

Minutes
CLA Executive Council Meeting
January 27, 2016 1:30 pm – 4:00 pm Eastern Time
Intercontinental Hotel – Room Wentworth
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

Observers: Cabot Yu, CLA Member
Maggie Weaver, CLA Member

Recording Secretary: Agnieszka Arkuszewski, Executive Assistant

1. Call to Order

The business meeting was called to order at 13:41 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 Executive Director stated that the minutes were not ready for approval due to the focus on the Special Meeting. She asked that they be deferred to the next agenda and Executive Council agreed.

The agenda was approved with the removal of item 4, Consent Agenda.

MOTION 09-16: THAT the agenda be approved with the removal of item 4, Consent Agenda.

Moved: Christina Hwang Seconded: Marie DeYoung

CARRIED

Unanimous

4. Approval of Consent Agenda (Doc # EC 16-01-002, 003, 004)

The approval of the consent agenda was deferred to the next meetings as the minutes were not yet ready for approval.

5. Discussion Post Meeting

5.1 If a yes vote...

Process for dissolution

Items to immediately discuss with the Working Group if yes vote

- a. **Incorporation**
- b. **Start-up staff help**
- c. **Items to transition immediately**

President Singh stated that there would be a meeting with the Future Federation Working Group Monday February 2, 2016. She stated that she would recommend to that they incorporate, establish the interim board and form the new organization immediately. She also stated that she would suggest to the Future Federation Working Group that CLA would disengage with the work and allow the entity to form on its own.

The role of the CLA Executive Director in the creation of the new federation was discussed. It was felt that the Working Group needed to undertake the initial creation of the federation. The Executive Director would provide the President with the documentation received and created for the Federation to President Singh so that she could forward it to the Working Group.

The CLA 2016 Forum was an opportunity for the inaugural AGM of the new federation. The Executive Director stated it was unclear if CLA was required to hold a final Annual General Meeting in 2016 given there would be no business to conduct. She indicated that she would investigate further and report back to Executive Council.

It was strongly recommended that the Future Federation Working Group establish a board composed of some, if not all, Executive Directors to ensure that the new federation had experienced individuals understood the mechanism of forming an association. He specified that the initial steps of the board would not be focused on policy but on formation.

5.2 If a no vote....

a. **Election Process**

This item was not discussed given the vote for dissolution was positive.

5.3 **Member Communications**

A press release would be posted on the CLA website announcing the result of the vote following the meeting. A letter to the members regarding the results of the Special Meeting and next steps would also be written and distributed. Additional communication would be required to some of CLA's partners.

ACTION: President Singh to write a letter to members explaining the result of the special general meeting and the next steps.

ACTION: Executive Director to speak to IFLA about CLA membership since the organization has been voted to dissolve.

ACTION: Executive Director to speak to ALA about revising the RDA agreement RDA and how this partnership will transfer to the new organization.

Executive Director indicated that the new federation would have to exist for many of the activities to transfer successfully. President Singh advised that CLA Working Group would need to have a discussion about the transferable activities for the new federation and the next steps for CLA to take on in this regard. Executive Director stated that she would have new agreements signed for the YCW and shipping tool programs. She reported that Canadian Council Archives agreed the YCW program in the interim.

President Singh asked the Executive Director to speak to IFLA about how members of their organization could participate with the new federation.

ACTION: Executive Director to discuss with IFLA on how individual members of their organization can participate with the new federation.

Executive Council discussed Feliciter and whether or not it should continue to be published. The Executive Director reported that there had been very little activity related to publishing new content on the new platform since its launch. Member communications were provided within Digest.

It was agreed that publication of Feliciter would cease as well as the publication of Digest. Executive Director stated she would confirm with the lawyer on what activities CLA could continue to undertake and what would need to be passed on to the new federation.

ACTION: Executive Director to confirm with the lawyer on CLA activities during the dissolution process.

The Executive Council took a break for lunch at 13:58 pm Eastern Time.

The Executive Council returned to the meeting at 14:23 pm Eastern Time.

5.4 Outstanding Projects/Activities

The Executive Director reviewed what activities would need to be wrapped up or transferred to a new organization. These include:

- YCW program – discussion with PCH has begun and an offer from an existing delivery organization to temporarily take over the program had been made and was being investigated
- Shipping Tool
- RDA
- Within the advocacy portfolio - eBooks campaign, statement on TPP, copyright law in 2017 and Bill C-51.
- Leading Learning – translation is in progress, a new home will be needed
- Book distribution and copyright of CLA publications
- SLIC website – discussions are in progress with a potential new host
- Intellectual Freedom Statement

- Awards
- Archiving of materials and website

Discussions had begun on some of these activities. She then provided an update on other activity within CLA: CLA was an in-kind sponsor for Freedom to Read Week 2016; the Intellectual Freedom Advisory Committee was working on finalizing a recommendation for consideration by EC for the 2016 Intellectual Freedom Award; and the call for nominations for the other awards had been made. She stated that all of the rest of the activities will be wrapped up and she would continue to provide the Executive Council and member's updates on initiatives.

Executive Council discussed the archiving of the historical documents. It was decided that the old CLA website would have to be archived as many of the files of past history was stored there. Executive Council agreed for CLA to hire a temporary employee to extract the content before the old website was completely shut down.

ACTION: Executive Director to hire a temporary employee to complete the archiving of the old CLA website.

6. CLA Forum 2016

Councillor-at-Large and Forum Chair Christina Hwang provided an update on the progress of planning the 2016 Forum. She reported a need to identify curators for the copyright.

ACTION: Councillor-at-Large Christina Hwang to find a curator for copyright.

ACTION: Executive Director to ask Ann Clemensen Canplan Inc. about the process for the platform that would be set up for the networks and committees to register their meetings.

7. President's Report

President Singh thanked the Executive Council and the Working Group for all their work over the past year. She appreciated the unity and high function of Executive Council and stated that it was a pleasure to work with them. Executive Council in return acknowledged President Singh's leadership and hard work over the past 18 – 24 months.

8. Executive Directors Report (Doc # EC 16-01-005)

The Executive Director stated that there was not much else to add to what had already been reported. She thanked Executive Council for all their work and support during their term. She also thanked Executive Assistant for all the support throughout the year.

9. Other Business

9.1 Treasure Ridley stated that he and the Executive Director had put lots of time aside to continuously discuss the financials every month and considered actions to take to save money and reduce financial expenditures. He stated all this information would be provided to Executive Council to review.

9.2 Executive Director stated that the audit was scheduled to be complete in early February.

10. Adjournment

