

# **1991 Annual General Meeting of the Archives Association of British Columbia - Minutes**

**April 27, 1991**

**Halpern Centre, Simon Fraser University, Burnaby, B.C.**

1. Chris Hives called the meeting to order at 9:10 a.m.

## **2. Approval of the Agenda.**

Bob Stewart moved that the agenda be approved. Trevor Liverton seconded the motion.

Passed.

## **3. Executive Reports.**

See attached reports submitted to all members attending the meeting.

### **3.1 President's Report.**

Chris Hives reported that we have experienced no difficulties whatsoever with the amalgamation of ABCA and BCAC. We hope to encourage as many institutions in the province as possible to become institutional members.

3.2 Concerning the ACA Education Plan as outlined in the report, discussion arose as to ACA's role and AABC's role in archival education. It was agreed that ACA's revised proposal will be distributed by the AABC executive in some form to AABC members and an opportunity for discussion provided.

3.3 Concerning next year's conference, AABC will most likely be meeting with the Northwest Archivists Association in Washington State. This is still to be confirmed.

3.4 Chris thanked the committees for their hard work this year and the conference committee for organizing this year's conference.

### **3.5 Treasurer's Report.**

Grant Mitchell presented the ABCA financial report and read the BCAC financial report. He reported that AABC has \$35,000 in the bank at present.

3.6 Chris Hives moved and Chris Petter seconded the motion to approve the financial report. Passed.

## **4. Committee Reports.**

See attached reports presented to all members attending the meeting.

## **5. Education Coordinator**

Laura Coles reported that she had been hired on contract by BCARS for one year from March 1991 to the end of February 1992. Her job is to develop four basic level courses for the entire B.C. archival community. These are in particular designed for people working in volunteer positions in archives or about to enter archives. There will be a total of seven tests of the courses in the fall and winter of 1991/1992. The first test will be in September. Laura will also be writing a job description of the Education Coordinator to be presented to BCARS and AABC hopefully in September of 1991.

6. Grant Mitchell moved and George Brandak seconded the motion that the Archives Association of British Columbia appoint Bert Weinkauff of N.A. Weinkauff and Associates, as auditor of the association from January 1991 to March 1991. Passed.

6.1 Grant Mitchell moved and Chris Petter seconded the motion that the Archives Association of British Columbia appoint Bert Weinkauff, of N.A. Weinkauff and Associates, as auditor of the association for the 1991-1992 fiscal year. Passed.

#### **7. Other Business**

None

#### **8. Introduction of the New Executive.**

Susan Hart presented the incoming Executive of AABC.

President - Chris Hives

Vice President - Linda Wills

Secretary - Ann Carroll

Treasurer - Grant Mitchell

Institutional-Member-at-Large - Bob Stewart

Individual-Member-at-Large - Glen Isaac

9. Grant Mitchell moved and Trevor Liverton seconded the motion to adjourn at 10:10 a.m. Passed.

# **1992 Annual General Meeting of the Archives Association of British Columbia - Minutes**

**May 2, 1992**

**Western Washington University, Bellingham, Washington**

1. The meeting was called to order at 9:05 a.m.
2. The Agenda was approved.
3. The minutes of the 1991 A.G.M. were approved.

## **4. Executive Reports.**

President's Report.

Chris Hives, President, reviewed the activities of the past year and gave advice for the future direction of AABC. His report will appear in the next issue of the AABC Newsletter.

### 4.1 Treasurer's Report

Grant Mitchell presented the unaudited financial report which accompanies these minutes. The accountant will be auditing the report. This audited report will appear in the newsletter.

4.2 Chris Petter moved and Jim Burrows seconded that the report be accepted. Motion carried.

## **5. Committee Reports.**

Grants Committee.

Bob Stewart explained in more detail (see attached report) the work of the Grants committee and the grants adjudication procedure. Discussion then ensued over the need to inform applicants as to what criteria were being used to judge applications. Bob said he was planning to write an article for the newsletter reflecting on the grants procedure and making recommendations for the next Grants Committee.

It was suggested that an earlier deadline be applied to the applications so that incorrectly filled-out applications could be sent back to applicants for correction rather than having them rejected because of time considerations.

The need to continue to spread grant money to many institutions and the danger of giving a disproportionate amount to one institution with many institutional memberships was pointed out.

5.1 Jim Burrows moved and Freeman Anderson seconded the motion that the Grants Committee provide written rules and or criteria approved by the Executive of AABC to the membership prior to the next round of CCA grant applications. Motion carried.

## 5.2 Membership Committee.

Jim Ross reiterated concerns about the institutional membership issue and its impact on the awarding of grants. Chris Hives noted that the Executive of AABC took a maximalist approach concerning the acceptance of institutional members. He said, however, that being an Institutional Member of AABC does not guarantee receiving a grant.

Nothing was resolved, but it was suggested that there be a forum at the next conference where this and other topics would be discussed.

## 5.3 Education Committee.

Frances Fournier drew the membership's attention to the report attached. John Bovey asked members to come to him after the meeting as he had copies for everyone of Laura Coles' report to BCARS, "Education Development Officer, Report on Activities, 1991-1992." John asked the membership to respond to the report to him by June 12, 1992. He expressed admiration of and gratitude to Laura for her excellent work. He also thanked the members of AABC for their contributions.

5.4 John noted that BCARS wishes to meet with the new Education Committee to discuss the next phase of the program. He mentioned that BCARS wishes to go "hand in hand" with AABC.

5.5 John noted that the provincial government has now committed \$138,375 in CAAP grants for B.C.

## 5.6 Newsletter Committee.

Chris noted that we need a new Newsletter Editor. He congratulated Anne MacLean on the fine work she had done as editor. See attached report.

## 5.7 Ad Hoc Committee on Freedom of Information and Privacy.

See attached report. On May 7th, the Access to Information and Privacy Bill will be given first reading in the House.

## 5.8 Ad Hoc Committee on Archival Legislation.

See attached report.

## 5.9 Conservation Committee.

Jim Burrows thanked the members of his committee, Jacqueline O'Donnell, Heather Chan, Sue Bigelow and Barry Byers for their hard work on the conservation report. He reported that thanks to federal CCA funding and the CAAT program of the B.C. government AABC now has a conservation service. We have hired a conservator who will conduct on site surveys of repositories and provide advice on preventive conservation, disaster planning and other

information on conservation. The conservator will not be doing treatments. In the case of a disaster institutions may call on the conservator to visit the site and make recommendations.

Jim then introduced our new conservator, Rosaleen Hill, a graduate of the Queen's University conservation program and most recently in charge of the Manitoba conservation program. Rosaleen will be getting in touch with members through the newsletter and other means. The appointment is a one year appointment which it is hoped will be an ongoing program.

## **6. Constitutional Amendments.**

Grant Mitchell moved and Kathy Carney seconded the motion that Section 11 (2) of the constitution be amended to read, "At the Annual General Meeting of the Association, an accountant or accountants shall be appointed whose duty it shall be to perform a review of the financial statements and to present a report to the Annual General Meeting next following". Motion carried.

6.1 Grant Mitchell moved and David Trudel seconded the motion that Section V (4) of the constitution be amended to read, "The Treasurer shall be responsible for the proper keeping of the books of account for the Association. The Treasurer shall print a duly reviewed financial statement of the receipts and disbursements for each fiscal year and such other financial statements as required by the Executive Committee." Motion carried.

6.2 Discussion arose over the third proposed amendment, that on membership. Some members objected to changing the Individual Membership category to Professional Membership. They felt that this nomenclature would alienate a number of the members and potential members. It was agreed that part of the problem was the wording of the amendment which seemed to indicate that in order to be a Professional Member one had to work full time as an archivist. The Executive noted that the intention of the change was to raise more money for AABC by encouraging those members who were receiving a regular salary to pay more by becoming Professional Members.

6.3 Chris Hives moved and Ann Carroll seconded the motions to amend Section 1 (1) (2) (4) as noted on the attached, "Notice of Proposed Constitutional Amendments - 1992 A.G.M." Motion rejected.

6.4 Kathy Carney moved and Bob Stewart seconded the motion that Section V (1) of the constitution be amended to read, "...The President shall preside over the meetings of the Association and the Executive Committee." Motion carried with one member opposed.

## **7. Resolutions**

Grant Mitchell moved and Susan Hart seconded that the Association appoint Bert Weinkauff of N.A. Weinkauff and Associates as reviewer of the financial statements of the Association for the 1992-1993 financial year. Motion carried.

## **8. Other Business**

John Bovey wished to remember two pioneers in B.C. archival history who have died recently. The first was Mrs. Madge Wolfenden Hamilton (1893-1992) who worked at PABC from 1914-

1954. She was Acting Provincial Archivist from 1942-1945 and Assistant Provincial Archivist when she retired in 1954. The other person was Miss Inez Mitchell (1906-1992). She worked for PABC from 1930-1971. She was Assistant Provincial archivist from 1954-1971.

8.1 George Brandak made a motion of thanks to the Executive for all the work they had done.

### **9. Introduction of the New Executive**

The following members are acclaimed: Linda Wills, President, Jim Burrows, Vice-President, Grant Mitchell, Treasurer, Christine Veale, Secretary, Glen Isaac, Individual Member-at-large and Chris Hives, Institutional Member-at-large.

10. Chris Hives moved and George Brandak seconded the motion to adjourn at 10:30. Passed.

# **1993 Annual General Meeting of the Archives Association of British Columbia – Minutes**

**April 24, 1993**

**Vernon, British Columbia**

## **1. Approval of Agenda**

Motion to approve agenda by Doreen Stephens and seconded by Kathleen Kyle.

## **2. Approval of minutes of 1992 Annual General Meeting**

Motion to approve minutes of Annual General Meeting 1992, Bellingham, Washington by George Brandak and seconded by Gary Mitchell.

## **3. President's Report**

- Linda Wills reported that job descriptions for committee chairs are in progress. We hope to have all responsibilities clearly defined.
- Ted White is our new administrative assistant. Many thanks to Wayne Murdoch, his predecessor.
- Funding from the Provincial and Federal governments has been cut by 10%. We are unsure of the status of our CAAP and CAEP applications, but Lois Boone is very supportive of AABC. We have applied for three grants in education and archival holdings projects.
- Linda encouraged members to write thank you letters to appropriate ministries for the funding they receive.
- Many thanks to Rosaleen Hill who has done an exemplary job as our Conservation Coordinator. Her work is funded by both Federal and Provincial grants.
- Blair Taylor has completed fonds level descriptions for seventeen institutions for the Archival Holdings Project. These are now available in hard copy.
- Two new chapters of Manual for Small Archives will be available to members in late 1993.
- Response to regional representatives has been very positive. Linda encourages members to become involved.

## **4. Treasurer's Report**

- Grant Mitchell reported that we have a well established bookkeeping system. An accountant will review our financial statement next month.
- We have printed the fifth edition of Manual for Small Archives and have 200 copies to sell for profit. We also have some occasional papers generating revenue.
- Motion to accept treasurer's report made by Trevor Livelton, and seconded by Susan Hart. Motion passed.
- Motion to have Bert Weinkauff review bookkeeping for 1993/94. Moved by Ann Carroll and seconded by Frances Fournier. Motion passed.

## **5. Committee Reports**

- Conservation Committee - Rosaleen has done an excellent job as Conservation Coordinator for British Columbia. We now have an environmental monitoring kit that may be loaned to institutions.
- Education Committee - The main goal for the coming year is to continue the community archives education programme. The committee will continue with workshops.

Fundamentals and conservation workshops have proved to be very successful. Members were encouraged to join the education committee.

- Membership Committee - Producing a membership survey to determine if members are receiving the services they need.
- Grants Committee - There has been a 10% cut in funding. CCA is reviewing grants programmes and they may be different next year.
- Legislation Committee - Committee will continue with their endeavors. This will be an ongoing process.
- Freedom of Information Committee - Encouraged members to become involved.

#### **6. John Bovey, Provincial Archivist addressed the membership.**

- Informed members that conservation service has been approved \$32,000, community archival education programme has been approved \$36,000, and B.C. Union List project has been approved \$25,000 for phase II.
- Mr. Bovey wished the Association success in the coming year, and congratulated AABC on all the letter of thanks sent to the minister. He suggested sending letters to local MP's to make them aware of money the community has received and for what purpose.
- Community grants will be the same as the previous year, \$225,000.
- Reported that there have been changes in the procedures for CAAP. This will now involve stricter accounting procedures.
- B.C.A.R.S. engaged in re-structuring and the details are forthcoming. Jeffrey Wilson Taylor who had an interest in business history of B.C. has made B.C.A.R.S. a beneficiary.
- Archival legislation may be introduced in 1995

#### **7. Other Business**

- Jan Turner talked to members about the B.C. Thesaurus. She gave a history of the thesaurus and elaborated on her present project. She recommended that a committee be set up to deal with ongoing questions that will arise. We need to determine how much it is being used, and what type of support members require to begin using the thesaurus, i.e. workshops.

#### **8. Nominations**

- Ann Carroll introduced the new Executive: President, Jim Burrows by acclamation; Vice-President, Frances Fournier; Treasurer, Ann ten Cate; Institutional Member-at-large, Chris Hives; Individual Member-at-large, Jane Parkinson; and Secretary, Christine Veale.
- George Brandak motioned that the meeting be adjourned at 10:30 am.

# 1994 Annual General Meeting of the Archives Association of British Columbia - Minutes

April 23, 1994

Richmond City Archives, Richmond, BC

## 1. Approval of Agenda

Motion to approve agenda by Kathleen Carney and seconded by Gary Mitchell.

## 2. Approval of minutes of 1993 Annual General Meeting

Motion to approve minutes of Annual General Meeting 1993 in Vernon by Sue Baptie and seconded by Chris Petter.

## 3. President's Report

- Two revised chapters of Manual for Small Archives are now on sale, the manual continues to sell very well.
- All three of our programs are very successful; Conservation, Education and the Union List Project. Rosaleen Hill, Irene Bekes and Bill Purver were commended for the excellent work they have been doing.
- The Education Committee was congratulated for the work they have been doing.
- FOI; we are continuing to monitor the legislation and are still lobbying for archival legislation.
- President thanked the executive, committee chairs and members for their participation in the AABC over the past year. A special thank you to Chris Hives for all his hard work on behalf of the association.
- Ted White was also thanked for his work as administrative assistant.

## 4. Treasurer's Report

- We have financial statements for all four accounts of AABC. Ted White has statement for general account for our members.
- \$47,000 total revenue
- \$37,000 disbursements
- \$30,000 to carry over
- Treasurer reported a very healthy financial picture at present.
- Treasurer made a motion to appoint Weinkauf Malish Clark, certified general accountants, to complete a general review of the Association books and financial statements. Motion by Grant Mitchell and seconded by Susan Hart. Motion passed.
- Members were reminded of claiming for travel subsidies

## 5. Committee Reports

Committee chairs were introduced.

### *Education Committee*

- Susan Hart was introduced as chair of committee.

### *Membership Committee*

- Carol Haber reported that we now have 356 members. Terry Eastwood recommended that we publish in the newsletter our membership statistics and how many members attended this year's conference.

#### *Grants Committee*

- Chris Hives hopes that we are able to give some help to regions for grant writing. Concern expressed regarding the response to conservation grants.

#### *FOI Committee*

- Trevor Liverton introduced as chair of committee.

#### *Archival Legislation Committee*

- Committee will provide members with a copy of brief sent to government. Terry Eastwood suggested members become more aware of issues surrounding archival legislation. He believes members must get behind act and become involved by responding when legislation is passed.

#### *Thesaurus Committee*

- Janet Turner introduced as chair of committee. Reports that committee has produced a survey to determine how and if thesaurus is being used. The survey will be conducted in May-June and data will be analyzed by the fall. Copies of the addendum are now gone and we need to produce further copies.

### **6. Association Publications**

#### AABC Newsletter

- Val Billesberger unable to attend meeting. Kelly Stewart will take over the position as newsletter editor. Terry Eastwood made motion to send thanks for all her work. Seconded by Gary Mitchell.

#### Manual for Small Archives

- Two new chapters (revised); arrangement and description and automation. They are now available to members through Enid Britt at SFU for a cost of \$15.00.

### **7. BC Archival Union List Project**

- Project is now in phase three. Grant Mitchell suggested setting up an advisory committee to make recommendations on how to maintain work already done. Would enable us to make future plans about what happens to project when phase three is completed.

### **8. Other Business**

- Grant Mitchell raised issue of low interest rate and questioned the possibility of T Bills or other investments. Treasurer reported that will take \$20,000 and \$10,000 and rotate investments so we always have access to cash. Will try to maximize our investment potential. Motion to accept Treasurer's report by George Brandak and seconded by Bob Stewart. Motion passed
- Long Term Plan outlines the future of the Association and direction of the Executive. The plan will change every year but will provide direction. Members are encouraged to comment.
- Gary Mitchell suggested that members review plan at every conference. He suggested that one hour be set aside to discuss and as we institute new programs we link them to the plan. Executive in agreement with this.
- Susan Hart asked for clarification in the reduction of Education Program. Jim Burrows reported that at some stage basic programs will have been taken by everyone who wants them.
- Terry Eastwood asked about maintenance of the Union List and do we know who will be responsible for maintaining it. We will pay UBC maintenance fee in future; at present this is free. Terry Eastwood expressed concern about the cost of maintenance if it develops

into a network. Chris Petter pointed out that libraries receive funding for networks so we shouldn't have a problem.

- Motion by John Bovey to send message on May 11, 1994 to W.K. Lamb on the occasion of his 90th birthday. Seconded by Terry Eastwood.

### **9. Nominations Committee Report**

Three positions are open: Vice-President, Secretary, and Institutional Member-at-large. The new executive presented to the membership: President - Frances Fournier, Vice-President - Joanne Rajotte, Secretary - John Stewart, Institutional Member-at-large - Christine O'Donnell, Individual Member-at-large - Jane Parkinson.

Meeting adjourned at 10:20

# 1995 Annual General Meeting of the Archives Association of British Columbia – Minutes

April 22, 1995

Dunsmuir Lodge, Saanich, British Columbia

## 1. Approval of Agenda

Motion to approve agenda moved by Susan Hart and seconded by Marlene Smith.

## 2. Approval of minutes of 1994 Annual General Meeting

Motion to approve minutes of Annual Meeting 1994 moved by Susan hart and seconded by Trevor Livelton.

## 3. Executive Reports

### i. President's Report

- Reported continuation of several successful projects from previous years: Community Archives Education Program, the B.C. Conservation Service and the B.C. Archival Union List. A special thanks to contractors on these programs: Irene Bekes, Rosaleen Hill and Bill Purver.
- Completed the seventh printing of the *Manual for Small Archives*, and two additional chapters continued to be sold separately to owners of previous printings. A special thanks to Enid Britt for help in distribution of manuals. In addition, a publications committee has prepared a long range plan for the revision of the *Manual*.
- The Archives Legislation Committee met with BCARS representatives and the AABC has support for archives legislation from the heritage community and from the Freedom of Information and Privacy Association. We will monitor the situation and renew lobbying efforts at the appropriate time.
- All committee efforts have been informed by the AABC Five Year Plan introduced at the annual general meeting last April. Members were invited to participate in a discussion of the plan following the AGM.

### ii. Treasurer's Report

A statement of accounts was presented to members

\$63,396.08 total revenue

\$57,838.66 disbursements

\$25,000 invested in 3 GICs to earn interest and each on a different roll over date so we will have the cash on hand when needed (e.g. money to use while awaiting grants)

Treasurer reported that all accounts are healthy.

## 4. Committee Reports

### i. Education Committee

Susan Hart presented report in place of committee chair Lynne Tibbitt. A generally successful year. Low registration for some workshops in smaller communities meant a reassessment of locales and recommendations for 1995/96. Consistently positive evaluation for all events.

## **ii. Conservation Committee**

Francis Mansbridge presented committee report. Some communities still not aware of the conservation service. All institutions encouraged to use this service.

## **iii. Grants Committee**

Frances Fournier presented report on behalf of committee chair Christine O'Donnell. Quality of grant applications is high.

## **iv. Membership Committee**

Chair, Erwin Wodarczak reported, and was thanked for taking over as chair after the committee lost some members. The latest membership figure is 402 members, 97 of them institutional. This is an increase of 46 members over last year.

## **v. Archival Legislation Committee**

Ann Carroll presented committee report. Though archival legislation was not on the government agenda this year, the committee presented a brief to the government and will continue to press for legislation.

## **vi. B.C. Thesaurus Committee**

Heather MacNeil presented report on behalf of chair Jan Turner. Committee completed a survey of membership regarding the thesaurus and has referred various recommendations to the executive.

## **vii. BC Archival Union List**

Grant Mitchell reported on behalf of BCAUL advisory board: 129 repositories have been surveyed and descriptions of their records, plus 70% of BCARS' records, are now available on-line. Project will continue for next 6 months and when survey completed will continue in maintenance role. Bill Purver reported as newly-hired Archives Advisor. He will work on BCAUL for next 6 months then as archives advisor, and on revision to guide to archival repositories.

## **5. Other Business**

- Erwin Wodarczak reported that AABC has 57 out-of-province members.
- Discussion regarding a directory of services that AABC provides. Options are pamphlet, in newsletter or in membership directory.
- Discussion of promotion of membership benefits of AABC
- Regional representatives also fulfil this role
- Advocacy of AABC in general discussed. It will be a priority of new executive.
- John Bovey reported on new hours of access at BCARS and new tariff schedule.
- George Brandak reported on new UBC access site.

## **6. Nominations Committee**

Chair Jim Burrows reported that three positions are open: Vice-President, Treasurer, and Individual Member-at-large. The new executive was presented to the membership: President - Joanne Rajotte, Vice-President - Joni Mitchell, Treasurer - Jay Gilbert, Secretary - John Stewart, Institutional member - Christine O'Donnell, and Individual Member-at-large - Joan Cowan.

Meeting adjourned at 10:15 am

# 1996 Annual General Meeting of the Archives Association of British Columbia – Minutes

April 27, 1996

R.N. Atkinson Museum and Archives, Penticton, B.C.

## 1. Approval of Agenda

Motion to approve agenda moved by Doreen Stephens and seconded by George Brandak.

## 2. Approval of minutes of 1995 Annual General Meeting

Motion to approve minutes of 1995 Annual General Meeting moved by Gary Mitchell and seconded by Erwin Wodarczak.

## 3. Executive Reports

### President's Report

- Joanne Rajotte expressed thanks for work of executive committee members, members of other committees, and contract employees Irene Bekes, Rosaleen Hill, and Bill Purver.
- Reported continuation of several successful projects from previous years: Community Archives Education Program, the B.C. Conservation Service and the B.C. Archival Union List. Also please to report on the successful establishment of the new program: Archives Advisory/Network Coordinator and the hiring of Bill Purver to fill the position. As network coordinator he completed the final development phase of the B.C. Archival Union List Project.
- The second edition of *A Guide to Archival Repositories in British Columbia* was completed by Bill Purver and distributed to participating repositories. The AABC offered copies of the original *B.C. Thesaurus* free of charge, and offered for sale copies of the *Addendum*. A project proposed by the Publications Committee for the revision of *A Manual for Small Archives* was supported by the executive but funding for the project was not forthcoming. Alternative sources are being explored.
- The interest of the AABC have been promoted through an article in the B.C. Museum Association's publication *Museum Roundup*, and through participation in the Heritage Council of B.C.
- All of our committees have continued their work informed by the AABC Five Year Plan introduced at the 1994 Annual General Meeting. Members are invited once again to participate in a discussion of the plan following the AGM.

### Treasurer's Report

- Three statements of account were presented to members.  
Archives Advisor/Network Coordinator - \$71,727.33 total revenue; \$63,802.83 disbursements; \$8,556.21 balance 31 March 1996.  
Conservation Program - \$91,017.85 total income; \$77,895.10 disbursements; \$13,125.75 balance 31 March 1996.  
Education Program - \$25,329.44 total revenue; \$30,541.55 disbursements; \$2,123.18 balance (counting the opening balance of \$7,335.29).
- Treasurer will submit general account report in Newsletter for members' consideration.
- Treasurer reported that all accounts are healthy.

## 4. Committee Reports

### Education Committee

Joni Mitchell presented report on behalf of the committee. A generally successful year. This year developed new guidelines for holding locally or regionally sponsored courses to complement the regularly scheduled courses. Offered four scheduled courses to 51 participants, three sponsored courses to 39 participants, two specialized workshops, and workshop prior to the AABC conference.

### Conservation Committee

Francis Mansbridge presented the committee report. In this the fourth year of the Conservation Service, while site visits remained important, more institutions are initiating consultation with the Conservation Coordinator. Fifty-nine institutional members received site visits or other services. Three conservation workshops were held during the year.

### Archives Advisor/Network Coordinator Program

Joni Mitchell reported for the Advisor/Network Coordinator, Bill Purver. She reported that the executive has designated itself as the Archives Advisor Committee. The second edition of *A Guide to Archival Repositories in British Columbia* was recently published and distributed to all participants. It will be available on the Internet later this year. The B.C. Archival Union List (BCAUL) is now accessible directly on the World Wide Web and BCAUL is entering the Sponsorial Record Phase. Advisory services are now available including site visits for needs assessments and mini-training sessions at regional and ad hoc meetings.

### Grants Committee

Report presented by Joanne Rajotte in Christine O'Donnell's absence. Reported that not all applications could be approved this year due to a further reduction in funding. Christine thanked all those who participated in reviewing and adjudicating the applications.

### Membership Committee

Report presented by Erwin Wodarczak. Reported a successful year including mailing out a package to 107 prospective members, distributing brochures and applications to MAS students at UBC, placing advertisements in various newsletters, and distribution of the 1995 Membership Directory.

## 5. Other Business

- Joanne Rajotte reported on AABC participation in development of a recruitment poster for the MAS program at UBC. She also reported on proposal for development of an AABC homepage on the World Wide Web and the formation of a committee to study and develop it. Propose to develop our own site.
- Ruby Nobbs from Revelstoke reported that a report for her institution by Bill Purver resulted in the approval of a new air conditioning and invited the AABC to hold its conference in Revelstoke in 1999, the centenary of Revelstoke incorporation.
- Some discussion about the new policy regarding allowing only one person per institutional membership to attend workshops at membership rate. Agreement that the new executive will address this once again.
- Susan Hart suggested that archival institutions look into persuading donors to include "archival dowries" (funds) to pay for processing of donated records.

- Gary Mitchell reported on developments at the British Columbia Archives and Records Service (BCARS), including the proposal that non-government records, and perhaps the archives itself and the CAAP Grants, be transferred to the Royal British Columbia Museum under the Ministry of Small Business, Heritage and Culture.

The following resolution was moved by Chris Petter and seconded by George Brandak: "The AABC strongly protests the re-organization of the information office to split non-government records collections from BCARS. We believe that such an approach would lead to a significant deterioration in the services of BCARS and to the possible erosion of support for all B.C. archives provided through the community grants programs. We strongly recommend that they reconsider this decision which we view as misguided and short-sighted with regard to the preservation of our province's documentary heritage."

The resolution was passed unanimously.

- Bill Barlee, the Minister of Small Business, Heritage and Culture joined the meeting at this point and spoke in favour of the proposal to transfer the provincial archives to his ministry. The Minister was informed by those present of their opposition to this proposal.

## **6. Nominations Committee**

Chair Linda Wills reported that three positions are open: Vice-President, Secretary, and Institutional Member at Large. The new executive was presented to the membership: President - Joni Mitchell, Vice-President - Trevor Livelton, Treasurer - Jay Gilbert, Secretary - Kelly Harms, Institutional Member at Large - Wendy Hunt, and Individual Member at Large - Joan Cowan.

Meeting adjourned at 11:15 am

# 1997 Annual General Meeting of the Archives Association of British Columbia – Minutes

Saturday, April 26, 1997, 9:30 AM  
Landmark Hotel, Vancouver, BC

## 1. Approval of Agenda

Add: 4.6 Internet Committee report

Add 4.7 Regional Representatives report

Add 5.0 Gary Mitchell resolution

Motion to approve agenda moved by Gary Mitchell, seconded by Joanne Rajotte. Carried

## 2. Approval of minutes of 1996 Annual General Meeting

Motion to approve minutes of 1996 Annual General Meeting moved by Mary McIntosh and seconded by Irene Bekes. Carried

## 3. Executive Reports

### 3.1 President's Report

- Joni Mitchell reported on a difficult year for the AABC. The programs and initiatives the Association has worked so hard to develop and implement, and that have been so valuable to our members, were threatened with extinction due to the provincial funding crisis. Despite the difficulties, the President is encouraged with what has been accomplished.
- The President reported that Provincial funding was made available for the special project to revise The Manual for Small Archives. The Executive has since approved the expenditure of Association funds to match funds provided by the province in order to hire a contractor to complete the revision project.
- In light of the increasing volume and complexity of AABC financial and administrative functions, the Executive, on behalf of the AABC, retained the services of Williamson Administrative Services in January of 1997. This agreement will be reviewed and renewed on an annual basis.
- Irene Bekes administered the delivery of 12 courses under the auspices of the Community Archives Education Program (CAEP).
- Rosaleen Hill, former co-ordinator for the B.C. Conservation Service, left to accept a teaching position at the University of Canberra in Australia. Megan Cornish was hired as an interim replacement to the end of the fiscal year. Ms. Cornish has recently been confirmed as the co-ordinator of the B.C. Conservation Service in a nationally conducted competition. Bill Purver Archives Advisor/Network Coordinator conducted several site visit tours to regions of the province, attended regional meetings, and participated as an advisor to the Internet Committee. As Network Co-ordinator, Mr. Purver continued to describe records and enter those descriptions on the British Columbia Archival Union List (BCAUL). In addition, Mr. Purver established the B.C. Archival Resources Web Site.
- The President expressed thanks to Tanya Karlebach, program planning chair, and Ann Carroll, local arrangements chair for their work on this conference. Thanks also to hard working committee members, and to the program coordinators, Irene Bekes, Bill Purver and Megan Cornish.

### 3.2 Treasurer's Report

Four detailed statements of account were presented to members.

General Account - \$54,236.60 total receipts; \$48,938.30 total disbursements; \$5,298.30 Excess of Revenues over Expenditures; Fund balance, \$34,600.83, Beginning of the year; \$39,899.13 Fund balance, End of the Year.

Archives Advisor/Network Coordinator - \$81,170.26 total receipts; \$76,863.02 total disbursements; \$4,307.24 closing balance as of 31 March, 1997.

Conservation Service - \$88,575.92 total receipts; \$86,815.25 total disbursements; \$1,760.57 closing balance as of 31 March, 1997.

Community Archives Education Program - \$27,824.69 total receipts; \$24,069.52 total disbursements; \$3,755.57 closing balance as of 31 March, 1997.

Discussion:

1. Treasurer explains that \$15,000 from investment accounts were removed to the General Account to cover expenses during funding crisis. Kathy Carney - Are we considering putting money back into these investment accounts. This concern shared by Jim Burrows. Executive agrees to look into this.

2. Jim Burrows - Is our financial statement being reviewed? Treasurer reports that due to the late arrival of our financial statement last year there was no time to review it. Treasurer explains that a Certified Accountant was retained to reconstruct and verify financial figures. Motion by Jim Burrows - That the financial statements for the Archives Association of British Columbia be reviewed on an annual basis. Seconded by Kathy Carney. Carried. Motion to approve Treasurer's report moved by Jay Gilbert, Treasurer, and seconded by Joanne Rajotte. Carried.

#### **4. Committee Reports**

##### **4.1 Education Committee**

- Report presented by Laura Cheadle, Chair. Held three scheduled workshops and nine sponsored workshops, with a total attendance of 124 participants. One scheduled workshop on the Management of Archives was cancelled due to low registration. The sponsored workshops were an innovation this year and proved to be very successful, exceeding the original goal of seven by two, and reaching groups in remote regions of the province which have not been served in the past. Four courses are scheduled for 1997/1998: Principles of Conservation Management and Emergency Planning; Introduction to Archival Practice; the Care and Handling of Photographs; and Management of Archives. In addition the AABC contracted with Jane Parkinson to develop the curriculum for "RAD for Small Archives" specialized workshop. This workshop has been very successful and the Education Committee is considering developing it as a regular CAEP course.
- Comments from the floor: Jim Burrows sees move from scheduled to sponsored workshops as a positive move forward.  
Report received with thanks.

##### **4.2 Conservation Committee**

- Barry Byers, Temporary chair of the Committee, not in attendance, but submitted a report of the Committee. 1996-1997 marked the fifth year of operation for the AABC Conservation Service, and saw a continuation of successful member services. Report notes a drift from site assessments to other kinds of visits and forms of communication between member clients and the Conservation Coordinator. Site visits are still important but the growing proportion are in the form of collections surveys, as more archives have facilities assessments completed.

- During the year more than 15 AABC institutional members received site visits, while the Conservation Coordinator responded to 237 telephone and email requests for information, and presented two workshops.  
Report received with thanks.

#### **4.3 Archives Advisor Committee -- Jay Gilbert**

Jay Gilbert, Executive liaison to the Archives Advisor/Network Coordinator presented report. Executive liaison to the Committee expresses thanks to the contractors: Archives Advisor - Bill Purver, Conservation Coordinators - Rosaleen Hill/ Megan Cornish, and Education Coordinator - Irene Bekes. Special thanks to Bill for his consistently great work, and to Chris for his help with the growth and development of the BCAUL. Report on the BCAUL - The upcoming change to include sponsorial records will require the committee to meet more often. Change in reporting structure for the Archives Advisor. Under the previous system Bill used to report directly to the Executive. This was changed over the past year with the creation of the Archives Advisor/Network Coordinator Committee. This committee consisted of Jay Gilbert, Executive Liaison, and Chris Hives. This Committee met once during this past year.  
Report received with thanks.

#### **4.4 Grants Committee**

Report presented by Joni Mitchell, on behalf of Wendy Hunt. A total of \$144,499.55 of Canadian Council of Archives grants for archives programs were adjudicated and distributed. \$76,947.00 of this money went to fund the three ongoing AABC administered programs: Archives Advisor/Network Coordinator, Conservation Services and Community Archives Education Program.

Comments from the floor: Joanne Rajotte raises question about how the balance of CCA grant funds are used. Joni Mitchell, President, notes that over 50% of CCA funds are currently used for AABC programs. Suggestion is made that we may need to review how distribution of funds is balanced, including justifying the provision of programs and courses. Chris Hives observes that reductions of grant funding suggest that individual grant applications should be for smaller amounts. If grant funds continue to decline below a certain level, we may need to consider other means of adjudicating these funds.

#### **4.5 Membership Committee**

Report presented by Doreen Stephens, Chair. Membership Committee inactive during part of the year while the committee was without a chair. Chair joined the committee in fall, and since then the committee has met five times. The Committee prepared and distributed a Membership Directory in the fall of 1996, and will endeavor to have the 1997-1998 Directory out with the summer issue of the Newsletter. The current administrative support through Williamson Administrative Services has been very helpful, and the committee anticipates working with the service will allow for a more complete, accurate and more easily maintained member database. Thanks to Kelly Harms, Executive liaison, who has met with the Committee and been of help to the Chair. Special thanks to Joanne Rajotte who volunteered her time to serve as interim Admin. Support until Williamson was retained.

#### **4.6 Internet Committee**

Report presented by Craig Neelands, outgoing Chair. The Committee selected an Internet service provider and began planning the AABC Home page in spring 1996. The Web site was launched in July of 1996, with announcements going out to the community and various archival Internet listservs over the summer. In Fall of 1996 work began on splitting the Web

site into a set of pages relating to AABC matters and services exclusively, and another set of pages constituting the B.C. Archival Resources Web site, maintained by the AABC Archives Advisor/Network Coordinator.

#### **4.7 Regional Representatives Report**

Report presented by Joan Cowan. The Regional Representative have been responsible for providing information about the AABC and its programs to archival institutions and individuals. As well they have coordinated regional workshops, organized general meetings with the Archives Advisor and/or Conservation Coordinator, and encouraged cooperation and communication between local archives.

#### **5. Other Business**

The following resolution moved by Gary Mitchell.

That the AABC send card and flowers to Ruby Nobbs of Revelstoke, wishing her a speedy recovery.

Seconded by Linda Wills. Carried

Discussion:

Question from George Brandak - Are we going to hear from the Advocacy Committee. Jane Parkinson, Ad Hoc Advocacy Committee Chair responds that because of the busy year, their committee did more advocating than planning. One of the first tasks of the Committee for the coming year is to research advocacy methods, collect source materials and ideas for advocacy initiatives, as well as identify key areas where the AABC should concentrate advocacy efforts.

#### **6. Nominations Committee**

Chair Mary McIntosh reported that three positions are open: Vice-President, Treasurer, and Individual Member at Large. The Nominations Chair called three times for any other nominees from the floor. With no further nominations the Chair presents, by acclamation, the Executive for the 1997-1998 year: President - Trevor Livelton, Vice-President - Laura Millar, Treasurer - Regina Landwehr, Secretary - Kelly Harms, Institutional Member at Large - Wendy Hunt, and Individual Member at Large - Teedie Gentile.

#### **7. Adjournment**

Motion to adjourn AABC Annual General Meeting - Kathy Carney, seconded by Joanne Rajotte. Carried.

Meeting adjourned 11:00 am.

# 1998 Annual General Meeting of the Archives Association of British Columbia - Minutes

**Saturday, May 9, 1998**  
**Holiday Inn, Chilliwack, BC**

9:00 a.m., Saturday May 9, 1998 - Holiday Inn, Chilliwack BC

9:05 AABC President requested all non-members of the association to leave

## 1. Approval of the Agenda

Add: 5.1 Resolution Regarding K. Lamb

Add 5.2 Provincial Archives

Renumber remaining items under Other Business

Motion to approve agenda moved by George Brandak, seconded by Bob Stewart. Carried

## 2. Approval of Minutes

Correct spelling of Ruby Nobbs' and Kathy Carney's names

Motion to approve minutes of 1997 Annual General Meeting moved by Kathy Carney, seconded by Erwin Wodarczak. Carried

## 3. Executive Reports

### 3.1 President's Report

Motion to approve report as submitted moved by Kathy Carney, seconded by Chris Hives. Carried

### 3.2 Treasurer's Report

Treasurer asked if there were any questions prior to her report on each account. Kathy Carney inquired on where monies for the completion of the *Manual for Small Archives* would come from. Treasurer explained that these funds would be expended from the General Account.

- Archives Advisor/Network Coordinator statement of account
- Community Archives Education Program statement of account
- Conservation Service statement of account. Chris Hives asked why there was so much money spent under Equipment/Supplies and Bulk Order for a program that has been in operation for five years. Treasurer replied that these figures represented money that had been unspent during the program year and had to be expended under the terms of the grants in the short time remaining before fiscal year end. Chris Hives asked how quickly the money had to be spent and the Treasurer replied very little time, too little to consider alternative ways of spending remaining budget under grant guidelines. Kathy Carney inquired why the money was spent rather than carried over. Treasurer explained that under terms of funding unspent monies would be returned to granting bodies.
- General Account. Treasurer explained the inclusion of new categories. George Brandak asked whom do we employ for bookkeeping services. Treasurer answered that the AABC contracted Williamson Bookkeeping of Vancouver. George Brandak asked why there were no expenses for the Advocacy Committee, and Treasurer answered that none had been submitted.

Motion to approve auditing of books moved by Chris Hives, seconded by Bob Stewart. Carried

Motion to approve Treasurer's report moved by Kathy Carney, seconded by Sister Margaret. Carried

#### **4. Committee Reports**

##### **4.1 Education Committee Report**

Motion to approve report moved by Kelly Stewart, seconded by Val Billesberger. Carried

##### **4.2 Conservation Committee Report**

Motion to approve report moved by Trevor Livelton, seconded by Joanne Rajotte. Carried

##### **4.3 Membership Committee Report**

Gary Mitchell inquired into current membership figures. Secretary responded that AABC membership was currently at 353. Joanne Rajotte inquired if it was possible to provide a breakdown of membership by category. Secretary responded that there were 62 General, 139 Individual, 108 Institutional, 19 Student, 20 Sustaining, and 5 Honorary members. Motion to approve report moved by Trevor Livelton, seconded by Joanne Rajotte.

##### **4.4 Grants Committee Report**

Wendy Hunt chair of Grants Committee provided an oral report on the number and type of grants awarded in the province and the status of the funds to be received. Motion to approve report moved by Wendy Hunt, seconded by Chris Hives. Carried

##### **4.5 Internet Committee Report**

Erwin Wodarczak Committee Chair spoke to the report, in particularly addressing the Communities Connect Initiatives. Chair also explained that Simon Fraser University had lowered web server fees for non-profit associations. Motion to approve report moved by Erwin Wodarczak, seconded by Chris Petter. Carried

##### **4.6 Legislation Committee Report**

Motion to approve report moved by Trevor Livelton, seconded by Judy Kovacs. Carried

##### **4.7 Advocacy Committee Report**

Motion to approve report moved by Trevor Livelton, seconded by Sister Margaret. Carried

##### **4.8 Manual Committee Report**

Laura Millar Committee Chair spoke to the report noting the mentorship program at SFU which allows the involvement in the project of an experienced editor. The Chair thanked the Contractor Kelly Stewart for her timely and high quality work. Motion to approve report moved by Laura Millar, seconded by Bob Stewart. Carried

##### **4.9 Archives Advisor/Network Coordinator Committee**

Chris Hives speaking for the Committee thanked Bill Purver for his outstanding work. Motion to approve report moved by Trevor Livelton, seconded by Erwin Wodarczak. Carried

##### **4.10 Regional Representatives**

Teedie Gentile Executive liaison for Regional Representatives spoke to the report. Bill Purver inquired regarding the B.C. North Region, the liaison responded that it is hoped that this large region will be split soon.

Motion to approve report moved by Trevor Livelton, seconded by Val Billesberger. Carried

#### **4.11 Heritage Council**

Laura Millar executive liaison spoke to report.

Motion to approve report moved by Laura Millar, seconded by George Brandak. Carried

### **5. Other Business**

#### **5.1 Resolution regarding W. Kaye Lamb**

Moved by John Bovey "That the Executive on behalf of all the members of the Archives Association of British Columbia send congratulations to Dr. W. Kaye Lamb, on the occasion of his 94th birthday, (11 May 1998) and the anniversary of his appointment as Provincial Archivist and Librarian of British Columbia". Seconded by Kathy Carney. Carried

#### **5.2 Provincial Archives Report**

Report was presented by Michael Shoop, Executive Director, Information Management and Corporate Services. Mr. Shoop expressed his thanks for being invited to attend, and the welcome he had received. The budget for the B.C. Archives suffered no loss for this fiscal year. The Information, Science and Technology Agency is developing a strategic framework that addresses documentary heritage and a corporate information strategy. Introduced Gary Mitchell as Acting Provincial Archivist.

Gary reported on the theft and recovery of rare maps, the inventory of holdings just completed, restoration of full service hours to the reference room, agreements with Attorney General relating to release of legal opinions, and the new partnership with Pan Video which has created revenue which has been directed into microfilming holdings.

#### **5.3 Membership Categories**

The President presented the Special Resolution relating to revised membership categories. Joanne Rajotte asked why the category for sustaining membership was not mentioned in the new description of members. It was explained that this is not a constitutional category but simply a convention used to recognize individuals who contributed more than the regular amount of fees.

Motion to adopt the Special Resolution moved by Trevor Livelton, seconded by Joanne Rajotte. Carried

#### **5.4 Membership Fees**

The Secretary of the Association discussed the increasing cost of providing services to members, including newsletter, Directory, website, mailouts, and countless hours of volunteer time. In order to reflect these costs the Secretary moved that membership fees be increased:

Individual from \$30 to \$50

Associate Institution from \$20 to \$50

Institution from \$60 to \$80

Student from \$15 to \$20

Sustaining would be \$70 and above

Seconded by Chris Hives. Carried

### **5.5 Honorary Membership**

George Brandak made a presentation regarding the achievements of John Bovey and moved that Mr. Bovey be conferred the status of honorary lifetime member. Seconded by Linda Wills. Carried

### **5.6 1999 Conference**

Kathy English spoke on behalf of the archivists in Revelstoke who have cordially invited the AABC to hold the 1999 AGM and Conference there.

## **6. Nominations**

Joanne Rajotte, Chair of the Nominations Committee presented her report. Motion to approve report moved by Joanne Rajotte, seconded by Mary McIntosh.

## **7. Adjournment**

Before adjourning, George Brandak moved that the outgoing Executive be given the thanks of the entire membership for their effort and work over the year, seconded by Joanne Rajotte.

George Brandak moved that the AABC committees also be thanked for the work and commitment, seconded by Joanne Rajotte.

Motion to adjourn moved by Trevor Livelton, seconded by Kelly Stewart.

Meeting adjourned 10:50

# **1999 Annual General Meeting of the Archives Association of British Columbia – Minutes**

**Saturday, April 17, 1999**

**Revelstoke Community Centre, Revelstoke, BC**

9:00 AABC President called the meeting to order and introduced Mike Mangan as moderator/chair of the meeting

## **1. Approval of Agenda**

Add: 2 items under 4.13 Regional Representatives

Move: item 6.1 to follow approval of the agenda

Renumber the remaining items

Jim Burrows raised a point of order clarifying Mr. Mangan's role in the meeting. President explained that Mr. Mangan's role is to facilitate discussion of issues, since the President does not want to be in a position of curtailing discussion and questions in order to end the meeting on time. Mr. Mangan explained that the by-laws of the association require the President to act as Chair, and a motion to approve Mr. Mangan as Chair would have to be passed. Jim Burrows asked that we agree that the President acts as Chair and Mr. Mangan facilitate discussion.

Motion to approve the agenda moved by Laura Millar, seconded by Chris Hives. Carried.

## **2. Approval of Minutes**

Motion to approve the minutes of the 1998 Annual General Meeting moved by Laura Millar, seconded by Joni Mitchell. Carried.

## **3. Other Business**

### **3.1 Honorary Membership**

A motion to confer the status of honorary lifetime membership to Ruby Nobbs of the Revelstoke Museum and Archives was moved by Gary Mitchell, seconded by Jim Burrows. Carried.

## **4. Executive Reports**

### **4.1 President's Report**

President expressed her thanks to everyone in Revelstoke for their hospitality and hard work hosting the conference and AGM.

Sue Bigelow asked if the President saw a future role for herself in the Association.

President responded that she had not been asked and it would be a personal decision should it arise.

Motion to approve report moved by Laura Millar, seconded by Ann Watson. Carried

### **4.2 Vice-President's Report**

- Vice President asked if there were any questions about the report. Sue Bigelow asked about the purchase of director's insurance and what actions are covered. Treasurer explained that it covered such things as errors and omissions made in the administration of funds and personal injury, and that director's liability is a standard item for volunteer associations. Sue Bigelow asked if defamation was also covered. Treasurer responded that it was not.

- Sue Bigelow inquired about the coordinators' jobs and whether they were employees or contractors. Vice President explained that the current contracts are independent contracts and that the Association received legal advice to move to employee contracts. This move is not final and will be an item for review by the incoming executive. Sue Bigelow asked if office space, etc. would be provided to the coordinators. President replied that these will be points of negotiation with each contractor and it will be up to the new executive to formulate policies and negotiate the terms of individual contracts. Sue Bigelow asked if contractors would be treated consistently. President explained that how contractors are treated depends on the nature of the contract in terms of how much time is spent doing contracted work. Sue Bigelow asked why this change has only come about now. President explained that the process of reviewing contracts has been going on for some time, but the legal opinion was received only recently.
- Jim Burrows inquired as to the difference between an employee contract and an independent contract, and of what benefit it was to the Association to move to employee contracts. Vice President replied that the move is to protect the Association and that under employee contracts it would remit to Revenue Canada, Worker's Compensation Board, etc. President further explained that under an independent contract, it is assumed that the contractor has another source of income. An employee contract assumes that the contractor is required to work full time and is in a dependent relationship, therefore, if that person does not remit taxes or gets injured, the Association is liable. Under an employee contract, these potential areas of liability can be insured against.
- Sue Bigelow asked if the Association has in the past been in violation of the Employment Standards Act. President could not comment, but explained that the Association is making the change because it felt it needed to be done.
- Motion to approve the report moved by Laura Millar, seconded by Jennifer Mohan. Carried.

#### **4.3 Treasurer's Report**

Treasurer reported that as of March 31, 1999, the books are balanced and the accountant review that is in progress should be completed by the end of May. Furthermore, the books from 1996, '97 and '98 have also been reviewed and are in order.

Summary of the 3 program accounts and general account:

- Community Archives Education Program statement of account -- The grant amount was the same as last year. \$500.00 of grant money is unspent and will be remitted to funding agencies
- Archives Advisor/Network Coordinator statement of account -- there was a slight increase in the grant in the past year and expenditures went according to schedule. \$1200.00 is unspent and needs to be returned to the funding agencies.
- Conservation Service statement of account -- monies from the suspended program were spent on other activities as appropriate, for example, the CCI disaster preparedness workshop. \$1800.00 is unspent and will be returned to the CCA.
- Sue Bigelow inquired about the conservation grant in light of the suspension of the BC Conservation Service, how much was spent, how much was returned to the CCA and how much the potential grant may have been in comparison to how much the Association actually received. Treasurer replied that she didn't have the exact figures for the grant funds. The Association did not receive the entire grant, and the portion it did receive was spent on other projects that were deemed appropriate, and the remainder returned to the CCA. The difference between what was received and what may have been received was in the neighbourhood of \$20,000.00.

- General Account -- The 1999 grants appear to exceed grants from previous years, but this is because the bookkeeping has been done differently; the Communities Connect and BCAUL migration were accounted for in the general account.
- Treasurer noted a decreasing trend in revenues from membership fees collected, workshop registration, publication sales, newsletter advertising and miscellaneous revenue sources, as well as increased expenditures for operating costs.
- Jim Burrows asked if the decline of membership fees is due to a decline in membership. Treasurer predicted that the revenue should increase next year due to higher fees.
- Linda Wills noted that she just received her needs assessment survey and asked why it was not distributed with the AGM package or at the conference. President responded that it would be too complicated to distribute the surveys because it would require figuring out who was coming and who was not.
- Sue Bigelow pointed out that the legal fees in the Treasurer report were \$1000.00 and not "thousands" as reported in the President's report. President explained that costs referred to in the President's report include not only the lawyer's invoice (\$1000.00) but also other related costs for the executive committee.
- Treasurer reported that the proposal for extended services such as payroll set up, GST refunds, and the like to be provided by Support Services Unlimited (formerly Williamson's) is before the new executive for consideration. She also raised the issue of moving the annual general meeting to May or September to facilitate accounting and enable the treasurer to provide audited statements.
- Motion to approve the report moved by Regina Landwehr, seconded by Chris Hives. Carried.

## 5. Committee and Program Reports

### 5.1 AABC Newsletter

President spoke to the report in the absence of the editor.

Motion to approve report moved by Laura Millar, seconded by Dorothy Lawson. Carried.

### 5.2 Archives Advisor/Network Coordinator Report

Chris Hives speaking for the Committee thanked Bill Purver for his support and hard work, particularly moving BCAUL from UBC to an independent platform.

Motion to approve the report moved by Laura Millar, seconded by George Brandak. Carried.

### 5.3 Conservation Program, including Task Force Report

- Sue Bigelow asked when the Conservation Service would recommence, given that the task force recommended that the Conservator position be filled April 1, but the grant is for a start date of June 1, and where would the extra money come from if the position were filled before June 1. President replied that the executive was concerned that it may not be able to fill the position, but interviews have taken place and a recommendation is before the new executive. If a contract can be negotiated, the Conservator will start ASAP and there is \$5000.00 in grant money available to cover the cost. Sue further asked why it was not left to the new executive to do the interviews. President replied that the executive wanted to have it done before the end of its term, but the advice from the lawyer regarding contracts delayed the process.
- Jim Burrows asked if approving the report of the Conservation Program would mean approving the task force report. President replied that the task force report would be dealt with under item 6 of the agenda (Administrative Structure of the AABC).

- Sue Bigelow asked about conditions that were attached to the grant for the CCI emergency preparedness workshop the AABC did not abide. In particular, there was a condition that the workshop be advertised. President responded that the Association spoke to CCI and granting agencies about appropriate use of conservation grant funds, and CCI agreed that the workshop was appropriate. Jim Burrows added that if CCI is unhappy, they should write to the Association. Sue asked if there were complaints from members who did not get to attend the workshop. President replied that there were no complaints.
- Sue Bigelow expressed concerns about inaccuracies in the report. A discussion of the task force and its findings followed. The task force reviewed the broader context of the Association, not just the BC Conservation Service. It found no real problem with the service, and has made recommendations that are up for consideration. Mike Mangan pointed out that there is a difference between receiving and adopting the report. To receive the report is to recognize that the committee has done its job. To adopt it means that the Association accepts the report.
- Motion to receive the report moved by Jim Burrows, seconded by Joni Mitchell. Carried.
- Motion to accept report submitted by the Membership Committee moved by Marnie Burnham, seconded by Michael Gourlie. Carried.

#### • **5.4 Education, including Community Archives Education Program**

Jana Buhlmann presented the report stating that the intention was to make broad recommendations for discussion. President thanked Jana and David Wardle for their work. Motion to receive the report moved by Jim Burrows, seconded by Doreen Stephens. Carried.

President thanked Irene Bekes for her work on CAEP.

Motion to receive the report moved by Laura Millar, seconded by Linda Wills. Carried.

#### **5.5 Grants Committee Report**

Francis Mansbridge reported that the cheques should be issued at the end of May. Sue Bigelow asked if there was any money left over at the end of the process, that is, if all of the grant money available was distributed. Francis replied that there was no money left at the end; all available funding was applied for and disbursed.

Motion to accept report moved by Francis Mansbridge, seconded by Erwin Wodarczak. Carried.

#### **5.6 Heritage Council of BC Report**

Sue Bigelow asked why, given the workload of the executive, it would take on the extra work of chairing the Heritage Council. President explained that the Heritage Council has a rotating chair and it is the Association's turn to take over. The Association took over in December instead of January because the previous Chairperson was ill.

Motion to accept report moved by Laura Millar, seconded by Joni Mitchell. Carried.

#### **5.7 Internet Committee Report**

Motion to accept report moved by Erwin Wodarczak, seconded by Dorothy Lawson. Carried.

#### **5.8 Communities Connect Report**

Erwin Wodarczak elaborated on the preliminary report, and added that he will submit his comments to the Newsletter. The project is now complete. June Campbell developed templates for community archives web pages and coordinated workshops. Response to the

workshops was positive and follow-up with the participants will be done. The Chilliwack Museum and Archives provided the model website. \$2,500.00 will be returned to the granting agencies.

Discussion about the workshops and their appropriateness for achieving their goals followed. Members expresses support for the workshops and it was noted that the committee might need to follow up with support.

Motion to accept the report and comments moved by Erwin Wodarczak, seconded by Jennifer Mohan. Carried.

### **5.9 Manual Revision Report**

Kelly Stewart left the room for this report.

George Brandak asked if the recommendation to approach other people to write sections of the manual was binding on the new executive. President responded that it was not.

Jim Burrows raised the issue that unlike the first edition, the manual has no financial backing and that it may not be appropriate for the AABC to continue working on it.

Discussion about needs, priorities and ways of disseminating the manual followed.

Sue Bigelow asked if the grant funding binds the Association to produce something.

President answered that the Association is bound to do the work, whatever the results may be.

Ann Watson inquired as to how many requests the Association receives for the manual.

President responded that there are currently 50 or 60 orders.

Motion to receive the report moved by Jim Burrows, seconded by Jana Buhlmann. Carried.

### **5.10 Membership Committee Report**

Doreen Stephens thanked committee members. President noted that Doreen is stepping down, so the Chair of the membership committee is vacant. She also thanked retiring Ann Watson for her work. Bill Purver noted that the addition in the report is incorrect -- the correct number for 1999 is 343 members.

Motion to accept the report moved by Laura Millar, seconded by Dorothy Lawson. Carried.

### **5.11 Needs Assessment Survey**

Laura Millar spoke to the report. The report was completed on March 31. The document has been made available to members, but no analysis of the findings has been done. Jim Burrows expressed concern that there will be no correlation between this report and the 1988 survey. George Brandak echoed the concerns. President noted the concern and that could be an issue for the incoming executive.

Motion to accept report moved by Laura Millar, seconded by Cathy English. Carried.

### **5.12 Public Awareness, Advocacy, and Legislation**

Motion to accept the report moved by Laura Millar, seconded by Joni Mitchell. Carried.

### **5.13 Regional Representatives**

Teedie Gentile spoke to the report and thanked the regional representatives for their work. Val Billesberger, Fraser Valley Regional Representative stressed the importance of the regional structure and spoke on behalf of the regional representatives.

MOTION that the notes of the Strategic Planning workshop be circulated to the Regional Representatives to initiate regional input into the future direction of the AABC and report back to the Executive. Moved by Val Billesberger and seconded by George Brandak.

Carried.

MOTION to thank Teedie Gentile for her untiring efforts to keep communication lines open and information flowing to and from the regions for the past two years. Moved by Shawn Lamb and seconded by Val Billesberger. Carried.

## 6. Administrative Structure of AABC

- President identified three documents in the AGM package. Jim Burrows expressed concerns that there are no costs attached to the documents. Treasurer did not have costs for extended bookkeeping service but pointed out that they are needed since there is no treasurer on the incoming executive. Her estimation is that they would cost approximately \$15,000.00 per year. Discussion about time spent on Treasurer duties followed. Treasurer responded that the average time spent is 20 hours per week, increasing to 40 hours per week during peak times. Of the 20 hours, about 15 is financial and 5 is other executive committee work, although a professional bookkeeper could probably streamline procedures and spend less time. She felt that Treasurer time could be better spent on higher level activities rather than bookkeeping details. The current support services the Association uses could provide the service and it could be financed for the rainy day fund up to a certain amount.
- Jim Burrows expressed reservations about the proposed Program Coordinator position. He did not see the immediacy of it, and particularly had concerns turning it over to the executive without member input. Sue Bigelow asked where the money would come from and expressed concern that the employee would not be free to speak to the executive.
- MOTION that the membership directs the executive to immediately engage the services of a bookkeeper moved by Jane Turner, seconded by George Brandak. Carried.
- MOTION to receive the report and further investigate the costs and report back to the membership with costs and recommendations moved by Jane Turner, seconded by Chris Hives. Carried.
- 

## 7. Nominations and Elections

Joni Mitchell, Chair of the Nominations and Elections Committee presented her report. Geoffrey Castle has declined nomination for the position of Secretary, as presented in the report, but Marnie Burnham has accepted. Jane Turner asked for clarification of the vacancies on the executive committee. Mike Mangan clarified that the by-laws require five positions to be elected. Because the Vice President is stepping down, the Association needs to nominate a Vice President to fill in as president, a Vice President to succeed next year, a Treasurer and an Individual Member at Large. Since the Secretary left, the Association can either appoint or elect someone for the remainder of the term. There were no nominations from the floor. The new executive is as follows:

Chris Hives - Vice President  
Dorothy Lawson - Individual Member at Large  
Marnie Burnham - Secretary  
Francis Mansbridge - Institutional Member at Large  
Treasurer - vacant  
Vice President – vacant

Val Billesberger asked if someone would be appointed Treasurer. Joni answered that this is a possibility. Jim Burrows expressed concern that the Association is unable to fill the

slate and stated that members need to make a contribution to their organization. Other members echoed these sentiments.

Motion to thank the outgoing executive for their efforts moved by George Brandak, seconded by Joni Mitchell. Carried.

Motion to thank committees for their work and commitment moved by George Brandak, seconded by Kelly Stewart. Carried.

Motion to thank Revelstoke for hosting the conference moved by Shawn Lamb. Seconded by Laura Millar. Carried.

### **7.1 Statement from Vice President**

### **8. Adjournment**

Motion to adjourn moved by Laura Millar, seconded by Mary McIntosh.

Meeting adjourned 12:00