



Canadian Research  
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# 2019 Annual Meeting of the Members

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October 17, 2019

Ottawa, ON

[crkn-rcdr.ca](http://crkn-rcdr.ca)

# 1. Welcome and Call to Order

## A. Shepard

Chair:	Alan Shepard
Secretary:	Rebecca Graham
Scrutineer:	Rebecca Ross
Procedure:	Standard Code of Parliamentary Procedure (Sturgis)
Quorum:	At least 26 Institutional Members, participating in person or by proxy
Logistics:	Motions, Q&A, voting

# Agenda (1/2)

1. Welcome and call to order
2. Adoption of the agenda — **DECISION**
3. Approval of the October 18, 2018 minutes — **DECISION**
4. Introduction of Directors
5. Report of the Chair, Board of Directors
6. Executive Director's report
7. Treasurer's report
  - 7.1 FY2018-2019 audited financial statements
  - 7.2 Audit RFP and Appointment of auditor for FY2019-2020 — **DECISION**
  - 7.3 Finance & Audit Committee report
  - 7.4 FY2019-2020 budget & multi-year financial model

# Agenda (2/2)

8. Content Strategy Committee report
9. Preservation and Access Committee report
10. Approval of 2019-2024 Strategic Plan – **DECISION**
11. Changes to CRKN By-laws – **DECISION**
12. Ratification of Election of Directors – **DECISION**
13. Appointment of Directors
14. CRKN Conference 2020
15. Other Business
16. Adjournment

## 2. Adoption of the Agenda

A. Shepard

### DECISION

- Additions to the agenda?

*Motion:*                    *That the agenda be adopted as distributed.*  
*[or as amended]*

### 3. Approval of the Minutes - October 18, 2018

A. Shepard

#### DECISION

- Corrections to the minutes?

*Motion: That the minutes of the Annual Meeting of the Members (held in Vancouver on October 18, 2018) be approved as distributed.  
[or as corrected]*

## 4. Introduction of Directors

### A. Shepard

#### **Elected (9):**

Lesley Balcom  
Gwen Bird  
Constance Crompton  
Daniel Godon  
Rebecca Graham  
Melissa Just  
Todd Mundle  
Ian Nason  
Catherine Steeves

#### **Appointed (2):**

Alan Shepard  
Larry Alford

# 5. Report of the Chair, Board of Directors

## A. Shepard

- Ongoing national and international collaboration
- Tools and services to meet member needs
- New services and initiatives as a result of the merger with Canadiana.org
- Strategic planning
- Ron MacDonald Distinguished Service Award Recipient for 2019: Chris Callbeck



# 6. Executive Director's Reports

## C. Appavoo

- Strategic Plan 2019-2024
- Increased engagement with expanded stakeholder community
- Licensing and negotiation
- Heritage content and preservation services

# 7.1 Treasurer's Report

**I. Nason**

**Fiscal Year 2018-2019 Audited Financial Statements**

# 7.2 Treasurer's Report

I. Nason

## DECISION

### Audit RFP and Appointment of Auditor for FY2019-2020

*Motion: That the firm of Deloitte & Touche LLP be appointed as the auditors of the Corporation for the fiscal year ending March 31, 2019, and that the Directors of the Corporation be authorized to fix the auditor's remuneration.*

# 7.3 Treasurer's Report

**I. Nason**

- 2018-2019 report available on the CRKN website
- Highlights for the year-in-review
- Looking forward – objectives for 2019-2020

# 7.4 Treasurer's Report

I. Nason

## **FY 2019-2020 Budget & Multi-Year Financial Model**

- Budget Process
- Fiscal Year 2019-2020 budget highlights
- Heritage Content Access and Preservation Fund
- Multi-year financial model and restricted net assets

# 8. Content Strategy Committee Report

**T. Mundle**

- 2018-2019 CSC Annual Report available on CRKN website
- Highlights of 2018-2019 License Renewals
  - Banding Migrations (IOP and ACS)
  - Opt-out Clause
  - Trusted Digital Repository Task Group

# 9. Preservation and Access Committee Report

**R. Graham**

- Updates to preservation and access platforms
- Trustworthy Digital Repository review and certification
- Digitization projects
- Metadata updates
- Member and stakeholder engagement
- Task Groups
  - Heritage Content Priorities Task Group
  - Platform Technical Task Group

# 10. Approval of 2019-2024 Strategic Plan

M. Just

## DECISION

*Motion: That the CRKN membership adopt the 2019-2024 Strategic Plan as distributed.*



# 11. Changes to CRKN By-laws

**M. Just**

## **DECISION**

*Motion: That the By-laws be adopted as distributed.*

# 12. Ratification of Election of Directors

M. Just

## DECISION

Newly-Elected	Term	Position
Guylaine Beaudry	To AGM 2022 (1 <sup>st</sup> term)	CSC Chair
Bernard Bizimana	To AGM 2022 (1 <sup>st</sup> term)	Quebec Region
Denis Cossette	To AGM 2022 (1 <sup>st</sup> term)	Researcher/Administrator
Catherine Steeves	To AGM 2022 (2 <sup>nd</sup> term)	Ontario Region
Continuing	Term	Position
Lesley Balcom	To AGM 2020 (2 <sup>nd</sup> term)	Atlantic Region
Gwen Bird	To AGM 2021 (2 <sup>nd</sup> term)	Large Institution
Constance Crompton	To AGM 2021 (1 <sup>st</sup> term)	Researcher/Administrator
Rebecca Graham	To AGM 2021 (1 <sup>st</sup> term)	PAC Chair
Melissa Just	To AGM 2020 (1 <sup>st</sup> term)	Western Region

*Motion: That the slate of 9 Directors as presented be ratified by the membership.*

# 13. Appointment of Directors

**M. Just**

Some Board positions are (re-)appointed annually:

- Chair – a University Administrator
- Balance Position – a CRKN Member
- Balance Position – a CRKN Member or academic, research, memory affiliated or stakeholder organization

Elected Board members will meet immediately following the meeting of the members to appoint the Chair and two balance positions, as well as to select a Treasurer and to confirm the officers of the Corporation.

# 14. CRKN Conference and Meeting of the Members 2020

A. Shepard

## CRKN Conference 2020

Location: Fredericton, New Brunswick

Save the date: October 21 to 23, 2020



# 15. Other business

**A. Shepard**

# 16. Adjournment

**A. Shepard**

Meeting adjourned.

## **Thanks to:**

- Participating Ottawa institutions
- Participants & special guests
- Presenters and moderators
- CRKN Board, committee & task group members and staff



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