walls. Ninety-eight ballots were sent to fifty-nine individuals and thirty-nine institutional members. Thirty-eight ballots were returned, of which six were institutional memberships. Richard Belford was the successful candidate.

Since the interim member-at-large position was only for one year, an election will need to be held this year to find a member-at-

large for a two-year term. Brenda asked for an elections chair and Chris Dennis volunteered. Brenda will forward him the necessary information.

MOVED that we destroy the ballots from the previous election, Lisa Philpott; SECONDED by Terry Horner; CARRIED.

11. Awards Report

A) Kallmann Award Diane Peters

The Kallmann award is presented every two years. No award was presented this year, but we need to strike a jury for next year. Membership of the committee is one person from the board and two additional members from the organization. Rob asked that the procedures for nominations be clarified. Diane stated that we must call for nominations every two years but do not have to present the award every two years if there are not sufficient qualified candidates. Peter Higham asked if the CUMS awards have definite timelines and Gordon Callon and Kathleen McMorro mentioned that they do not. Terry Horner volunteered to be on the committee.

B) Travel Award Geoff Sinclair

This year the Board set aside \$500 for a travel award to financially assist librarians, library school students and paraprofessionals to attend the annual CAML meeting. The award committee consisted of Geoff Sinclair and Monica Fazekas. Last year we did not have any candidates who met the criteria. This year the award was advertised through the CANMUS listserv and letters describing the award were sent to Directors of Library Schools. These letters had a profound impact on the number of applicants. We

received seven applications (all students) of which five were outstanding. A name was drawn from these five candidates. Phil Gold, a student at the Faculty of Information and Media Studies at the University of Western Ontario, was the winner.

12. RILM Report Lisa Emberson

Submissions to RILM were down this past year. We do not have the number of volunteers and consequently there are a significant number of monographs accumulating in the backlog. Kathleen McMorrow asked why the authors are not providing abstracts for academic monographs. Peter Higham asked if authors are asked to provide abstracts and Lisa replied that they are not always requested to do so. There was discussion about authors providing abstracts. Brian McMillan has offered to do abstracts for Opera Canada.

Lisa mentioned that there are some problems with the Web form for submission. Brenda thanked Lisa Emberson for all of her hard work on RILM.

13. Cataloguing Committee Brenda Muir

Brenda reported on Joint Steering Committee for the Revision of AACR (JSC) activity that would be of interest to CAML/ACBM.

There is a draft proposal to JSC that was distributed to CCC members on May 15, 2003. It is a revised proposal of amendments to 6.5B1 to parallel the suggested changes to 9.5B1 as agreed by JSC at its April 2003 meeting. Apparently, JSC is looking for a list. However, standardizing a list of terms is difficult. Additions include DAT tape; DVD-Audio disc; minidisk; SACD and Super Audio CD.

There is also a draft proposal for 7.5B1 Additions include DVD-Video disc; Super Video CD; SVCD (appears to be a Chinese-based technology); and video CD.

Ann Huthwaite's (Chair, JSC) paper, entitled "Class of Materials Concept and GMDs," distributed on May 10, 2003, outlined nine recommendations including the possibility of doing away with the concept of chief source of information and instead using the source that provides the most complete information. Other recommendations included forming a group to deal with the GMD itself: lists for form of content and lists for mode of expression.

The Chapter 25 subgroup "has been looking at the revisions that would be required to Ch. 25 of AACR to allow for expression level collocation." It is looking at how the uniform titles might be used in the event that expression level descriptions were used.

The Form of Expression Subgroup is exploring alternatives to the GMD-experimental lists offered for form of content (music, language material, visual material, cartographic material...) and for mode of expression (music notation, sound, moving image...). Responses include support for reconfiguring the current GMD to include both content and carrier (CCC); a belief that there is value in having separate identifiers in a bibliographic record; and the belief that further work is needed.

Regarding incorporating FRBR (functional requirements for bibliographic records) terminology in AACR, the use of the term "bibliographic resource" for "item" has generally been accepted.

Peter Higham asked Brenda if she would continue to be CAML's representative since

her work duties no longer include cataloguing. Brenda will ask Rachel Gagnon (who is now overseeing music cataloguing at NLC/BNC) if she would agree to be our representative. Rachel went to the last meeting.

14. Web Site Brenda Muir

Brenda thanked Rob van der Blik for all his work on the CAML/ACBM Web site. We have previously discussed how the Web site is our main promotional tool. There is recognition that Rob does not have the time to continue to develop the site (creating a fully bilingual site, the online version of *CAML Reviw/Revue de l'ACBM*, etc.).

The Board had planned on spending some money towards revamping the Web site. Chris asked if there is a specific budget line allotted for this. Geoff clarified that it is not in the budget. Peter asked how much money should be used for this. The Board suggested between \$1,500 to \$2,000. Rob mentioned that York University could continue to host the site. What is needed is someone with the appropriate design skills.

Rob mentioned that in last year's minutes he discussed content management systems. He thought it would be an easy way to manage parallel bilingual sites like ours. Rob then stated that using a content management system would not be a good choice since as an open source system it would still require a lot of work.

Brenda asked if someone would volunteer to look at reorganizing the Web Site. Geoff Sinclair volunteered. Peter Higham asked who would be ultimately responsible for the content on the Web site. The Board makes

the decision of what goes up. Geoff will ensure that what is sent to Rob falls within the criteria. Rob offered to host whatever is designed.

15. Changing of the Guard

Brenda Muir passed Helmut the CAML to Diane Peters. Diane is now President of CAML/ACBM and Brenda assumes the role of Past President.

16. Planning for 2004 CAML Conference Diane Peters

A decision was made earlier in the AGM to meet in Lethbridge with CUMS. Diane asked for programme suggestions. Brenda mentioned that at the CUMS meeting they were thinking of having a copyright session (e.g., audio streaming). Diane mentioned how Peter Higham worked out the themes for the different sessions at this conference and how well that worked. Chris suggested that we have a list of the attendees.

We do have one member in Lethbridge who is a new member. We will need someone to look after local arrangements and someone to organize the programme. Diane asked for volunteers. Kathleen McMorro mentioned that we could rely on CUMS to handle local arrangements.

Gordon Callon asked how far Calgary is from Lethbridge (answer: a two-hour drive) because there is a CMC office in Calgary. Brian McMillan mentioned that Jim Marsh (the editor of the latest edition of the *Encyclopedia of Music in Canada*) is in Edmonton and that he could possibly come to Lethbridge.

17. Other

Diane Peters mentioned that she went to the CUMR meeting and that the title change to *Intersections* will take place when they are caught up in their publication schedule. She was not certain when that would be.

Brenda Muir mentioned that Irene Meiklejohn, who is in charge of IAML's outreach programme (sending assistance and library materials to developing and post-Communist countries), asked her what Canada was doing for this project. Suzanne Meyers Sawa mentioned that U of T was sending materials to a library in Lithuania.

Suzanne and Alison Hall will put information about the programme on the CANMUS-listserv. Alison listed where IAML will be meeting over the next few years (2003 Tallinn, Estonia; 2004 Oslo, Norway; 2005 Warsaw, Poland; 2006

Gothenburg, Sweden; 2007 Sydney, Australia; and 2008 Naples, Italy.)

Alison also suggested that CAML have a copyright person who could liaise with other associations. There were no volunteers.

MOVED that we accept all the reports submitted during the meeting, Richard Belford; SECONDED by Lisa Philpott; CARRIED.

MOVED that we thank Brenda for all her work as president, Richard Belford; SECONDED by Lisa Emberson; CARRIED.

MOVED to adjourn, Peter Higham, SECONDED by Alison Hall; CARRIED.

17:00.

Monica Fazekas
Recording Secretary