

Manager Report to the Board of Directors Fall 2012

Summary of Activities

- Site visits: Since the winter meeting, I spent a very productive day at UPEI. As of the fall meeting, I have yet to visit St. FX, Moncton, Ste. Anne, Acadia, and Dal.
- Professional Development: I'm currently taking a research data management course out of SLIS-Wisconsin. I have also attended a day-long workshop on the new Not-For-Profit Act and a consortial strategic planning session for CRKN.
- Conferences: Since the winter Board meeting, I've attended the APLA Digital Preservation preconference, APLA (where I presented on CAUL-CBUA initiatives), CLA, ABC Copyright and the Relais User Group meeting

8a. CAUL-CBUA Website RFP – Update

Process

CAUL-CBUA received nine RFP responses ranging in price from approximately \$15,000 to \$45,000. I shortlisted three local companies with response costs ranging from \$15-28,000 for the Evaluation Committee. The Evaluation Committee was composed of three members of the Communications Committee (Tanja Harrison, Stan Orlov and Gillian Byrne). We used a scoring scheme and a meeting facilitated by Dave Davidson (ISI) to determine a company with which to negotiate. RedSky (<http://www.redsky.ca/>) was chosen because it met all the RFP criteria, had the strongest methodology and timeline, and demonstrated an obvious understanding of working with Committees/Boards in the non-profit arena. David and I then met with RedSky to have an informal interview and to discuss any concerns with their proposed service agreement; from that a final service agreement was drafted.

Scope of project

- Migration of CAUL-CBUA instance from UPEI to a development server and back.
- A new, responsive look and feel (Drupal theme) that will work on various screen sizes – tablet, cell phone, standard & widescreen.
- A new logo with several iterations (suitable for print/website/cards/stationary, etc.
- New information architecture for the website using Drupal tools such as taxonomy, content fields, views, menus.
- Social space for committees to work and post documents.
- Integration of CAUL DDG (Document Delivery Group) content.
- Document management for committee/Board minutes and documents.
- Solutions for pushing out and gathering CAUL-CBUA news.
- Thorough technical and user site documentation.

Cost

\$15,250.00

A detailed work plan is currently being developed, but will not exceed the bid under any circumstances. The bid includes all expenses except travel (we do not anticipate any travel expenses).

Next Steps

Tomorrow, RedSky will join the Board for a kick-off meeting. This will allow the Board to meet the representatives and provide feedback on what they would like to see in a logo/website.

8b. ASIN Branding Update

Steps have been taken to phase out ASIN branding within CAUL-CBUA. Much of what is left to do will be accomplished in the website redesign. Because the phasing out of the ASIN Borrowing cards is contingent on new logo, the timeline for bringing in the new cards has been pushed back until the end of the winter semester. This will ensure a seamless transition.

ASIN Retirement Plan Checklist

First circulated at the winter 2012 Board meeting. Items highlighted still need to be completed

1. Consult with CAUL Board & members to gather feedback on the change.
Timeline: May-June. Communications Committee will provide a series of questions about the transition that will be distributed by ULs in each location. Written feedback will be provided to the Communications Committee. If necessary, follow up meetings will be scheduled by the Communications Committee.
2. Create a new CAUL/CBUA logo that works equally well in print, online and reduced to card size (8cm-5cm).
As part of the web revamp, the Communications Committee will coordinate the development of a new logo for CAUL/CBUA with an external developer.
3. Visit the ASIN/RISA vision statement (<http://caul-cbua.ca/node/302>) to determine if elements should be incorporated into a new CAUL/CBUA mission statement (or current "About" statement: <http://caul-cbua.ca/node/3>).
4. Arrange to phase out the "ASIN Cards" with CAUL/CBUA Cards.
Memorial currently coordinates the purchase of ASIN cards & barcodes, both of which are branded as ASIN. Replacements will be ordered and distributed ~~by the end of the year~~ by the end of the winter semester.
5. Phase out asin-risa.ca.

The only service currently hosted on asin-risa.ca is the Resolver. The resolver is being moved to a new OCLC host in May. Sites can ask for redirects while they change incoming/outgoing links, but notice that asin-risa.ca will disappear by the end of the year should be sent to all resolver sites after the spring meeting.

6. Rename affected committees.

The only active ASIN Committee is the ASIN Document Delivery Group. This group should be renamed CAUL/CBUA Document Delivery Group. If other working groups are reconstituted, they should be renamed similarly.

7. Find and change all instances of ASIN/RISA on CAUL & external websites.

The CAUL & ASIN DDG websites will be covered in the web revamp. Each of the Institutions will have to change the card name where it appears on their websites. The Communications Committee will be responsible for external partners such as www.curba.ca.

8. Create messaging around the change.

Messages will need to get out to the patrons of each institutions, document delivery & CURBA partners. The Communication Committee can provide talking points to the institutions to help them develop messaging around the change. The Committee will also ensure all relevant CAUL-CBUA partners are notified.

Discussion: Have a look at the CAUL-CBUA "About" (<http://caul-cbua.ca/node/3>) and the ASIN-RISA "About" (<http://caul-cbua.ca/node/302>). Thoughts on:

- a) Retiring the ASIN-RISA content?
- b) Combining elements of the ASIN-RISA into the CAUL-CBUA statement? Which ones?
- c) Creating a new "About" (or vision, mission...)?
- d) Other?

8c. Transition to the *Canada Not-for-profit Corporations Act*

Overview

The new legislation provides a badly needed update to the legislation governing Not-for-profits. In general, it's much more exhaustive and provides better guidance on issues. However, there are substantial changes that *may* affect us. Some of those include:

- Soliciting /Non-soliciting corporations: under the new legislation it is possible to switch back-and-forth between soliciting ("charitable") and non-soliciting status. A grant of over \$10,000 from a government agency will prompt a change to soliciting status for three years.

- Membership: significant changes to the roles of members. Membership classes must be stated in the Articles of Continuance. Non-voting members have been given voting rights in certain matters, including amendments to membership rights and decisions to dissolve.
- Board membership: Board members must now be elected (although there is nothing to stop the membership from voting themselves to the board). There can be no ex-officio (non-voting) Board members.
- Defaults: the new legislation provides default language in several areas, for procedures for Board meetings/AGMs. Corporations can clarify and expand on the defaults in the By-Laws, but don't have to include anything in the By-Laws if they wish to use the defaults.
- Auditing procedures: changes to the auditing procedures and requirements are included in the legislation. The Audit Committee has been transitioning CAUL-CBUA to the new requirements.

Deadline

October 17, 2014: Articles of Continuance must be filed with Corporations Canada. Shortly thereafter* By-Laws must be filed.

*Corporations Canada have indicated they are willing to provide more time to file By-Laws, but it isn't clear how much time they will provide.

CAUL-CBUA Timeline

Fall 2012: Strike By-Laws Committee

January 2013: Begin work

1 month to collect existing documents: Seal, letters patent & by-laws requested from Corporations Canada; legislation and regulations; Any procedural documents that might be affected, e.g., conflict of interest guidelines, associate membership policy.

4-6 months to revise the By-Laws. For many organizations, this has been a line-by-line exercise. Because the CAUL By-Laws need updating as well as conforming to new legislation, a through revision will be required.

1 month to create new articles of continuance. This is generally a straightforward procedure, but membership categories must be stated in this document as well as the By-Laws, so it's more appropriately done in conjunction with the By-Law work.

August/September 2013: Provide proposed changes to the membership

2013 AGM: Vote on the By-Laws. If enacted as proposed, file with Corporations Canada. If not, make necessary changes and bring to a special meeting of members (in accordance with the current By-Laws).

8d. New CAUL-CBUA Member Ad-hoc/Standing Committees Proposals

Based on conversations with CAUL-CBUA members, other consortial colleagues, and most importantly the immediately and near-future needs of the organization, I'm proposing the following Committees be formed to accomplish the work outlined in the goals, below. I looked at a few things when determining if a committee is necessary:

- Is the need on-going or project based?
- Is there enough work to do to warrant a separate committee?
- Is the membership of each committee likely to be distinct? (For example, are the people working on scholarly communications in CAUL-CBUA Libraries the same as those responsible for copyright?)

1. Print Preservation Ad-hoc Committee

Mandate: Investigate and recommend strategies for preservation of last-copy print journal titles where electronic equivalents exist.

Goals:

1. Compile initiatives, reports and other documents on print preservation.
2. Provide a report to the CAUL-CBUA Board of Directors outlining recommended initiatives in the area.
3. Develop and propose a pilot project.
4. Liaise with other regional and national bodies on print preservation issues.

2. Scholarly Communications Standing Committee

Mandate: Provide support to the CAUL-CBUA community in open access and scholarly communications; make recommendations to the Board of Directors for supporting these activities.

Goals:

1. Coordinate CAUL-CBUA Open Access Week events.
2. Document scholarly practices in the area.
3. Investigate Open Journal Systems synergies.
4. Support teaching and communication in the area within CAUL-CBUA libraries.

3. Research Data Management Ad-hoc Committee

Mandate: Provide support and recommend best practices to the CAUL-CBUA community in the emerging area of research data management; develop strategic directions for CAUL-CBUA in this area.

Goals:

1. Compile and share initiatives, reports and other documents on research data management.

2. Facilitate communication between members working in this area.
3. Provide support to institutions developing Institutional Data Repositories
4. Investigate developing a collective set of best practices for data sharing with commercial partners.
5. Explore the potential of acquiring text mining rights for CAUL-CBUA resources.

4. Copyright Standing Committee

Mandate: Provide guidance and support to the CAUL-CBUA community on copyright issues; support the Board of Directors in developing CAUL-CBUA copyright policy.

Goals:

1. Advise the Board where common policy is needed (e.g., document delivery).
2. Facilitate communication and sharing of policy & educational materials between members working in this area.
3. Assist CAUL-CBUA Libraries in transitioning to the new copyright legislation.
4. Develop methods for sharing licensing data.

8e. Transition to Document Delivery Group Administrator

Katie Puxley from Mount Saint Vincent University officially started as CAUL DDG Administrator on September 4. CAUL-CBUA is compensating MSVU for 15 hours/week of her time as a trial run for this fiscal year. We will assess in February to ensure this model is working for everyone. She has travelled to Ottawa for intensive Relais training, as there are many issues still stemming from the upgrade that need dealing with. My role in the group will diminish significantly, but I will still be providing day-to-day support to Katie, as well as assistance on larger Relais matters.

I think it's important to note that while Katie will be providing leadership, the group itself will still need to collaborate to support the collective. Over the last year, there have been challenges getting people to step up and support the consortium, outside of a few usual suspects. Katie and I are proposing a more formal structure for the DDG, with sub-committees responsible for coordinating things like policy and training. We're hoping that this will encourage people to volunteer. On an administrative level, it's key that institutional support be provided to those working in Document Delivery at CAUL-CBUA Libraries to allow them to contribute to the consortium. Finally, a reminder that Katie will be joining us for breakfast (8:30-9) at Friday's meeting; I hope you will all have a chance to meet her.