2019 Annual Meeting of the Members

October 17, 2019
Ottawa, ON
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

DECISION

Additions to the agenda?

Motion: That the agenda be adopted as distributed.

[or as amended]
3. Approval of the Minutes - October 18, 2018

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, 2020, 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

- 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

T. Mundle
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

DECISION

Motion: That the CRKN membership adopt the 2019-2024 Strategic Plan as distributed.
11. Changes to CRKN By-laws

DECISION

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

M. Just
12. Ratification of Election of Directors

M. Just

DECISION

<table>
<thead>
<tr>
<th>Newly-Elected</th>
<th>Term</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guylaine Beaudry</td>
<td>To AGM 2022 (1st term)</td>
<td>CSC Chair</td>
</tr>
<tr>
<td>Bernard Bizimana</td>
<td>To AGM 2022 (1st term)</td>
<td>Quebec Region</td>
</tr>
<tr>
<td>Denis Cossette</td>
<td>To AGM 2022 (1st term)</td>
<td>Researcher/Administrator</td>
</tr>
<tr>
<td>Catherine Steeves</td>
<td>To AGM 2022 (2nd term)</td>
<td>Ontario Region</td>
</tr>
<tr>
<td>Lesley Balcom</td>
<td>To AGM 2020 (2nd term)</td>
<td>Atlantic Region</td>
</tr>
<tr>
<td>Gwen Bird</td>
<td>To AGM 2021 (2nd term)</td>
<td>Large Institution</td>
</tr>
<tr>
<td>Constance Crompton</td>
<td>To AGM 2021 (1st term)</td>
<td>Researcher/Administrator</td>
</tr>
<tr>
<td>Rebecca Graham</td>
<td>To AGM 2021 (1st term)</td>
<td>PAC Chair</td>
</tr>
<tr>
<td>Melissa Just</td>
<td>To AGM 2020 (1st term)</td>
<td>Western Region</td>
</tr>
</tbody>
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Motion: That the slate of 9 Directors as presented be ratified by the membership.
13. Appointment of Directors

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

Meeting adjourned.

Thanks to:
• Participating Ottawa institutions
• Participants & special guests
• Presenters and moderators
• CRKN Board, committee & task group members and staff
2019 Annual Meeting of the Members

October 17, 2019

Ottawa, ON