

Minutes
CLA Executive Council Meeting
January 8, 2016 12:00 – 1:30 pm Eastern Time
Teleconference
Approved March 4, 2016

Present: Sandra Singh, President & Chair
Rosemary Bonanno, Vice President & President Elect
Michael Ridley, Treasurer
Virginia Clevette, Councillor-at-Large
Christina Hwang, Councillor-at-Large
Colleen Murphy, Councillor-at-Large
Marie DeYoung, Past-President
Valoree McKay, Executive Director

Regrets: No regrets

Recording Secretary: Agnieszka Arkuszewski, Executive Assistant

1. Call to Order

The business meeting was called to order at 12:06 pm Eastern time. President Singh welcomed everyone to the meeting.

2. Declaration(s) of conflict of interest

None were declared.

3. Approval of the Agenda (Doc # EC 16-01-001)

The agenda was approved.

MOTION 01-16: THAT the agenda be approved as distributed.

Moved: Marie DeYoung Seconded: Virginia Clevette

CARRIED

Unanimous

4. Approval of Consent Agenda (Doc # EC 16-01-002, -003)

As some members did not have time to review the minutes they were deferred to the next meeting.

5. CLA Forum 2016 – Decision on fees and update (Doc # EC 16-01-004)

The Executive Director and the CLA Forum 2016 Chair, Christina Hwang, provided an update on the progress of development and location for the opening session.

Executive Council then discussed the Forum registration fees with the intent of making a decision on the 2016 rates. They reviewed the draft budgets provided in late December using registration rates of \$200 and \$250 and delegations of 200 and 300 and concluded that decreasing the early bird CLA member registration fee to \$250 would provide the opportunity for more members to participate.

MOTION 02-15: THAT the registration rates for the CLA Forum 2016 for CLA members be \$250 for the early-bird rate, \$325 regular rate and \$350 for onsite registration.

Moved: Rosemary Bonanno Seconded: Colleen Murphy

CARRIED

Unanimous

Non-member rates would be built from the approved member rates using the same formulas used in the past.

Councillor-at-Large and Forum Chair Christina Hwang reported on the progress of program development. The deadline for speaker confirmation was January 18, 2016 and the deadline for receipt of related materials was January 31, 2016.

Executive Council then discussed the schedule for the Friday with the intent of finalizing the details. It was agreed that having time for dialogue was important. It was also felt that the panel being curated by Dr. Guy Berthiaume on a National Heritage Digitization Strategy which included international speakers was compelling enough to be considered as the closing keynote.

Executive Council agreed on the following schedule:

Breakfast Session with Members of Parliament (7:30 am – 8:30 am)

Wrap up discussion/dialogue from Forum Sessions (9:00 am – 10:30 am)

Break (10:30 am– 11:00 am)

Closing Keynote – Panel on National Digitization Strategies curated by LAC (11:00 am – 12:00 pm)

Buffet Lunch/Break (12:00 pm – 12:30 pm)

Facilitated discussion from Closing Keynote over lunch & Closing Words from CLA (12:30 pm – 1:30 pm)

President Singh gave thanks to Councillor-at-Large Hwang and the Executive Director for all their work.

MOTION 03-16: THAT the meeting move to CLOSED session.

Moved: Rosemary Bonanno Seconded: Christina Hwang

CARRIED

Unanimous

Meeting went into closed session at approximately 12:40pm EST

6. Future Federation of Library Associations WG Update – CLOSED (Doc # EC 16-01-005)

This item was discussed during closed session.

MOTION 04-16: THAT the meeting move to open session.

Moved: Marie DeYoung Seconded: Michael Ridley

CARRIED

Unanimous

Meeting returned to open session at approximately 12:58pm EST

7. Special General Meeting Planning

The Executive Director reported on the status of the communication related to and planning of the Special Meeting of Members. She provided an overview of the proposed process(es) for voting. She indicated that she was having a difficult time finding a platform that would allow for secure remote voting due to the complexity of the CLA voting structure. Given the difficulty in finding a system and the anticipated high cost associated with such a system the Executive Director along with legal counsel, suggested that CLA consider holding the vote by traditional means, with voting cards in the room and proxies and offering a live streaming members to be able to listen to the meeting and to ask questions during the meeting. Executive Council discussed the voting at the Special meeting and the challenges encountered in trying to find a system to accommodate remote voting.

It was agreed that remote voting would not be offered due to the inability to find a system that will accommodate CLA's voting structure and that members who could not attend would be encouraged to assign a proxy (Personal and Honorary Members) or assign a representative (Institutional, Corporate, Associate Members). Live stream of the meeting would be offered to allow members to ask questions remotely.

It was agreed that Executive Council would seek to find members of the community willing to carry proxy votes in case a member should ask for names.

ACTION: Executive Director and Executive Council to identify 3 – 4 members of the community who are known and respected and to ask them if they would carry proxy votes for other members.

ACTION: President Singh to draft communication to the membership regarding absentee voting and another regarding observers at the Special meeting.

ACTION: Executive Director will ask the parliamentarian about the secret ballot and if this is obligatory.

Executive Council reviewed the draft guidelines for members and guests to the Special Meeting. The document had been drafted by the Parliamentarian.

It was agreed that guests and observers would not be permitted to speak unless asked to do so by the Chair. It was also agreed that guests, who are members of the Working Group, would sit in a separate section near the front of the room and observers would be seated following members and guests should there be room to accommodate them. In order to ensure that members feel comfortable and able to speak freely, reporters would not be permitted in the meeting.

ACTION: Executive Council to review the guidelines for guests and provide feedback to the Executive Director.

Vice-President Rosemary Bonanno left the call at 1:27 pm Eastern time.

It was agreed that CLA needed to have press releases, one for a positive vote for dissolution and one for a negative vote for dissolution, ready to be released following the meeting.

ACTION: Executive Director to draft press releases regarding the outcome of the meeting, one for a positive vote for dissolution and one for a negative vote for dissolution, for review by Executive Council.

Executive Council then discussed quorum and the class vote required at the meeting. It was agreed that members of Executive Council would reach out to members of some of the smaller classes of membership to ensure that at least one member from each is attending the meeting and will vote at the meeting. At least one member in each class of membership is required to be present in person or by proxy and voting in order for the vote on the special resolution to be valid.

Vice-President Rosemary Bonanno left the call at 1:32 pm Eastern time.

Treasurer Ridley stated that he and Past-President Wendy Newman would speak to the honorary members.

ACTION: Executive Director to provide Treasurer Ridley with the list of names and contact of honorary members.

ACTION: Treasurer Ridley to speak to honorary members about attending the meeting and/or assigning a proxy.

Councillor-at-Large Virginia Clevette volunteered to reach out to corporate members.

ACTION: Executive Director to provide Councillor-at-Large Virginia Clevette with the list of names and contact of honorary members.

ACTION: Councillor-at-Large Virginia Clevette to speak to corporate members about attending the meeting and/or assigning a proxy.

8. President's Report

No further reporting provided.

9. Executive Director's Report

No further reporting provided.

10. Other Business

There was no other business

11. Adjournment

MOTION 05-16: That the meeting be adjourned.
Moved: Marie DeYoung Seconded: Michael Ridley
CARRIED
Unanimous

The meeting adjourned at 1:45 pm Eastern Time.

Recorded by:

_____ Date _____
Agnieszka Arkuszewski
Executive Assistant

Approved:

Sandra Singh
President

Date _____

Valoree McKay, CAE
Executive Director

Date _____