

THE CHAMPLAIN SOCIETY
ANNUAL REPORT
FOR THE YEAR 2004
and
THE MINUTES OF THE
ANNUAL GENERAL MEETING
held on
13 NOVEMBER 2004



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2003 Financial Audit for year ending 31 December 2003

These Minutes, the Annual Reports and Auditors' Report for 2003 have been published on the Society's web page at www.champlainsociety.ca. They have not been distributed by mail to Members.

Annual General Meeting of The Champlain Society

2:00 pm, Saturday, 13 November 2004
at the City of Toronto Archives, 255 Spadina Road, Toronto

Present: Michael Moir, in the Chair, Jeanne Beck, Patrice Dutil, Alastair Gillespie, William Hamilton, Roger Hall, Conrad Heidenreich, Brenda Hobbs, Allan Hoyle, Douglas Leighton, Frits Pannekoek, Carolyn Podruchny, John Pepall, Jill ten Caté, Germaine Warkentin and about 16 Society members and their guests, John Becker, recording secretary.

1. President's Report – Michael Moir

The year marked a significant transition for The Champlain Society. Ian E. Wilson stepped down as President at the end of 2003 after eight years of exceptional leadership that greatly contributed to the Society's success. His vision for preserving and improving access to Canada's documentary heritage was recognized in 2004 by the confirmation of his appointment as Librarian and Archivist of Canada, and the Society congratulates Dr. Wilson on this well deserved accomplishment. He cannot be with us today due to a prior commitment to lecture on information management in Japan, but he sends his best wishes. While his departure from the role of President left a significant void, the Society has benefited by following the course set by Dr. Wilson: a commitment to quality assurance while keeping a close eye on the bottom line.

Quality assurance has focused on striving to achieve the highest possible standards in documentary editing and publishing fine books. The Society adopted editorial standards thanks to the hard work and thoughtful commentary of Dr. Germaine Warkentin, and these standards have been made available to editors and other interested individuals through the Society's

website. The General Editor, Professor Roger Hall, has standardized the advice to potential contributors, which will also be added to the website. The Publications Committee recognized that peer review of manuscripts would enhance the reputation of our volumes with potential publishing partners, and may also attract contributions from young scholars who required refereed works to achieve tenure and promotion. The Society adopted its recommendation to use external readers for a critical review of manuscripts to ensure that they take into account current directions in Canadian historiography, and make significant contributions to our historical literature.

The Society has not been afraid to explore new directions in its publications, as seen in Professor James Reaney's editing of the volume issued in 2004, *The Donnelly Documents: An Ontario Vendetta*. Reaney's introduction captures the drama of the events, reflecting his work as a playwright and scholar. Publication of the volume had been substantially delayed by Reaney's poor health, and considerable credit goes to the General Editors – R. Craig Brown and in particular Brian Osborne – for bringing this project to its successful conclusion. *The Donnelly Documents* is their last volume as General Editors, and the Society owes considerable gratitude to Professors Brown and Osborne for long and eminent service that maintained the distinguished reputation of its publications.

The Society's publication program is well established for at least the next four or five years under the direction of Professor Hall. In addition to titles discussed under the report of the Publications Committee, work progresses on two major projects. The first is a new edition of the journals of David Thompson by Dr. William Moreau. The Society regularly receives inquiries about the status of this project from interested readers, and it should be completed within the next few years. The second is a new, bilingual edition of the collected works of Samuel de Champlain, edited by Dr. Conrad Heidenreich and translated by Dr. Janet Ritch. This six-volume project, scheduled for publication between 2006 and 2008, will correct translation errors made during the 1920s and 1930s, will include documents discovered since the first edition such as Champlain's last will and testament, and will incorporate recent scholarly interpretations of Champlain's impact on the development of Canada. Our editors will bring the contributions of these intrepid explorers into the light of a new millennium, and their work promises to have considerable international appeal.

An ambitious publications program, however, requires a strong and steady revenue stream to pay for the work of general editors, volume editors, copy editors, typesetters, printers, binders, distributors, and the administrative overhead to hold everything together. Council took significant strides in three areas during 2004 to ensure that the Society has the resources required to achieve its mission, and to keep members committed to improving access to Canada's documentary heritage and promoting an interest in the history of Canada.

The first area focused on the ways and means of the Society. Council established a Business Operations Committee early in 2004 under the very capable leadership of Allan Hoyle, the Society's Treasurer. It tackled several important projects involving management of intellectual property rights, tendering the production process for publications, and exploring partnerships with Canadian publishers to produce trade editions of Champlain's collected works. These initiatives have put the Society in a strong position to maximize the return on the members'

investment in previous volumes, minimize the cost of forthcoming publications, and generate new revenue streams through partnerships with other publishers.

The second area is fundraising. Patrice Dutil has demonstrated creativity and powers of persuasion in his work as Chair of the Fundraising Committee. He initiated the Order of Good Cheer to encourage individuals and corporations to make more substantial contributions to the work of the Society. Working with Conrad Heidenreich and Janet Ritch, he also developed a prospectus to market the Champlain Project among potential funders.

Council undertakes such projects on behalf of the membership, and it is very aware that we need a strong and informed membership base to ensure that the Society can continue to operate. Our Membership and Publicity Committee – Heather Rollason Driscoll and Jill ten Caté – did excellent work during 2004 to meet these objectives. The Society's website was given an extensive overhaul, making it a much more effective tool to communicate with existing members, recruit new members, and support fundraising. The year was also marked by the inauguration of the Society's newsletter *Pen and Paddle*, which will provide a forum to discuss Society events and issues associated with documentary editing.

Having accomplished much in addressing the Society's publishing and financial affairs in 2004, where do we go from here? The coming year will be one of celebration – the Society's 100th anniversary – which will be commemorated by Conrad Heidenreich's short history of the Society. Several other events are under consideration, and the members will be canvassed to explore their interest in these initiatives. Council will strive to maintain high scholarly standards in upcoming volumes, and to fund new editions of the works of Champlain and Thompson.

Perhaps it is also time to look at a change in approach, moving from a publication program that responds to ad hoc proposals submitted for the most part by well established academics, to a program of commissioned volumes designed to fill gaps in the documentary material readily available to the public, undertaken by emerging scholars who see documentary editing as an important contribution to our country's cultural landscape. Much awaits the Society's attention: new themes such as science and urban life; different media such as maps and photographs (so often treated as marginal illustrations rather than the focus of analytical commentary); and modern technologies, such as the development of a web-based journal suited to bringing world-wide attention to small but significant caches of documents in an effective and economical manner. While the mission remains the same, a new century brings new opportunities to realize our objectives.

The work of the Society and its Council is largely the responsibility of volunteers, people who are committed to an increased public awareness of Canada's past. As the year draws to a close, these volunteers deserve our thanks for their selfless devotion to this task. Committee Chairs and members championed several important initiatives during 2004, injecting vitality and a sense of direction into Council meetings. It has been a privilege to serve as President, and to work with Councillors who are so dedicated to the Society's affairs. I would also like to acknowledge the superb work of John Becker, who manages the Secretariat. His initiative, persistence, strong business sense and good humour play an integral role in keeping the Society organized and operating. In the company of such wise counsel and enthusiasm, I look forward to 2005 as a

year of celebration and exploring new directions in our time-honoured mission of increasing public appreciation of Canada's rich documentary heritage.

2. Publications Committee – Roger Hall and Michael Moir

Committee Members: Michael Moir, Chair, Olive Dickason, Conrad Heidenreich, Frits Pannekoek, Karen Turko, Germaine Warkentin, Bill Moreau, Sandra Alston, Ed Dahl and Roger Hall, General Editor

1. Professor Germaine Warkentin completed her work on the editing guidelines for volume editors early in the year. Professor Hall distributed the draft guidelines to several volume editors, and he received a very positive response. The guidelines were adopted by Council at its meeting of 21 February 2004, and have since been posted on the Society's website. They represent a valuable contribution to international standards for documentary editing. General guidelines to assist potential contributors in framing proposals for future publications are currently under development by Professor Hall, and will be posted on the website early in 2005.
2. The review of manuscripts by specialists in an appropriate academic field is crucial for establishing the scholarly standards of the Society and its contributors. In addition to enhancing the credibility of volumes with the scholarly community and potential co-publishers, this approach should attract contributors who would benefit from peer-reviewed publications on curriculum vitae. At the recommendation of the Publications Committee, Council adopted a policy calling for two peer reviews of manuscripts submitted by volume editors, one done by a member of Council, the other by an external authority in the subject area. These reviews will assist the General Editor in his discussions with volume editors, and in framing a recommendation to the committee and Council regarding the disposition of manuscripts.
3. Professor Hall reported with satisfaction the publication of *The Donnelly Documents: An Ontario Vendetta* on 4 November 2004. He congratulated volume editor James Reaney and General Editors Brian Osborne and Craig Brown on this long awaited achievement.
4. Professor Hall also reported that the next volume to be released will be the Father Emile Petitot's journals of his travels around Great Slave Lake (1891) and Great Bear Lake (1893), edited by Professor John Moir and Dr. Paul Laverdure. It should be ready for publication by late Spring 2005. Work on this volume was being facilitated by the appointment of a new copy editor, Barbara Tryfos.
5. The Petitot volume will be followed by the letters of Adam Hope, 1834-1842, edited by Dr. Adam Crerar and Thomas Crerar, and documents in Canadian Jewish history edited by Professor Gerald Tulchinsky. Several other volumes are in progress on a wide range of topics.

3. Business Operations Committee – Allan Hoyle

Committee Members: Allan Hoyle, Chair, Michael Moir, Karen Turko, John Becker [ex officio]

1. This newly formed committee deals with those issues of a business nature around the production and publication of the Champlain Society volumes.
2. Our concerns during 2004 have revolved around the Champlain edition to be edited by Conrad Heidenreich and Janet Ritch. Issues have included the format of the publication and discussions about co-publishing the books with a trade publisher. At its meeting on 13 November, Council decided to publish a fully bilingual edition, and the Committee will proceed to implement this recommendation with potential co-publishers.
3. The other main concern has been the development of a policy and procedure around copyright access issues. This has been accomplished, and our Secretariat now has a thorough set of guidelines with which to make decisions.
4. Other topics to be addressed include
 - a/ a review of the volume editor contract;
 - b/ monitoring our contract with Becker Associates;
 - c/ vetting the annual budget for the Society;
 - d/ dealing with issues around print-on-demand; etc.
 The Business Operations Committee will continue to work through 2005.
5. Treasurer's Report for 2004 -- Mr A. Hoyle
 - a. It was reported that the Council had agreed that \$15,000 be added to the Society's permanent reserve. This motion implements a decision the Society took two years ago about establishing a reserve equal to one year's expenses.
 - b. Sales of Books had remained low for the past year and a further decrease in sale prices was proposed in order to reduce the stock more quickly. Rare items would now be priced at between \$90 and \$120 depending on the quantities in stock. Most other books would be marked down to \$16.
 - c. **Moved by A. Hoyle**, seconded by C. Podruchny that the Auditor's Report for the 2003 Fiscal Year be accepted. Carried.
 - d. **Moved by A. Hoyle**, seconded by R. Hall that Deloitte & Touche be appointed to complete the audit on the 2004 fiscal year. Carried.

4. Membership and Publicity Committee – Jill ten Caté

Members of the Committee: Heather Rollason Driscoll, Chair, Jill ten Caté, Brenda Hobbs

Two initiatives were planned for and undertaken for the year:

1. Website Revision – The website has undergone a thorough revision. The new content will be launched shortly and it will include more streamlined information and easier access to the Society's digital publications. Thanks to Heather Rollason Driscoll and Michael Moir for their efforts in the revision. We would also like to acknowledge the assistance of Karen Turko and staff at The University of Toronto Library for hosting the site.

2. Pen & Paddle – The first issue of Society newsletter, *Pen & Paddle*, was published and delivered to members in November. Thanks to Germaine Warkentin and Conrad Heidenreich for their contributions to this issue. The newsletter will be published twice a year with plans to make it available soon on the Society’s website www.champlainsociety.ca. The editors encourage contributions to the newsletter from our members. We hope it will become a forum for communication as well as an added benefit to being a member of The Champlain Society.

5. Fundraising Committee – Patrice Dutil

Committee members: Patrice Dutil, Chair, Bryan Davies, Alastair Gillespie, Brenda Hobbs, Roy MacLaren, Joseph Martin, Jill ten Caté.

Pursuant to the discussions of the May 2004 Council meeting, fundraising pursued two strategies:

1. Finalizing membership categories; now awaiting a marketing plan.
2. Crafting a prospectus on Champlain project; appealing to foundations, corporations and government agencies.
 - Government of Ontario interested.
 - Conversation begun with Department of Canadian Heritage
 - Historica Foundation not interested
3. Approaches would be made to the following:
 - Walter and Duncan Gordon Foundation
 - The George and Helen Vari Foundation
 - The Hudson’s Bay History Foundation
 - CRB Foundation
 - Wilson Foundation
 - RBC Foundation
 - The McGeachy Charitable Foundation
 - The McCain Family Foundation
 - The Taylor Foundation
 - The Davies Charitable Foundation
 - The Goodhead Foundation
 - The Highbury Foundation
 - The Hudson Burnbrae Foundation
 - The Budd Sugarman Foundation
 - The Lloyd Carr-Harris Foundation
 - The Jarislowsky Foundation
 - The Sifton Foundation
4. Proposed activities for the winter of 2005:
 - a/ Sending letter on new membership categories to all members
 - b/ Focus on targeted fundraising for Champlain project

- c/ Focus on Ontario Ministry of Culture, Department of Canadian Heritage, Canadian Ambassador to France
- d/ Fundraising trip to Donnelly country
- e/ Try to determine the interest of Toronto regional members for other activities. Do a questionnaire to them.

6. The Chalmers Book Award – Jeanne Beck

1. The Society administers the Floyd S. Chalmers Award, an annual prize for the best book on Ontario history. The winner for 2003 was: Terry Crowley of the University of Guelph, author of *Marriage of Minds, Isabel and Oscar Skelton - Reinventing Canada*
2. As of February 2004 the three jury members are:
 - a/ Dr. Ruth Compton Brouwer, Chair; to serve for at least two more years to give continuity to the office.
 - b/ Dr. Carl Berger; started a three-year term January 2004
 - c/ Dr. Peter Waite; has served for many years; agrees to reappointment on a year-to-year basis

7. Nominations Committee – Michael Moir

Committee Members: Michael Moir, Chair, Patrice Dutil, Ian Wilson

1. At its meeting of 8 May 2004, Council approved the committee's recommendation to appoint three Members to Council for terms that will end on 31 December 2006:
 - a/ Dr. Robynne Rogers Healey, Assistant Professor, Department of History, Trinity Western University; Langley, British Columbia
 - b/ John Pepall, lawyer; Toronto, Ontario
 - c/ Dr. Carolyn Podruchny, Assistant Professor, Department of History, York University; Toronto, Ontario
2. At its meeting of 13 November 2004, Council approved the committee's recommendation to appoint five Members to Council for terms that commence on 1 January 2005, and end on 31 December 2007:
 - a/ Bryan Davies, Chief Executive Officer and Superintendent, Financial Services Commission of Ontario; Toronto, Ontario
 - b/ Dr. Roger Hall, Associate Professor, Department of History, University of Western Ontario, and General Editor of the Society; Toronto, Ontario
 - c/ Dr. Jane Errington, Professor, History Department, Royal Military College of Canada; Kingston, Ontario
 - d/ Dr. Bosko Loncarevic, physicist and publisher of reprints of early Arctic exploration journals on CD; Bedford, Nova Scotia
 - e/ Lutzen Riestra, Archivist-Administrator, Stratford-Perth Archives; Stratford, Ontario
3. Council has adopted the committee's recommendation that the following Councillors be appointed Officers of the Society for 2005:

President:	Michael Moir
Vice-President:	Patrice Dutil

Vice-President: Karen Turko
 Vice-President: Allan Hoyle
 Vice-President: Frits Pannekoek
 Treasurer: Brenda Hobbs
 Secretary: Jeanne Beck

4. The following individuals were appointed Chairs of the standing committees of Council, and were given the authority to appoint committee members as required:
 - Business Operations: Allan Hoyle
 - Fundraising: Patrice Dutil
 - Membership: Jill ten Caté
 - Nominations: Michael Moir
 - Publications: Michael Moir
5. The Executive Committee for 2004 will consist of the Officers of the Society and Chairs of the standing committees of Council.
6. It gives the committee great pleasure to report that Council has appointed the Hon. Alastair Gillespie an Honorary Vice-President of the Society in recognition of his contributions as a Councillor and Officer.
7. The committee also wishes to acknowledge the hard work and dedication of Ed Dahl, who resigned during the year, and Dr. Heather Rollason Driscoll, Professor William Hamilton, and Professor Douglas Leighton, whose terms expire at the end of 2004. Their many years of service on Council had a very positive impact on the interests of the Society.

8. Secretariat's Annual Report – John Becker

1. Membership Statistics

- a/ November 2004, the Donnelly book was sent to:
722 Year 2003 members. 786 books printed; 64 remain in stock @ \$100 ea.
- b/ January 2003, the Hale-Amherst book was sent to:
748 Year 2002 members. 933 books printed; 86 remain in stock @ \$100 ea.
- c/ March 2002, Welland book was sent to:
776 Year 2001 members. 1088 books printed; 85 remain in stock @ \$40 ea.

2. Production Issues

- a/ As the result of an analysis conducted in April 2003, it was concluded that production costs could be lowered if various parts of the production process were separately tendered.
- b/ It was decided to experiment with this approach starting with the Petitot volume. A print broker was contracted to work with the Society on the Petitot volume starting in May 2004.
- c/ For the last two projects the University of Toronto Press cost per book decreased slightly from:
\$45.60 printer=s cost per copy [933 copies, 562 pages] for Hale-Amherst to
\$40.14 printer=s cost per copy [786 copies, 464 pages] for Donnelly

- d/ The Donnelly project is the last book superintended by the Society's previous General Editors, Professors Osborne [Queen=s] and Brown [UofT]. Petitot will be the first project superintended by Prof. Roger Hall, new General Editor of the Society.

3. Copyright and Permissions

- a/ The Secretariat has been heavily involved with refining the way that requests and charges for permissions are handled. The result was the preparation of a policy/procedure [April 2004, #32] for responding to and charging for reprinting parts of Society publications.
- b/ In 12 months from November 2003 to October 2004 we have received 25 enquiries producing revenue of \$1,725 from 9 publishers and 5% of sales revenue from a tenth. Fifteen applications from public bodies and educational organizations were not charged for their use of images.
- c/ Quintin Publishing Group of Pawtucket, Rhode Island, USA advertised on the web that they would supply either CD-ROM searchable disks or coil-bound hard copy copies of 8 titles from our Hudson=s Bay Series. We were alerted by a member of Council. We informed the Archives of the Province of Manitoba and wrote to Quintin asking him to send us his permissions C (which he did not have, of course.) After some negotiations he agreed to send us 5% of revenue received. This information will now be added to the digital collection listing on our web site so that members will see which out-of-print volumes are available from other sources.

4. Newsletters

- a/ Commencing with the Donnelly book mailing, members received a copy of the Society=s new newsletter, *Pen & Paddle*, conceived and produced by Heather Driscoll and Jill ten Caté.
- b/ A humbler newsletter which, for the sake of differentiation we might call *a flyer*, was prepared twice during the year, once for the March mailing to members and a second edition went out in October with the invitation to the AGM. These are usually single sheets, 2-sided documents which carry more immediate information, schedules of publications and announcements.
- c/ We continue to try to combine mailings in order to conserve on postage costs but this is not always possible.

5. The Digital Collection

- a/ During the year the University of Toronto Libraries generously offered to scan the last 9 titles which were out of stock and had not previously been scanned. These have been added to the digital collection which now numbers 85 titles.
- b/ In addition to the main file called Adigital collection@, we have included the entire contents of the two Occasional Papers as PDF files so that members may print out the entire contents.

6. Book Inventory and Sales

- a/ Sales of books have been modest, only about 130 books during the last 12 months -- even with the reduction of prices in 2002. Sales have been as follows:
 - Within the \$10 group [2 titles] 8.6% of 1 November 2003 inventory sold in 12 months
 - Within the \$16 group [4 titles] 3.6%

- Within the \$40 group [7 titles] 8.5%
- Within the \$130 group [8 titles] 6.1%
- Within the \$200 group [3 titles] 9.4%
- b/ In 2003 we decided that our minimum selling price could not go below \$16 [except for the \$10 Occasional Papers] because of the cost of handling, postage and invoicing.
- c/ I will be recommending a price reduction on 20 of the 26 titles in stock of between \$24 and \$80 per title in hopes of increasing the sales. New selling prices will be between \$16 and \$120.
- d/ A new policy defining discount and return policies when dealing with commercial bookstores and heritage museums will be implemented shortly. This will encourage sales of our books too. We have had calls from three stores indicating an interest in stocking some of our titles.

7. Donations Received during the first 10 months of 2004

- a/ \$10,240 was received from individuals, up from \$5,676 total last year.
- b/ Corporate donations were received of \$6,350. This includes \$5,350 in-out@ donation from Deloitte & Touche, our auditor. This is a reduction from the 2003 year.

8. Donation of Books

The Society is often asked by relatives of deceased former members or members moving into smaller quarters about the sale or gifting of collections of Champlain titles. We have methods of helping these individuals get an appraisal of their collections which helps them get a tax receipt from a donee. Please refer friends and associates about this new service the Society can now offer.

9. Advertising

- a/ The number of members has dropped by 7% since March 2002 B from 776 down to 722 this year. [See item 1 above.] Also the sale of back issues is less than vigorous despite a regular review and decrease in selling prices. [See item 6 above.]
- b/ Advertising the benefits of membership and the back list we have in stock has been limited to a brochure mailed out to members. No other advertising has been considered.
- c/ We suspect that the gift of Lord Minto volumes [2 volumes to any high school history teacher; 750 volumes total] resulted in no new members!
- d/ While our web page is attractive and useful to many scholars and members of the public, it seems that it is having no positive impact on our membership numbers.
- e/ I recommend that **Advertising** be given prominence in the Council=s discussions in 2005.

9. Moved by Prof. D. Leighton and seconded by Prof. William Hamilton that these Committee Annual Reports be accepted. Carried.

10. The meeting then adjourned.