AABC Executive Committee minutes – June 1998 to March 1999

June 15, 1998   page 1
July 27, 1998   page 11
August 24, 1998 page 15
September 28, 1998  page 19
October 19, 1998  page 22
December 14, 1998  page 25
January 11, 1999  page 29
February 15, 1999  page 32
March 22, 1999  page 36

AABC Executive Committee
Meeting Minutes: 15 June 1998
The regular meeting of the AABC executive was held at 1202-1245 Quayside Drive, New Westminster starting at 9:00 a.m.

Members in attendance: Laura Millar, Kelly Stewart, Francis Mansbridge and Tanya Karlebach. Regrets were sent by Teedie Gentile, and Regina Landwehr

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1) APPROVAL OF THE AGENDA

   approved

2) APPROVAL OF PAST MINUTES

   L.M. moved that the minutes for the Executive meetings from December 1997 to April 1998 be approved, T.K. seconded, carried. Due to the shift of office some of these minutes were approved in draft form but the Executive determined to reapprove all to ensure completeness of record.
   L.M. moved that the May 20, 1998 minutes be approved, K.S. seconded, carried.
   T.K. to circulate hardcopies of the May 20th minutes at the next executive.
   The minutes of the May AGM were reviewed and T.K. as Secretary to hold for approval at next year's AGM.

3) CONFIRMATION OF COMMITTEES
   The following committees, committee chairs and committee members were confirmed by the Executive.

   3.a) AABC Newsletter

      Editor: Jennifer Vallee

ACTION: T.K. TO CONTACT EDITOR AND DETERMINE MEMBERS
OF THE EDITORIAL BOARD.
ACTION: T.K. TO CONTACT PAST EDITOR AND DEVELOP A JOB DESCRIPTION
FOR POSITION OF EDITOR.

3.b) Archives Advisor/Network Coordinator Committee

Chair: Jay Gilbert
Members: Chris Hives
Contractor: Bill Purver
Liaison: Tanya Karlebach

ACTION: T.K. TO CHECK ON MANDATE OF COMMITTEE.

3.c) Community Archives Education Program

Contractor: Irene Bekes
Liaison: Teedie Gentile

3.d) Education Committee

Chair: tba
Members: tba
Liaison: Kelly Stewart

ACTION: K.S. TO CONTINUE FORMING COMMITTEE.
ACTION: K.S. TO CHECK MANDATE OF COMMITTEE.

3.e) Grants Committee

Chair: Francis Mansbridge
Members: Teedie Gentile, Christine O'Donnell, others tba
Liaison: Francis Mansbridge

ACTION: F.M. TO CHECK COMMITTEE MANDATE AND LIAISE WITH PAST
CHAIR, WENDY HUNT.

3.f) Internet Committee

Chair: Erwin Wodarczak
Members: Ann Carroll, Judy Chow, Leslie Field, Craig Neelands
Ex officio: Bill Purver, Jennifer Vallee
Liaison: Tanya Karlebach

3.g) Internet Committee: Communities Connect Subcommittee

Chair: Judy Kovacs
Members: Erwin Wodarczak, Ann Carroll, Chris Hives
Contractor: tba
3.h) Manual Committee

Chair: Laura Millar
Members: Jane Turner, Teedie Gentile
Ex officio: Bill Purver, Kelly Stewart
Liaison: Laura Millar

3.i) Membership Committee

Chair: Doreen Stephens
Members: Anne Watson, Marnie Burnham, Judy Kovacs
Liaison: Tanya Karlebach

3.j) Nominations Committee

Chair: tba
Members: tba
Liaison: Laura Millar

3.k) Public Awareness, Advocacy, and Legislation Committee

Chair: tba
Members: tba
Liaison: Laura Millar

3.l) Task Force on BC Conservation Service

Chair: Chris Hives
Members: Jacqueline O'Donnell, others tba
Liaison: Francis Mansbridge

   ACTION: F.M. TO CONTACT LINDA WILLS AND ASK IF SHE WILL PARTICIPATE ON THE TASK FORCE. OTHER NAMES IDENTIFIED IN THE EVENT THAT LINDA IS UNABLE TO PARTICIPATE.

3.m) Regional Representatives

BC NORTH:
Lillian Weedmark
Bulkley Valley Historical and Museum Society

KOOTENAYS:
Shawn Lamb
Kootenay Museum Association & Historical Society
FRASER VALLEY:
Valerie Billesberger
Mission Community Archives

OKANAGAN:
Linda Wills
Greater Vernon Museum and Archives

VANCOUVER REGION:
Bob Stewart
United Church of Canada British Columbia Conference Archives

SOUTH VANCOUVER ISLAND:
Carey Pallister
Victoria City Archives

CENTRAL & NORTH VANCOUVER ISLAND:
Barbara Simkins
Kaatza Station Museum and Archives

Liaison: Teedie Gentile

3.n) Heritage Council of BC
Liaison: Kelly Stewart

3.o) 1999 AABC Local Arrangements Committee
Chair: tba
Members: tba
Liaison: Teedie Gentile

ACTION: L.M. TO CONTACT CATHY ENGLISH AND OTHERS IN REVELSTOKE TO CONFIRM WHO IS ON THE LOCAL ARRANGEMENTS COMMITTEE.

3.p) 1999 AABC Program Committee
Chair: tba
Members: tba
Liaison: Laura Millar/Kelly Stewart

ACTION: L.M. TO CONTACT INDIVIDUALS IN ALBERTA, YUKON, AND NWT TO DETERMINE INTEREST IN PARTICIPATING IN SPRING PROGRAM IN REVELSTOKE.
4) ADMINISTRATION

the following changes to be made to the contact list: K.S.' home number to be added, and R.L.'s address to be corrected.

ACTION: T.K. TO MAKE CHANGES AND CIRCULATE AMENDED LIST TO EXECUTIVE, NEWSLETTER EDITOR, AND COMMITTEE CHAIRS.

the amendments to the AABC constitution passed at the 1998 AGM are with the Registrar of Societies and waiting to be filed. T.K. will inform once this has taken place.

5) EXECUTIVE REPORTS

5.a) PRESIDENT’S REPORT

L.M. presented report.

* Priorities for the year are the completion/publication of the manual and the development of comprehensive policies and procedures for the association.

ACTIONS:
* L.M. TO DISCUSS WITH ALBERTA SOCIETY THE CURRENT BCAUL ISSUE AND POSSIBLE COOPERATION BETWEEN THE TWO ASSOCIATIONS.
* L.M. TO WRITE REPORT ON AABC ACTIVITIES FOR ACA NEWSLETTER L.M. AND K.S. TO LIAISE WITH THE ACA EDUCATION COMMITTEE

5.b) VICE-PRESIDENT’S REPORT

* K.S. reported on search for lawyer to examine contracts. Discussion re: contracts, decided that the provision of legal advice to be discussed further at August meeting
* K.S. is continuing to organize an Education Committee.
* Priorities for the year are: job descriptions for all positions, formalization of structure, creation of policies and procedures, and working towards establishing a full time office for AABC.

5.c) SECRETARY’S REPORT

* Priority for the year is the re-structuring of program delivery.

5.d) TREASURER’S REPORT

* discussion of bank locations
* discussion of liability insurance, to be pursued once audits are completed
* discussion of R.L.’s goals as outlined in report
* R.L. to act as primary liaison with Williamsons Bookkeeping.
ACTIONS:
* R.L. TO AMEND INSURANCE.
* R.L. TO ARRANGE FOR AUDITS TO BE DONE.
* R.L. TO CONSULT WITH ACCOUNTANT AS TO THE ANNUAL OPERATING BUDGET

5.e) INSTITUTIONAL MEMBER'S REPORT

* F.M. mentions the difficulty members currently have with the grant applications and wishes to make this easier.
* F.M. raises possibility of the AABC buying release time from institutions for members of the Executive.
* Priority to find money for administration rather than just program delivery.

ACTIONS:
* F.M. TO REVISE LETTER TO MEMBERS REGARDING GRANTS.
* F.M. TO PREPARE A SAMPLE GRANT APPLICATION FOR RE-DESCRIPTION PROJECTS.
* F.M. TO EXPLORE POSSIBILITY OF RUNNING A GRANT WORKSHOP.

5.f) INDIVIDUAL MEMBER'S REPORT

* discussion regarding recent surveys of members.

6) COMMITTEE AND PROGRAM REPORTS

6.a) AABC Newsletter

ACTIONS:
* T.K. TO CONTACT EDITOR AND DISCUSS WHAT IS HAPPENING FOR THIS YEAR
* L.M. AND K.S. TO SEND REPORT AND ARTICLES TO EDITOR By JUNE 19TH.

6.b) AA/NC

* discussion of various job responsibilities
* in regards to the possible formation of a Z39.50 working group, and the coordinator's possible involvement, it was determined that the AABC cannot accept money for coordinator's time, but coordinator can be paid directly for his time. If this was done, we could relieve coordinator of a certain number of days and direct this money into possibly hiring someone to cover these days or perform other required tasks in the program.

ACTIONS:
* T.K. TO ASK COORDINATOR TO PROVIDE A WORKPLAN FOR YEAR, SIX MONTH GOALS, A BREAKDOWN OF TIME SPENT ON DIFFERENT WORK (I.E. NETWORK VERSUS ADVISING), AND AMOUNT OF TIME REQUIRED FOR Z39.50 WORKING GROUP.
* L.M. TO DISCUSS BCAUL OPTIONS WITH COMMITTEE AND PERHAPS THE PROVINCIAL ARCHIVES

6.c) Education Committee

* K.S. is still searching for committee chair and members
* discussion of the CCI course, part of the education plan, but the organization to be done by person responsible for Conservation activities.
* the AABC education plan to be examined
* Committee to focus on creating an educational plan/framework this year rather than delivering workshops.

6.d) Grants

ACTION: F.M. TO CALL PAST CHAIR REGARDING OFFER OF ASSISTANCE.

6.e) Internet

no report

6.f) Communities Connect Subcommittee

* discussion regarding hiring of contractor

ACTIONS:
* T.K. TO CONTACT ERWIN WODARCZAK AND JOINTLY REDRAFT JOB DESCRIPTION AND CONTRACT FOR COMMUNITIES CONNECT
* T.K. TO INFORM ERWIN OF NEW HIRING PROCEDURES

6.g) Legislation Committee

no report

6.h) Manual

* L.M. exploring printing options

6.i) Membership Committee

* discussion of user fees
* budget approved for $3000, detailed receipts required for all expenses. The budget was increased to allow for review and editing of directory

ACTIONS:
* T.K. TO CONTACT COMMITTEE CHAIR AND ASK THAT COMMITTEE EXAMINE THE ISSUE OF INSTITUTIONAL STANDARDS. IN PARTICULAR LOOK AT MANITOBA'S WORK IN THIS AREA.
* F.M. TO CONFIRM WITH LINDA WILLS IF SHE HAD GIVEN OUT HONORARY MEMBERSHIP CERTIFICATES. T.K. TO PASS NEW CERTIFICATES ON TO MEMBERSHIP COMMITTEE IF IT IS REQUIRED THAT THEY BE SENT OUT.

6.j) Nominations

no report - T.L. to be approached later to fill this position.

6.k) Public Awareness and Advocacy

no report - to be assigned a specific task and mandate for public awareness plan, including legislation

6.l) Task Force on BC Conservation Service

* mandate should be forward looking rather than concentrating on past
* Questions should be:
  * should there be a conservation service?
  * if so what should the focus be?
  * if not what should replace the service?
  * what is the impact on other programs?
  * what is the effect on funding?
  * what should the plan of action be?
* in short term provide recommendations on how to respond to requests.
* how to respond to short term funding issues.
* discussion regarding the finances, framework and reports of the Task Force.

6.m) Regional Representatives report

* discussion of T.G.'s report.
* possibility of offering a RAD workshop in Revelstoke.
* Public Awareness Committee to address the role of the UBC program in the province.
* $150 will be provided to regional reps and committee chairs to attend meetings with the executive. This meeting will ideally be held early on in the fiscal year to facilitate communication between committees, executive and regions.
ACTIONS:
* L.M. TO WRITE UBC REGARDING STUDENT INVOLVEMENT WITH THE AABC, PARTICULARLY IN REGIONS.
* T.G. TO WRITE INSTITUTIONS AND ENCOURAGE THEM TO APPLY TO HAVE A STUDENT IN AN ARCHIVAL INTERNSHIP.
* T.G. TO DETERMINE WHICH REPS WILL ATTENDING BCMA.

6.n) Heritage Council

* discussion of BCMA offer regarding discount conference attendance.

ACTIONS:
* L.M. TO WRITE BCMA AND OFFER RECIPROCAL AGREEMENT REGARDING CONFERENCE ATTENDANCE.
* L.M. TO WRITE ABOUT THE ABOVE FOR THE NEWSLETTER.
* L.M. TO HAVE EDITOR INCLUDE THE CONFERENCE ATTENDANCE POLICY IN NEWSLETTER.

6.o) 1998 Conference Committee

* report received with thanks

ACTIONS:
* K.S. TO DRAFT PROGRAM CHAIR JOB DESCRIPTION AND RESPONSIBILITY.
* K.S. TO ASK VAL BILLESBERGER TO DO THE SAME FOR LOCAL ARRANGEMENTS CHAIR.

7) 1998-99 WORKPLANS AND BUDGETS

ACTION: ALL LIAISONS TO BRING TO NEXT MEETING, WORKPLANS, BUDGETS, AND REVISED MANDATES FOR THEIR COMMITTEES.

8) OTHER BUSINESS

8.a) BCCS activities

* discussion ensued regarding the professionalism of the former committee and coordinator. The Executive determined that no further action would be taken.
* discussion of fax received from former Conservation Committee Chair.

ACTIONS:
* L.M. TO RESPOND TO FAX REQUESTS AS FOLLOWS:
  1) Done.
2) Chris Hives will pick up records.
3) Minutes of May 11 meeting were not changed, comments received from committee members have been added to file, and former Conservation Committee Chair is in possession of all relevant documentation.
4) Chris Hives is chair of Task Force. Minutes of May 20th meeting and attachment to be sent to Diane.
5) Committee has already been thanked in the letter sent on May 22, 1998.

* T.K. TO CALL ALL PEOPLE WHO HAVE REQUESTED SERVICES AND CONFIRM THAT THIS WILL BE PROVIDED AS SOON AS POSSIBLE IN THE FALL.
* T.K. TO REQUEST FORMER CONSERVATION COORDINATOR TO SIGN A RELEASE FOR THE REPORTS IN QUESTION

8.b) National Library/National Archives

* L.M. gave a brief overview of what was occurring in this initiative

ACTION: L.M. TO DRAFT REPORT FROM AABC ON FUTURE OF NA/NL.

8.c) SAA Finding Aids Fair

ACTION: L.M. TO EMAIL HEATHER HEYWOOD AND SUGGEST THE BCAUL BE INCLUDED IN THIS EXPOSITION.

8.d) Premiers' Learning Network

ACTION: L.M. TO DISCUSS WITH ACTING PROVINCIAL ARCHIVIST GARY MITCHELL.

8.e) Departure of Michael Shoop

ACTION: L.M. TO WRITE LETTER OF GOOD WISHES.

8.f) CCA Meeting

* discussion of possible social event with CCA reps in August.

Meeting adjourned at 5:15 p.m.
AABC Executive Committee
Meeting Minutes: 27 July 1998

The regular meeting of the AABC executive was held at 1202-1245 Quayside Drive, New Westminster starting at 9:00 a.m.

Members in attendance: Laura Millar, Kelly Stewart, Francis Mansbridge, Tanya Karlebach and Regina Landwehr. Regrets were sent by Teedie Gentile.

1) APPROVAL OF THE AGENDA approved

2) APPROVAL OF MINUTES L.M. moved that the minutes for the Executive meeting on June 15th, 1998 be approved as amended. F.M. seconded, carried.

3) ADMINISTRATION * Director's Liability Insurance: issue was deferred to Treasurer's report * Workshop on Director's Responsibility: Executive agreed that this would be extremely useful for Executive and Committee Chairs. Also discussed the benefit of meeting with the Acting Provincial Archivist in regards to the issue of the administration of public funds by the Association. ACTIONS: L.M. TO INITIATE WORKSHOP PROCESS, T.K. TO FOLLOW UP. L.M. TO CONTACT ACTING PROVINCIAL ARCHIVIST AND ARRANGE FOR A MEETING.

4) REVIEW OF MEMBERSHIP, 1998-99 COMMITTEES, PROGRAMS, AND LIAISONS * Discussion regarding membership status of chairs etc. ACTION: LIAISONS TO CONFIRM CURRENT MEMBERSHIP STATUS OF CHAIRS AND COMMITTEES * T.K. moved that Jana Buhlman and Peter Van Garderen be confirmed as Education Committee co-chairs. L.M. seconded, carried. Committee members Val Billesberger and David Wardle approved. * T.K. moved that Erwin Wodarczak be approved as Chair of the Communities Connect sub-committee. L.M. seconded, carried * T.K moved that Caitlin Webster be approved as member of the Membership Committee. K.S seconded, carried * F.M. moved that Ramona Rose be confirmed as regional rep of North East BC. T.K. seconded, carried * L.M. moved that Cathy English and Barbara Girvan be appointed as local arrangements committee for 1999 AGM/workshop * The Executive as a whole thanks all this people for their participation and commitment to the Association. * Discussion of Public Awareness, Advocacy and Legislation Committee. ACTION: K.S. TO START FORMING COMMITTEE

5) EXECUTIVE REPORTS

5.a) PRESIDENT'S REPORT L.M. presented report. * report on meeting with Gary Mitchell, Acting Provincial Archivist. ACTIONS: * EXECUTIVE CONFIRMS THAT BC ARCHIVES STAFF WILL NOT SERVE IN ROLE OF TREASURER, THIS WILL BE REFLECTED IN AABC POLICY. *
EXECUTIVE CONFIRMS THAT BC ARCHIVES STAFF WILL NOT PARTICIPATE IN DISCUSSIONS OF PROVINCIAL GOVERNMENT POLICY, THIS WILL BE REFLECTED IN AABC POLICY.

5.b) VICE-PRESIDENT'S REPORT * K.S. reported that the education committee was organized.

5.c) SECRETARY'S REPORT * no report

5.d) TREASURER'S REPORT * report on state of accounts. * no final invoice received from former Conservation Coordinator - voicemail message requesting invoice left on July 10th, registered letter sent July 13th. July 17th was final day invoice would be accepted. * letter was faxed and mailed to the lawyer for the former Conservation Committee on July 14th acknowledging receipt of his letter and explaining that no response would be prepared by date requested as the President had not yet received the letter. * discussion regarding Director's Liability Insurance. Decision was made to proceed with applications. ACTIONS: * R.L. TO BEGIN APPLYING FOR INSURANCE. * L.M./T.K. TO DISCUSS WITH LAWYER: DEFINITION OF "CLAIM", CONFIRMATION THAT LEGAL COSTS SHOULD BE BORNE BY ASSOCIATION, PERSONAL LIABILITY OF EXECUTIVE MEMBERS. * discussion of audit and review procedures. R.L. moved that Malish and Clark accountants, be engaged. T.K. seconded, carried. * T.K. moved that the last three years of financial books be reviewed rather than audited. R.L. seconded, carried. * there is some confusion at University of British Columbia over the awards provided to UBC. We fund two awards: the Mary-Ann Plypchuk Memorial Award in the amount of $150, and the Willard Ireland Prize of $200. Both awards are given annually. ACTION: L.M. TO WRITE LETTER OF CLARIFICATION TO UBC AWARDS OFFICE. * Williamson Bookkeeping has changed their name. ACTION: R.L. TO WRITE A LETTER CONFIRMING CHANGE OF NAME WHICH WILL BE SIGNED BY WILLIAMSON AND APPENDED TO THE EXISTING CONTRACT.

5.e) INSTITUTIONAL MEMBER'S REPORT * no report.

5.f) INDIVIDUAL MEMBER'S REPORT * discussion regarding recent surveys of members.

6) COMMITTEE AND PROGRAM REPORTS

6.a) AABC Newsletter * no report ACTIONS: * T.K. TO CONTACT EDITOR AND DISCUSS WHAT IS HAPPENING FOR THIS YEAR. * T.K. TO SEND APPROVED MINUTES FOR NEWSLETTER PUBLICATION.

6.b) AA/NC * BCAUL report prepared by John Campbell was discussed. * T.K. moved that the BCAUL be moved to Harbour.com as recommended in the report. R.L. seconded, carried * decision on the purchase of computers was deferred until more detailed costing information was available, including the option of leasing or using existing hardware. R.L. and T.K. can authorise expenditure up to$4000 for the purchase of the computers. ACTION: AA/NC COMMITTEE TO PREPARE A DETAILED COSTING OF PROJECTED CONSULTANT FEES DURING TRANSFER OF BCAUL, AND THE PROJECTED COSTS ASSOCIATED WITH DOCUMENTING THE BCAUL SYSTEM. * AA/NC committee will arrange meeting with SFU extension services, and L.M. will negotiate the contract on behalf of the Coordinator's time of the next 6-8 weeks.
6.c) Community Archives Education Program Committee * issues raised by Coordinator were discussed.
ACTION: T.G. TO CONTACT COORDINATOR AND DETERMINE WHAT RECORDS SHE REQUIRES AND HOW SHE USUALLY DEALS WITH THE COURSE CURRICULUM/DOCUMENTATION.

6.d) Education Committee ACTION: K.S. AND L.M. TO ARRANGE AN INITIAL MEETING WITH NEW COMMITTEE TO DISCUSS MANDATE AND TASKS.

6.e) Grants Committee * no report

6.f) Manual Committee * L.M. continues to edit.

6.g) Nomination Committee * Trevor Livelton has said that he will not be able to serve. Appointment of Committee is deferred until later in the year.

6.h) Public Awareness, Advocacy and Legislation * L.M. will get package relating to FOIPPA and circulate. T.K. and R.L. advise they can not participate in discussion owing to conflict of interest with their place of employment.

6.i) Regional Representatives * regions to be called BC North East, and BC North West. * reps to be advised that they are each allocated $250 for travel within the region and communication costs. Additional expenditures, such as for a meeting of all regional representatives, will be considered at such time as is appropriate for regional planning.

6.j) Internet committee * L.M. moved that the letter relating to the former Conservation Coordinator and Committee be removed from the web page upon publication in the newsletter. T.K. seconded, carried.

6.k) Communities Connect Subcommittee * F.M. reported on the hiring of a contractor. The interview process is completed and references are presently being checked.

6.l) Membership Committee * discussion regarding changes/corrections to Directory. ACTION: T.K. TO DISCUSS WITH COMMITTEE AND ARRANGE FOR NOTICES OF CHANGES TO BE IN NEWSLETTER AND ON WEBSITE. ALSO DISCUSS POSSIBILITY OF DIVIDING DIRECTORY INTO INSTITUTIONAL AND OTHER. * L.M. moved that all institutional applications presented (Vancouver Art Gallery, BC Federation of Teachers, and Lytton Museum and Archives) be approved for membership. K.S. seconded, carried. * discussion of brochure. ACTION: L.M. TO WRITE TO COMMITTEE.

6.m) Heritage Council of BC * no report.

6.o) 1999 Local Arrangements Committee ACTION: L.M. TO PROVIDE PRELIMINARY INFORMATION ETC., TO COMMITTEE.

6.p) 1999 Program Committee * discussion regarding the nature of program, i.e. workshops rather than seminar sessions. * Executive determined that K.S. and T.K. could do much of the work in contacting and arranging workshop leaders and programs with the assistance of the Education Committee and others. No formal Committee appointed, although the executive may seek assistance from the membership later in the planning process.
7) 1998-99 WORKPLANS AND BUDGETS * no discussion

8) OTHER BUSINESS

8.a) Update on BCCS activities * see Treasurer's report * T.K. reported that volume of calls received on voicemail was minimal. * discussion of Task Force report. ACTION: L.M. TO REQUEST FROM CHAIR OF TASK FORCE A CONFIRMATION OF ITS RESPONSE TO POINTS 7,8 AND 9 OF MANDATE. * discussion of report received by task force from former conservation coordinator, sections of which have been faxed to the executive ACTIONS: * L.M. TO RESPOND TO TASK FORCE REQUEST FOR DOCUMENTATION.

8.b) National Library/National Archives * L.M. is working on this.

8.c) FOIPPA Campaign see Public Awareness, Advocacy and Legislation.

8.d) BCMA Documents to Circulate ACTION: T.K TO SEND INFORMATION TO EDITOR FOR INCLUSION IN NEWSLETTER.

8.e) Newsletters etc. to Circulate K.S. will look at documents etc., and determine if any should be forwarded on to Editor.

8.f) CCA Dinner * discussion of dinner on August 7, 1998. L.M., K.S., and F.M. to attend costs for AABC Executive will be covered by AABC. LM will also invite Wendy Hunt, as former Grants Committee chair

Meeting adjourned at 4:30 p.m.

Next meetings to be held: August 24 September 14
AABC Executive Committee  
Meeting Minutes: 24 August 1998

The regular meeting of the AABC executive was held at 1202-1245 Quayside Drive, New Westminster starting at 9:00 a.m.

Members in attendance: Laura Millar, Kelly Stewart, Francis Mansbridge, Teedie Gentile, and Tanya Karlebach. Regrets were sent by Regina Landwehr.

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1) APPROVAL OF THE AGENDA
   * approved

2) APPROVAL OF MINUTES
   * L.M. moved that the minutes for the Executive meeting on July 27th, 1998 be approved as amended. T.K. seconded, carried.

3) ADMINISTRATION
   * Workshop on Director's Responsibility was discussed, to be held in November if possible.
     ACTION: K.S. TO CONTACT HERITAGE COUNCIL OF B.C. TO DETERMINE IF HERITAGE ORGANIZATIONS MIGHT WISH TO PARTICIPATE.

4) EXECUTIVE REPORTS
   4.a) PRESIDENT'S REPORT
       L.M. presented report.
       * funding has yet to be received from the provincial government, Executive felt that our concern should be conveyed to the provincial authorities.
       ACTION: L.M. TO WRITE TO ACTING PROVINCIAL ARCHIVIST TO QUERY STATUS OF FUNDING AND EXPRESS CONCERN.

   4.b) VICE-PRESIDENT'S REPORT
       no report.

   4.c) SECRETARY'S REPORT
       * report on status of insurance policies, and application for Director's Liability Insurance.

   4.d) TREASURER'S REPORT
       * report submitted and discussed.

   4.e) INSTITUTIONAL MEMBER'S REPORT
       no report.
4.f) INDIVIDUAL MEMBER'S REPORT
no report

5) COMMITTEE AND PROGRAM REPORTS

5.a) AABC Newsletter
* editor has requested that advance be provided to cover the costs of stationery and mailouts. Agreed.
* L.M. requested that schedule be provided relating to submission deadlines for issues of the newsletter.
ACTION: T.K. TO CONTACT EDITOR AND REQUEST SCHEDULE FOR NEWSLETTERS.

5.b) AA/NC
* BCAUL report prepared by Bill Purver was discussed. L.M. states that we recognize the importance of BCAUL to the provincial archival community and are committed to its maintenance.
* K.S. moved that two computers be purchased as recommended in the report, rather than leased. T.G. seconded, carried
* T.K. moved that two Dell machines be acquired as recommended in the report. L.M. seconded, carried.
* T.K. moved that we acquire the three year warranty option with the computers as recommended in the report. K.S. seconded, carried.
* discussion of services provided by John Campbell, BCAUL consultant.
* the break-in at the Archives Advisor's residence was discussed.
* discussion of AABC equipment, program related versus administrative. The executive confirmed a policy that the AABC would support the purchase of essential program-related equipment, such as conservation monitoring equipment for the BCCS or computers for the BCAUL, but that the AABC would not purchase other equipment for the use of contractors, such as computers, fax machines or other administrative equipment. Equipment already in hand will be used until outdated and then not replaced. This policy to be documented as part of AABC policies and procedures.
* Wendy Hunt confirmed as Chair of the AA/NC committee, the Executive expressed their appreciation of Ms. Hunt's willingness to take on these duties.

5.c) Community Archives Education Program Committee
* discussion of workshops to be held this year.
* the AABC will advertise for instructors in order to create a bank of names of people qualified and willing to teach archival courses.
ACTION:
* T.G. TO CONTACT COORDINATOR AND GET AN UPDATE ON CAEP ACTIVITIES, DETERMINE BEST HOURS TO CONTACT COORDINATOR, AND DISCUSS PROCEDURES FOR MANAGING CURRICULUM MATERIALS.
* K.S. TO REVIEW FILES AND IDENTIFY AND PRESERVATION MANAGEMENT
MATERIALS.

5.d) Education Committee
   * initial meeting to be held on the 3rd of September.
   * possibility of holding copyright workshop was discussed.

5.e) Grants Committee
   * possibility of holding grant workshop was discussed, time may not permit for this year.
   * would be possible to create a quick fact sheet about grant writing and make it available on the web.
   * discussion of committee membership.
   ACTIONS:
   * F.M. TO CONTACT WENDY HUNT, AS FORMER CHAIR OF THE COMMITTEE TO SEE IF SHE WOULD BE WILLING TO WRITE FACT SHEET FOR WEB.
   * K.S. TO DISCUSS GRANT ISSUES WITH HCBC MEMBERS.

5.f) Internet
   * Executive minutes are now posted on the web.

5.g) Communities Connect
   * report on status of employing contractor.

5.h) Manual
   * L.M. and K.S. to work on preparing Manual to be handed over to volunteer editor from SFU.
   * Manual to be printed in January.

5.i) Membership
   * T.K. moved that Gulf of Georgia Cannery be approved for Institutional Membership. L.M. seconded, carried.
   * work on the Directory and Brochures is proceeding
   ACTION: T.K. TO CONTACT MEMBERSHIP COMMITTEE TO DISCUSS PROCEDURES FOR CONTACTING UNSUCCESSFUL APPLICANTS.

5.j) Nomination
   no report.

5.k) Public Awareness, Advocacy and Legislation
   * discussion of FOIPPA - T.K. removes herself.
   * K.S. moved that the AABC endorse the Campaign For Open Government. L.M. seconded, carried.
   ACTION: L.M. TO WRITE CAMPAIGN AND INFORM THEM OF AABC SUPPORT.

5.l) Publications
   * L.M. moved that the AABC create a publications programme, within which will come the manual, thesaurus and guide to archival repositories. At a future date the executive proposes examining options
for funding and updating the publication of the thesaurus online. K.S. seconded, carried
  * L.M. moved, that a flat fee of $20 be charged for the
  Thesaurus. T.G. seconded, carried
  * L.M. moved that the distribution of the Thesaurus be assumed by
  Support Systems Unlimited (formerly Williamson's) for a fee of $5 per
  order. T.G. seconded, carried.
  ACTION: R.L. TO CONTACT SSU AND DISCUSS NEW RESPONSIBILITY WITH
  THEM.

5.m) Task Force
  * meeting on 26th of August should be final meeting. Report to be completed shortly after.
  * discussion of legal situation with former Conservation Committee members
  * discussion of status of outstanding receipts and documentation
  from former Conservation Coordinator.

5.n) Regional Representatives
  * new region will be named Central Interior, and the other northern region will become North East.
  * T.G. is confirming which institutions fall into which regions.

5.o) HCBC
  no report

5.p) 1999 Local Arrangements
  ACTION: T.G. TO CONTACT INDIVIDUALS IN REVELSTOKE.

5.q) 1999 Program
  * discussion of workshop and AGM combination.
  * Executive approves three days of workshops to be held in Revelstoke.
  ACTION: T.K. TO CONTACT INDIVIDUALS IN ALBERTA AND BEGIN
  DRAFTING SCHEDULE OF WORKSHOPS TO BE HELD.

6) OTHER BUSINESS

6.a) NA/NL Presentation
  * L.M. has prepared draft to be approved by Executive by this
  week, and then sent onto Dr. John English

6.b) POLICIES AND PROCEDURES
  * examine and approve draft policy format prepared by K.S.

Meeting adjourned at 2:35 p.m.

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Next meeting to be held:

September 14

1998-1999 Executive Committee minutes – Archives Association of British Columbia 18
AABC Executive Committee
Meeting Minutes: 28 September 1998

The regular meeting of the AABC executive was held at 660 Conrad Rd., Roberts Creek starting at 8:30 a.m.

Members in attendance: Laura Millar, Francis Mansbridge, Teedie Gentile, and Tanya Karlebach. Regrets were sent by Regina Landwehr and Kelly Stewart.

1) APPROVAL OF THE AGENDA
   * approved

2) APPROVAL OF MINUTES

   * L.M. moved that the minutes for the Executive meeting on August 24th, 1998 be approved as amended. F.M. seconded, carried.

3) ADMINISTRATION
   no items.

4) EXECUTIVE REPORTS

   4.a) PRESIDENT'S REPORT
   L.M. presented report.
   * funding has yet to be received from the provincial government, Executive felt that our concern should be conveyed to the provincial authorities.
   ACTION: L.M. TO WRITE TO ACTING PROVINCIAL ARCHIVIST TO QUERY STATUS OF FUNDING AND EXPRESS CONCERN.

   4.b) VICE-PRESIDENT'S REPORT
   no report.

   4.c) SECRETARY'S REPORT
   no report.

   4.d) TREASURER'S REPORT
   * report submitted and discussed.
   * Executive acknowledges Treasurer's concerns that in the absence of grant funding we must be particularly careful of expenditures.
   * GST discussion Executive recognizes that this issue must be addressed and will seek advice from an accountant.
   * budgets for committees confirmed as approved at the June 15, 1998 Executive meeting.
   * BCCS boxes stored at provincial archives.
   ACTION: T.K. TO ARRANGE FOR REMOVAL AND STORAGE OF BOXES IN A VICTORIA LOCATION.
4.e) INSTITUTIONAL MEMBER'S REPORT
no report.

4.f) INDIVIDUAL MEMBER'S REPORT
no report

5) COMMITTEE AND PROGRAM REPORTS

5.a) AABC Newsletter
* discussion of latest edition of newsletter.
ACTION: T.K. TO FOLLOW UP ON NEWSLETTER PROCEDURES AND
COMMUNICATIONS TO ENSURE THAT EDITOR HAS SUFFICIENT SUPPORT.

5.b) AA/NC
* revised BCAUL report presented and discussed. T.K. moved to
approve the required SFU start up fee of $1140. F.M. seconded, carried.
* discussion of BCAUL funding.
ACTION: L.M. TO INVESTIGATE FUNDING OPTIONS FOR CURRENT YEAR.
EXECUTIVE WILL DISCUSS FUTURE FINANCIAL ARRANGEMENTS AT THE NEXT MEETING.

5.c) Community Archives Education Program Committee
* proposed photo workshop in the Kootenays was discussed.
* ACTION: L.M. WILL CONTACT ACTING PROVINCIAL ARCHIVIST IN REGARDS
TO HAVING PROVINCIAL ARCHIVES STAFF TEACH CONSERVATION COURSES, AS
NECESSARY, FOR THE REMAINDER OF THE FISCAL YEAR.

5.d) Education Committee
no report.

5.e) Grants Committee
* discussion of membership of committee to date.
Preservation grants members include: Jian Liu, Teedie Gentile, Christine O'Donnell, Chris Hives, and
Francis Mansbridge as chair. Control of holdings: Chris Hives, Christine O'Donnell, Teedie Gentile,
David Weber, Marie Helene Robitaille, and Francis Mansbridge as chair. Bill Purver is an
ex-officio member of both committees. Further members will be confirmed by email if required.
* fact sheet to be distributed to Regional Reps when available.

5.f) Internet
* T.K. will discuss policy and procedures with Chair of Committee.

5.g) Communities Connect
* T.K. moved that payment of $2800 be authorized for completion of first phase of Communities
Connect contract. L.M. seconded, carried.
ACTION: T.K. TO CONTACT CONTRACTOR AND DISCUSS THE REGIONAL
MEETING IN OKANAGAN.

5.h) Membership

1998-1999 Executive Committee minutes – Archives Association of British Columbia 20
no report.

5.i) Nomination
no report.

5.j) Public Awareness, Advocacy and Legislation
* discussion of email received from Acting Provincial Archivist relating to BCIT use of archives. The Executive recognizes need to do public awareness work with educational institutions. However, in absence of committee and in anticipation of ACA work in this area, this item will be revisited later in the year.

5.k) Publications
no report.

5.l) Manual
* L.M. resigns as chair owing to time commitments relating to the BCCS, Task Force, grants and other functions of president.
* In order to ensure continuity of Executive liaison Teedie Gentile will assume position of Chair and contact potential new members for the Committee.

5.m) Task Force
* discussion of BCCS legal situation. T.K. moved that the lawyer we have been dealing with be contacted and instructed to write the lawyer representing the former Conservation Committee members and stating that the AABC Executive has not authorized him to act on our behalf. F.M. seconded, carried. L.M. moved that we request the lawyer to submit a bill for services to date relating to the Conservation situation. T.K. seconded, carried

ACTION: T.K. TO CONTACT CHAIR OF INTERNET COMMITTEE AND BRING HIM UP TO DATE ON THE STATUS OF THE LEGAL SITUATION.
* Task Force Report
* report discussed and Executive responses to the ten recommendations follow:
  1) Accepted. L.M. moved that the AABC commence advertising for contract Coordinator in early 1999. T.K. seconded, carried.
  2) Approved in principle. Specific projects to be determined.
  3) Accepted. Executive intends to reinstate service in April 1999. Grant for BCCS will be program structured and clear reporting relationships will be outlined.
  4), 5), and 6) Approved in principle. The Executive intends on conducting a Needs Assessment survey this year and considers it necessary to complete this before implementing any structural change. The results of the survey as well as proposed changes will be made available to membership for discussion at the AGM in April.
  7) Accepted. The Executive will consolidate job descriptions in the policy and procedure manual which is currently under development. Executive will consult with other associations to determine how they handle financial management and also consider seeking the advice of an accountant.
  8) Accepted. A policy and procedure manual is currently being edited and completion is intended for end of fiscal year.
  9) Accepted. Addressed in the minutes of the August 24, 1998 meeting.
  10) Accepted. In order to consider roles of contractors versus employees, the Executive will seek legal advice on existing contracts and consider implications of employees status.
* The Executive thanks the Task Force for their work and the submission of a thorough report.

5.n) Regional Representatives
* discussion of institutions in each region.

5.o) HCBC
* get well card was sent to Chair of Committee.
* K.S. will table discussion regarding cooperation amongst heritage institutions at next HCBC meeting.

5.p) 1999 Local Arrangements
* discussion of L.M.’s opportunity to stop and visit Revelstoke while on vacation.
* Reception dates and times discussed.

5.q) 1999 Program
* discussion of proposed program developed by Wayne Murdoch (from Alberta) and T.K.
   ACTIONS: T.K. TO CIRCULATE LIST OF PROPOSED WORKSHOPS FOR EXECUTIVE COMMENT AND SUGGESTION OF POSSIBLE INSTRUCTORS.

6) OTHER BUSINESS
* notice of the NA/NL submission to be placed on the web page.
* request from CCA for BC institutions to be included in Institutional Directory.
   ACTION: L.M. TO DRAFT LETTER AND SSU TO HAVE IT MAILED OUT TO INSTITUTIONS.

Meeting adjourned at 3:30 p.m.

AABC Executive Committee
Meeting Minutes: 19 October 1998

The regular meeting of the AABC executive was held at 1202-1245 Quayside Drive, New Westminster, starting at 9:00 a.m.

Members in attendance: Laura Millar, Francis Mansbridge, Teedie Gentile, Kelly Stewart and Tanya Karlebach. Regrets were sent by Regina Landwehr.

1) APPROVAL OF THE AGENDA
* approved

2) APPROVAL OF MINUTES
* L.M. moved that the minutes for the Executive meeting on September 28th, 1998 be approved as amended. K.S. seconded, carried.
3) ADMINISTRATION

* discussion of policy and procedure manual as prepared by L.M.
Executive members to read and review for next meeting. The possibility of constitutional change was discussed, if required Wendy Hunt has offered to prepare a package for membership.
* Executive discussed the bookkeeping and administrative structures of other associations.

ACTION: R.L. TO DRAFT LIST OF BOOKKEEPING SERVICES REQUIRED BY AABC.
* L.M. moved that the existing contracts be reviewed by a lawyer. T.K. seconded, carried.
ACTION: T.K. TO CONSULT WITH LAWYER.

4) EXECUTIVE REPORTS

4.a) PRESIDENT'S REPORT
L.M. presented report.
* letters have been received from the provincial government relating to funding.

4.b) VICE-PRESIDENT'S REPORT
* no report.

4.c) SECRETARY'S REPORT
* no report.

4.d) TREASURER'S REPORT
* report submitted.

4.e) INSTITUTIONAL MEMBER'S REPORT
* discussion of the Surrey preservation management grant.
ACTION: L.M. TO WRITE A LETTER ACKNOWLEDGING THAT AN ERROR HAD BEEN MADE.

4.f) INDIVIDUAL MEMBER'S REPORT
* no report.

5) COMMITTEE AND PROGRAM REPORTS

5.a) AABC Newsletter
* The Executive acknowledges Anne Lowrey's resignation and thanks her for her work on the editorial committee.
ACTION: T.K. TO HAVE A NOTICE PLACED IN NEWSLETTER ACKNOWLEDGING MS. LOWREY'S RESIGNATION AND THANKING HER FOR HER WORK,

5.b) AA/NC
* Chris Hives has sent a preliminary recommendation to transfer CCA funding to pay for the transfer of BCAUL.
5.c) Community Archives Education Program Committee
   * discussion of the upcoming Nanaimo conservation workshop. If no instructor can be found by 22 October the workshop will be canceled.

5.d) Education Committee
   * has met twice so far, no formal report.

5.e) Grants Committee
   * CCA letter should arrive this week.
   * deadline for CCA applications should be December 23.
   * Wendy Hunt has agreed to sit on both committees.
   The Executive thanks Ms. Hunt for her participation.

5.f) Internet
   * report read as submitted
   * L.M. moved that the current AABC homepage be shifted to our new address and that a three month transition period be observed for the transition. T.G. seconded, carried.
   * discussion of possible training of committee members in UNIX. T.K will follow up with Chair of Internet Committee.

5.g) Communities Connect
   * update report presented.

5.h) Membership
   * Directory has been received. The Executive thanks the Committee for their work.

5.i) Needs Assessments
   * discussion of candidates, administration of project and contract.
   ACTION: K.S. AND F.M. TO INTERVIEW AND HIRE CONTRACTOR FOR THIS PROJECT.

5.j) Nominations
   * no report

5.k) Public Awareness, Advocacy and Legislation
   * no report

5.l) Publications
   * no report.

5.m) Manual
   * K.S. reports on status of editing. When current phase is complete K.S. will contact volunteer editor.
   ACTION: T.G. TO ORGANIZE SENDING OUT REVISED MANUAL FOR COMMENTS.

5.n) BCCS
   * discussion of BCCS funds. Executive approves that funds ... be spent to organize the
BCCS records and mail out disaster planning handbooks to institutional members.
ACTION: T.K. TO ARRANGE TO HAVE RECORDS ORGANIZED AND INVENTORIED AND HANDBOOKS MAILED OUT.
* discussion of using funds to hold CCI disaster workshops.
ACTION: L.M. TO DISCUSS WITH CCI THE POSSIBILITY OF HOLDING MULTIPLE WORKSHOPS.

5.o) Regional Representatives
* need a South Vancouver Island representative.

5.p) HCBC
* current chair of Council has resigned. The Executive agrees to write and volunteer to assume Chair commencing in January.
ACTION: K.S. TO WRITE AND PRESENT AABC OFFER.

5.q) 1999 Local Arrangements
* discussion of budget for committee.

5.r) 1999 Program
* L.M. moved that funds ... be approved for a meeting of the local arrangements and program committees in Revelstoke.
K.S. seconded, carried.
ACTION: T.K. TO ARRANGE WITH WAYNE MURDOCH AND LOCAL ARRANGEMENTS COMMITTEE A MEETING IN NOVEMBER.

6) OTHER BUSINESS
* discussion of Living Landscapes report submitted by Jennifer Vallee.

Meeting adjourned at 3:00 p.m.

AABC Executive Committee
Meeting Minutes: 14 December 1998

The regular meeting of the AABC executive was held at 1202-1245 Quayside Drive, New Westminster, starting at 9:00 a.m.

In the absence of the regular secretary Tanya Karlebach, the minutes were taken by Francis Mansbridge.

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1. Approval of Agenda: Approved

2. The minutes of the October 19 meeting were approved by K.S., seconded by T.G.
3. Discussion of policies and procedures was postponed until later in the meeting.

4. Executive Reports
   a. President: K.S. reported as L.M. had been away for the past seven weeks. Activities have included the hiring of Caitlin Webster for the Needs Assessment Survey. Peter van Garderen has resigned as co-chair of the Education Committee. The Young Canada Works Grant for Phase II of the Internet Project was turned down for lack of time. Disaster Planning handbooks with grant information have been sent out to all institutional members.

   ACTION: L.M. to call Fran Gundry concerning our provincial grant.

   d. The Treasurer's Report was discussed as received from R.L. L.M. noted that Policies and Procedures should include a procedure for invoicing.

   ACTION: L.M. to e-mail R.L. and request procedures for invoicing be included in the AABC policies and procedures manual under development.

5. Committee and Program Reports
   a. Newsletter: Another newsletter has been printed. Chris Hives' e-mail regarding putting it in electronic form was discussed.

   ACTION: L.M. to ask Needs Assessment Co-ordinator to include a question concerning the above in the Needs Assessment Survey.

   b. AA/NC: An e-mail from the AA/NC Coordinator was discussed. The process of shifting the system to SFU has been going well. The need to clarify documentation about ownership was noted.

   c. CAEP: A report has been received from the Education Coordinator. The course on conservation in Nanaimo was taught by Dorothy Lawson.

   d. Education: A report has been received from the Committee Chair, and work in this committee is going well.

   ACTION: L.M. to call Education Coordinator and check on curricula and education activities.

   e. Grants: F.M. circulated a list of B.C. members who had not fulfilled all the requirements concerning the receipt of their grants. The Annual grants adjudication meetings will be held January 7-8 at UBC.

   ACTION: F.M. to liaise with Monique Ostiguy concerning follow-ups to grant reporting.

   ACTION: F.M. to ask AA/NC Coordinator to sit on both Control of Holdings and Preservation Management Committees.

   ACTION: F.M. to clarify system for apportioning of grant money with Wendy Hunt.

   f/g. Internet/Communities Connect: June Campbell has had Communities Connect workshops with North Island, B.C. Northwest, Central Interior and B.C. Northeast, and the Okanagan. Response has been positive.
ACTION: (K.S.) Young Canada Works grants to be on agenda for next year.
ACTION: L.M. to call Communities Connect chair and check on status of program and invoicing for June Campbell.

h. Membership: Marnie Burnham is to take over as Chair for the 1999/2000 year. Doreen Stephens will stay on the committee. The Executive thanks Marnie for taking on this important task and extends its appreciation to Doreen for her work in the past and her willingness to carry on and provide continuity. We welcome the Morris and Helen Belkin Art Gallery as new institutional members.

i. Needs Assessment: A draft questionnaire received from Coordinator was circulated among the executive for comments. The questionnaire will have sections for both individual and institutional members. Stamped self-addressed envelopes will be included.

j. Nominations: Names of people for next year's executive should be submitted to L.M. before the next meeting. They will be passed on to nomination chair Joni Mitchell.
ACTION: Everyone to submit names for executive positions to L.M. before next meeting.

m. Manual: K.S. feels she has done what she can with the manual and is passing it on. L.M. will look at the manual and make comments before the next meeting.
ACTION: T.G. to investigate the possibility of reprinting the existing manual, costs, etc., and to contact Regina concerning the amount of money available for reprinting.
ACTION: L.M. to prepare comments on the current version of the manual before the next meeting.

o. Regional Representatives: Moved by L.M., seconded by K.S. that Michael Carter be accepted as Regional Representative for Vancouver Island South. K.S. to notify. Lunch with regional reps will be arranged at the AGM, probably for Thursday.
ACTION: K.S. to notify all regional representatives concerning new representative.
ACTION: T.G. to liaise with regional reps concerning AGM.

p. Heritage Council: A meeting will be planned for January or February.
ACTION: K.S. to arrange a date for meeting with the Heritage Council.

q./r. Local Arrangements and Program: A fax has been received from the Revelstoke Museum and Archives. To keep costs in line, it was decided that any entertainment should be free. Fashion shows and raffles were proposed. An open bar pre-dinner is also a possibility. Amounts for postage and stationery were queried, as were costs for the project management workshop. Moved by L.M., seconded by T.G. that workshop schedule for AGM be approved in principle.
ACTION: K.S. to investigate other workshop facilitators for the
project management workshop.

6. Other Business:
   * Regrettably, the Executive determined it was necessary to return unspent CCA and CAAT funds as it was not possible to expend these appropriately in the time available.

   * CCI Grant for one Emergency and Disaster Planning workshop to go ahead on March 18.
     ACTION: K.S. to contact David Tremayne re presenting CCI workshop in Vancouver.
     ACTION: K.S. to check on allowable expenses for CCI workshop, especially hotel expenses. This will come from the CCA grant.
     ACTION: T.G. to contact Bob Stewart to make room bookings.

   * We have been asked to send a representative to a "Forum on the Future Direction of Preservation Management" in March in Ottawa.
     ACTION: F.M. to ask Sue Bigelow to attend this meeting.

   * Directors' Insurance has been deferred for discussion at the January meeting.

   * Discussion of contracts: New contracts will need to be drafted in February. Time for this should be scheduled in the January meeting.

   * Living Landscapes was discussed. We will look forward to an update in January.
   * Education grants were discussed. Workshops will continue to be offered this coming year (1999/2000), but the program will be reassessed this coming year and plans for rewriting courses, new courses, and other modes of delivery considered for the year 00-01.

   * A full time person will be hired for the conservation program.
     ACTION: K.S. to arrange for advertisements to posted for this position.

Future meetings will be held January 11, February 15, March 22, and possibly March 29. The AGM will be on April 17th in Revelstoke.
AABC Executive Committee
Meeting Minutes: 11 January 1999

The regular meeting of the AABC executive was held at 1202-1245 Quayside Drive, New Westminster, starting at 9:00 a.m.

Members in attendance: Laura Millar, Francis Mansbridge, Teedie Gentile, Kelly Stewart and Tanya Karlebach. Regrets were sent by Regina Landwehr.

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1) APPROVAL OF THE AGENDA

approved with addition of: 2.a BCCS

2) APPROVAL OF MINUTES

L.M. moved that the minutes for the Executive meeting on December 14th, 1998 be approved as amended. K.S. seconded, carried.

2.A) BCCS

· Discussion of recent mailout by four individuals concerning the BC Conservation Service. It was determined that the Executive would contact regional reps, committee chairs, and members of the Task Force to enquire if they had any comments or questions about the BC Conservation Service, the task force report, or the mailing, and to encourage these individuals to forward any member concerns or questions to the Executive.

3) ADMINISTRATION

· discussion of directors insurance. K.S. moved that we accept the quote as presented and acquire these coverage. T.G. seconded, approved.

· T.K. to arrange for a notice to be placed on the website regarding receipt of the “Steal this Handbook” booklet.

· all committee chairs to be asked to provide a list of the proposed committee membership for the forthcoming year, to be approved by the incoming Executive.

4) EXECUTIVE REPORTS

4.a) PRESIDENT’S REPORT

· no written report, grants have been the priority activity for December and January.

4.b) VICE-PRESIDENT’S REPORT

· report presented.

4.c) SECRETARY’S REPORT

· T.K. will resign as of January 29th, 1999 as she will be moving out of the country.

1998-1999 Executive Committee minutes – Archives Association of British Columbia
4.d) TREASURER’S REPORT
   · report submitted.
   · discussion of the Action item in report. L.M. to communicate with Treasurer directly.

4.e) INSTITUTIONAL MEMBER’S REPORT
   · no report.

4.f) INDIVIDUAL MEMBER’S REPORT
   · no report.

5) COMMITTEE AND PROGRAM REPORTS

5.a) AABC Newsletter
   · K.S. will become interim liaison for remainder of year.

   ACTION: T.K. TO REQUEST A STATUS REPORT ON CURRENT ISSUE OF NEWSLETTER.

5.b) AA/NC
   · L.M. will act as interim liaison for remainder of year.
   · BCAUL announcement to be placed in forthcoming issue of Newsletter,
     L.M. to communicate message to federal and provincial funding agencies.
   · discussion of proposed visit to Atlin by Yukon Archives Advisor.
   · Atlin BCAUL entries discussed, decision deferred until more information can be provided
     by the AA/NC committee.
   · discussion of Yukon Union List. The Executive agrees in principle that a partnership with
     Yukon on the web presentation of their union list if desirable.

   ACTION: T.K. TO COMMUNICATE WITH CHAIR OF AA/NC COMMITTEE AND SUGGEST
   A MEETING TO DISCUSS THESE ISSUES.
   · discussion of licensing issues.

   ACTION: K.S. TO PURSUE LICENSING CONCERNS WITH A LAWYER.

5.c) Community Archives Education Program Committee
   · no report

5.d) Education Committee
   · K.S. to get in touch re: preparing a report for the AGM.

5.e) Grants Committee
   · Education grant to be increased as some money requested under Preservation belongs under here.
   · F.M. and T.G. offered a number of suggestions on how to improve or streamline the grant review
     process.

   ACTION: F.M. TO PREPARE REPORT FOR L.M. TO REVIEW AND ACT ON AS
   APPROPRIATE
5.f) Internet
   · T.G. will assume interim liaison responsibilities for remainder of year.
   · new website design approved. The Executive offers their thanks and appreciation to the Committee for their work on this.
   ACTION: T.K. TO FORWARD MINOR AMENDMENTS TO WEB PAGES.

5.g) Communities Connect
   ACTION: T.K. TO REQUEST A REPORT ON WHAT IS STILL OUTSTANDING IN THE PROJECT.

5.h) Membership
   · T.G. will assume interim liaison responsibilities for remainder of year.
   · discussion of honorary membership. L.M. will follow up.
   ACTION: T.K. TO WRITE LETTER TO BELKIN GALLERY.

5.i) Needs Assessments
   · survey has been reviewed by AABC and the provincial government and has been sent out.

5.j) Nominations
   · discussion of candidates
   ACTION: T.K. TO ARRANGE FOR REMINDER IN NEWSLETTER AND ON WEB PAGE TO CONTACT JONI MITCHELL IN ORDER TO NOMINATE INDIVIDUALS FOR EXECUTIVE POSITIONS.

5.k) Public Awareness, Advocacy and Legislation
   · no report

5.l) Publications
   · no report.

5.m) Manual
   · discussion of L.M.’s memo to T.G.
   ACTION: T.G. TO ARRANGE A MEETING OF COMMITTEE.

5.n) Task Force
   · in order to address the reports recommendations re: administrative structures, the Executive will contact other organizations to determine how they manage their administrative affairs.

5.o) Regional Representatives
   · no report.

5.p) HCBC
   · February 5th meeting, K.S. to prepare and distribute agenda, L.M. to attend.

5.q) 1999 Local Arrangements
   · T.K. discussed progress.

5.q) 1999 Program
· K.S. to continue as AABC coordinator of workshops.
· T.K. reports on work to be done.
· L.M. moved that a maximum of $50 be provided to the 1998/1999 Executive in order to facilitate their attendance at the AGM.

6) OTHER BUSINESS
· L.M. indicated receipt of report by Grant Hughes concerning Living Landscapes project.

Meeting adjourned at 3:00 p.m.

AABC Executive Committee
Meeting Minutes: 15 February 1999

The regular meeting of the AABC executive was held at 1202-1245 Quayside Drive, New Westminster, starting at 9:00 a.m.

Members in attendance: Laura Millar, Kelly Stewart, Francis Mansbridge, Teedie Gentile, and Regina Landwehr.

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1. Approval of Agenda
   Moved by K.S., seconded by L.M., that the agenda be approved.

2. Approval of Minutes
   Moved by T.G., seconded by L.M., that the minutes of the Executive meeting of January 11 be approved.

3. Administration

Policies and Procedures
   T.K. will revise policies and procedures before leaving for England later this month. Executive members should submit proposed wording and comments to L.M. to relay to T.K.
   Several draft copies of the policies and procedures will be available at the AGM for the membership to make suggestions on at this time.

Research into Administrative Structures
   Deferred

Contracts
   K.S. reported that we need to come up with a contract which reflects the status of the AA/NC and Conservation Co-ordinators as dependent contractors. A lawyer will be hired to draw up a contract that reflects current labour practice. Moved by T.G., seconded by L.M., that up to $1500 be allocated to a lawyer to write up a contract for dependent contractors.
Other contracts will also be reviewed at this time.

Education Committee
Jana Buhlman and David Wardle arrived at 10:10 to discuss the education report. The recommendations of the report were discussed in detail. Background material supporting each recommendation will be gathered to enable the work to continue. Jana and David were thanked for their excellent work.

AABC Equipment
Bill Purver has the AABC laptop computer and fax machine. This may be picked up for storage in Victoria after next executive meeting. Insurance company to be notified by R.L. of changes in location of equipment.

4. Executive Reports

a) President
Report submitted. Topics are being covered at the appropriate parts of the meeting.

b) Vice-President
No report

c) Secretary
No report

d) Treasurer
Report submitted on state of accounts. Director's Liability Insurance is now in effect.

e) Institutional Member at Large
No report

f) Individual Member at Large
No report

5. Committee and Program Reports

a) AABC Newsletter
The current newsletter is overdue. K.S. has had difficulty contacting the editor, and will e-mail members of the newsletter board.

b) AA/NC
As Atlin, B.C., is accessible by road only from the Yukon, approval was given for Ms. Tangermann, Yukon Adviser, to visit the Atlin Historical Museum on behalf of the AABC to facilitate the institution's entry into the BCAUL network.
Information received from the Yukon Council of Archives relating to hosting data on B.C. webserver acknowledged.
Link to online photograph databases at other archives approved in principle.
A new section of web site to be added called "B.C. Historical Photographs Online".

c) Community Archives Education Program
   A list of potential teachers of courses is being sent to the Education Co-ordinator.

d) Conservation Program
   CCI Workshop
   - Eleven people have signed up for the Vancouver workshop March14-15. Maximum is 15.

   BCCS Records
   - Irene Bekes has completed an inventory of the 32 boxes of records and presented a report. A subject based classification system is needed, as is a proper filing system. This will be left for the incoming Conservation Co-ordinator. Thanks to Irene for this valuable work.

   Applications for Co-ordinator
   - Three have been received, with the deadline February 15. Information on contracts is needed from our lawyer before the interviewees are contacted, which will then be communicated to the potential employees. Those still interested will be interviewed in late March, with the starting date negotiable up to June 1. K.S. to check on whether relocation costs are normally allowable for contract employees.

e) Education
   Thanks again to Jana and David.

f) Grants
   F.M. circulated information on grants recommended for acceptance. All applicants have been written informing them of the Grants Committee's decision on their applications, and have been requested to return signed copies of these letters to verify their acceptance of this information.

g) Internet/Communities Connect
   The contract for this project finishes the end of March. Workshops will be held in the Lower Mainland February 27 and in the Kootenays on March 29.

h) Membership
   Applications have been received from the District of North Cowichan Municipal Archives and the Prince George Railway and Forest Museum. The former is approved as an institutional member. The latter is deferred, with a recommendation as associate member.

i) Needs Assessment Survey
   A complete report should be finished by late March.

j) Nominations
   Nominations have been received for Vice-President and Individual
Member at Large. None have yet been received for Secretary or Treasurer.

k) Public Awareness, Advocacy, and Legislation
   No report

l) Manual
   A report has been received from the Manual Committee recommending against publication in its current form. The decision on the appropriate response has been deferred to the next executive.

m) Regional Representatives
   A report has been received from Michael Carter requesting that the South Vancouver Island Name Authority be put on the AABC website. This will be referred to Erwin W. for a recommendation. Bob Stewart will be resigning as Regional Representative for the Lower Mainland. Thanks to all the regional reps for their work.

n) Heritage Council
   AABC is now Chair of the Council for the next year, and will host four meetings, with the next being held in May. Increased liaison among heritage organizations has been suggested.

o/p 1999 AABC Local Arrangements/Program
   Plans for the meeting are proceeding. A fun raffle will be held, and a Thursday lunch arranged for the regional reps and executive. Facilitators for workshops have been arranged. Michael Carter will be contacted to see how many from South Vancouver Island want to take the bus. People are encouraged to book their hotel early, as space is going fast.

   q) Annual General Meeting
   Discussion took place on items to be included in the conference package, and on other arrangements.

Administrative Structure (deferred from earlier in meeting)
   Various options were discussed, with reference to those presented in the President's Report. Does the executive have the authority to pursue the position of obtaining a Program Director? Chris Hives will be asked to provide a job description of the Program Officer which will be communicated to the membership. Information on the options will be presented to the membership at the AGM.

The meeting ended at 5:15.
The regular meeting of the AABC executive was held at 1202-1245 Quayside Drive, New Westminster, starting at 9:00 a.m.
Members in attendance: Laura Millar, Kelly Stewart, Francis Mansbridge, Regina Landwehr, Teedie Gentile.

1) Approval of Agenda
   approved

2) Approval of Minutes
   L.M. moved that the minutes of the meeting 15 February 1999 be approved. T.G. seconded. Carried.

3) Administration
   a. Administration/SSU Contract
      L.M. circulated copies of report from SSU re additional services they would be willing to provide. It was recommended that the contract be renewed for the coming year, with the possibility that the contract be renegotiated by the new executive and further services included.
      R.L. will contact SSU to renew the contract.

   b. Contracts/Website Agreement/Other legal questions
      K.S. circulated material on the above.
      The base contract as written by our lawyer was considered acceptable, although it was suggested that payment of compulsory deductions could be stated more explicitly. This will now make us employers. Contracts for the Archives Advisor and the new Conservation Co-ordinator will be negotiated by the new executive.
      The Website Hosting Agreement (for other associations using our website as a host) was also considered acceptable. It will be passed on to the Internet Committee for comments, and then to the new executive.

   4. Executive Reports
      a. President--No report
      b. Vice President--No report
      c. Secretary--No report
      d. Treasurer
         A Treasurer's report was submitted by R.L. Some travel subsidy money
is unexpended. L.M. will contact CCA to inquire whether money owing needs to be returned. The exact amount will be computed by Regina at the end of March. L.M. will also query Fran Gundry re funding from province. R.L. will prepare statements of account for the AGM and submit all books to the Accountant for auditing before the AGM.

e. Institutional Member at Large--No report

f. Individual Member at Large--No report

5. Committee and Program Reports

a. Newsletter

The next newsletter is expected by the time of the Revelstoke meeting. It was suggested that summary minutes of executive meetings might be included in future newsletters. K.S. will communicate with the newsletter editor to set the deadline for the next newsletter and clarify the status of the present newsletter.

d. Conservation Program

CCI Workshop--T.G. reported on the recent CCI Disaster Management workshop, which was successful and useful. K.S. will do a report on the CCI workshops.

Co-ordinator position--Four applications have been received. F.M., L.M. and Jacqueline O'Donnell will do interviews at L.M.'s residence on March 29. A ranked list will be given to the incoming executive, who will be responsible for negotiating the contract.

F.M. will e-mail Sue Bigelow to inquire whether there were any recommendations forthcoming from the recent CCA conservation meeting attended in Ottawa.

e. Education

Copies of potential instructors will be sent to Education Co-Chair Jana by K.S., as requested. Records of Education Committee, as well as of the Treasurer, have been located, and will be placed in storage in Victoria.

f. Grants--No report

g. Internet/Communities Connect

June Campbell's last workshop for Communities Connect is to be held in the Kootenays on March 31, postponed because of weather. Only four
attended the workshop in Vancouver.

The placing of the name authority for South Vancouver Island on the website is still in process, and will be left to the new executive to finalize.

The question was raised about what do we place on the web? For universal access critical information should be made available elsewhere as well. L.M. will contact Erwin to make recommendations to the new executive on a policy about what information is placed on the web.

h. Membership
   A notice of approval of new members should be sent by the Executive to the Regional Reps who will then contact the applicant.
   K.S. will complete arrangements for an honorary membership certificate.
   Marnie Burnham is the new committee chair. Former Chair Doreen Stephens will be officially thanked by L.M. at the AGM.

i. Needs Assessment
   A report from Caitlin Webster has been received and circulated.
   To protect anonymity respondent numbers should be removed. Page numbers should be added. Copies will be printed in Vancouver. They will be available at the AGM and supplied to all Regional Reps. Copies to others will be available on request. The summary portion will be included in the Revelstoke conference package.

j. Nominations
   The positions of Treasurer and Vice-President still remain vacant for next year.

k. Public Awareness
   Some interest in this area has been expressed.


m. Regional Reps
   The possibility was raised of having one meeting a year in locations other than the Lower Mainland or Victoria to generate more interest and involvement in the Association's activities.
   The question was raised as to whether the Vancouver region should be broken up into more manageable segments. This will be discussed at the Revelstoke meeting, and perhaps a meeting of Regional Reps in Sept./Oct. should be held to discuss this subject.
   Reports from Regional Reps should be considered for placement in the newsletter.
   A replacement is needed for Bob Stewart, who is stepping down.

n. Heritage Council--No report.

o.-q. Local Arrangements/Program/AGM
   71 are currently registered, with 55 of these from B.C.
K.S. is going up to Revelstoke the Tuesday before the meeting to ensure that all will be well. Expenses will be allowed for this trip.

6. Other Business

L.M. has forwarded an e-mail from Monique Ostiguy re Young Canada Works. Perhaps a student could be hired for records inventory.

Executive records will be passed on to F.M. by L.M. before the Revelstoke meeting.

L.M. circulated her recipe for "Tomato and Bread Soup", one of the more tangible and lasting rewards for this past year's work.
AABC Executive Committee minutes – April 1999 to April 2000

Meeting Minutes: 26 April 1999

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President
Marnie Burnham, Secretary
Dorothy Lawson, Individual Member-At-Large
Francis Mansbridge, Institutional Member-At-Large

1. Executive vacancies

Executive addressed the current vacant positions of Vice-president and Treasurer. Potential candidates were discussed. Due to on-going financial obligations, a priority was placed on securing an individual to fill the position of treasurer.

Action: Members of the Executive agreed to solicit volunteers for the vacant positions and report progress.

2 Transfer of Signing Authority

Chris Hives reported that he would arrange to have the signing authority relating to the AABC’s financial accounts transferred from the previous Executive into his name. Signing authority will also be given to the Vice President and Treasurer when those positions are occupied.

3. Conservation Service

Chris Hives reported that candidates for the vacant position of conservator had been interviewed by a selection committee comprised of members of the previous Executive and Jacqueline O’Donnell. This Committee had forwarded a recommendation for the approval of the incoming Executive. After a brief discussion of the Selection Committee recommendations, the Executive agreed to move forward with its recommendation.
**Action:** Chris Hives will inform the successful candidate and begin contract negotiations with the goal of June 1st 1999 as a starting date. Frances Mansbridge will contact the other candidates to inform them an offer has been made to another applicant.

The Executive addressed the need to re-establish the Conservation Advisory Committee. Potential committee members were discussed.

**Action:** Dorothy Lawson will contact potential committee members to request their participation.

It was agreed that the AABC should move to change the name of the program to the British Columbia Archival Preservation Service in order to better reflect the preventive focus of the Service and also to bring it into line with developments in other archival organizations.

**5. Contracts**

The Executive discussed the development of contracts relating to services provided to the AABC. The previous Executive had begun investigating the exact nature of relationship between the Association and those providing contracted services to the AABC. Owing to potential changes in the administrative structure of the organization the previous Executive deferred the decision about the future course of action to the incoming Executive. Following a discussion of the issue and, in particular, the significant administrative and accounting requirements that would be result from potential changes, the Executive decided to continue with the status quo for 1999/2000.

Of particular concern were the serious time constraints confronting the Executive in having to make this decision. The contract of the Archives Advisor/Network Coordinator was to expire at the end of April 1999 and this required that a new contract be prepared in very short order. Chris Hives discussed several issues relating to the contract with the Archives Advisor/Network Coordinator which included financial terms and length of contract. The other members of the Executive agreed to his recommendations in this matter. The contract will run to the end of March 2000 and bring it into line with the regular fiscal year.

**Action:** Chris Hives will prepare a contract that includes the agreed upon elements and present it to Bill Purver for his signature.

The Executive will, over the next year, solicit advice and hold discussions with AABC contractors, the Advisory Committees and other interested parties to determine any changes that should be implemented to the working relationship between the Association and its contractors.

**6. Archives Advisory Network**

Chris Hives reported that the Archives Advisor/Network Coordinator identified a small surplus in the operating account and requested that the funds be reallocated to facilitate his attendance at the ACA Conference in June in London, Ontario. Given the conference’s focus on CAIN-related issues and initiatives, the Executive approved this expenditure of funds.

The Executive discussed the salary of the Archives Advisor position. The Executive approved an increase in the 1999-2000 contract to reflect increases in the "in lieu of benefits" package and a timely raise.
7. Education Programme

The Executive discussed the direction of the Education Programme. It was agreed to continue with the programme as established by the for the coming year. The Executive decided to use this next year to plan a shift in the Education Programme to reflect the changing dynamics of the B.C. archival community.

**Action**: Ask the Chair of the Education Committee to develop recommendations, in the form of a report, regarding the direction of the Education Programme. The report should be submitted to the Executive by 31 October 1999.

8. Newsletter

The Executive discussed several issues relating to the Newsletter. In order to achieve cost-savings in production and distribution, decrease the range of duties now associated with the editorship of the publication and to enhance the timeliness in the distribution of its information it was agreed that the AABC should investigate the possibility of developing a web-based newsletter. The Executive also agreed that the paper-based version of the publication will be the default and that individuals willing to forego receiving apaper copy will have to notify the Association.

**Action**: Direct the Internet Committee to evaluate the viability of an on-line newsletter

8. Needs Assessment Survey

The Executive determined that a working group should be established to interpret the results of the 1999 Needs Assessment Survey. This interpretation should incorporate into its analysis a comparison with the survey conducted by the AABC in 1988 with a view to marking developments in the B.C. archival community.

**Action**: Chris Hives will approach George Brandak to act as chair of the Needs Assessment Working Group which will be asked to provide at least a preliminary report by June 30th, 1999.

9. Manual for Small Archives

Due to resource constraints and the general discussion at the AABC AGM, the Executive decided not to continue efforts at revising the Manual for the time being. The provision of photocopies of the current manual and other alternatives for providing this basic archival information will be explored.

11. Committee Liaisons

The Executive, in the absence of a Vice-President and Treasurer, agreed to delegate responsibilities for communicating with committees as follows:

| Dorothy Lawson | Preservation Advisory Committee |
| Marnie Burnham | Membership Committee |
|                | Newsletter |

1999-2000 Executive Committee minutes – Archives Association of British Columbia
Chris Hives Internet Committee
Archives Advisory Network Committee
Francis Mansbridge Education Committee
Advocacy Committee

Next meeting: 10 May 1999, 2 pm.

AABC Executive Committee
Meeting Minutes: 10 May 1999

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President
Lynne Waller, Treasurer
Marnie Burnham, Secretary
Francis Mansbridge, Institutional Member-At-Large
Dorothy Lawson, Individual Member-At-large

1. Minutes of the previous meeting

Executive approved the minutes of the previous meeting.

2. Introduction of Lynne Waller

Chris Hives welcomed Lynne Waller to the AABC Executive and expressed his gratitude at her willingness to accept the position of Treasurer.

3. General discussion of financial matters

Lynne Waller discussed her initial impressions of the AABC’s finances from her brief survey of the AABC financial records. She outlined a number of issues she felt should be addressed by the Executive over the next year including the structure of AABC accounts, the burden of book keeping tasks required as part of the position of Treasurer, and the coverage of directors’ liability insurance as it relates to financial matters.

The Executive agreed that the functions of the Treasurer should be re-evaluated. Chris Hives recommended that the Executive investigate the viability of expanding support services to include routine accounting tasks. He felt that the organization’s budget should more realistically reflect the real costs of administering the AABC. Lynne Waller agreed to continue to complete these tasks in the interim.
Action: The Executive will examine the costs of expanding support services.

Action: Chris Hives will investigate sources of operating grants to finance expanded administrative services.

The Treasurer will be requiring budgets from each of the Committees.

4. Meeting with Donna Denham, SSU Support Services

The Executive asked Donna Denham to described the work completed by SSU on behalf of the AABC. In addition, the Executive discussed SSU’s proposal regarding expanded support services including:

- expanded accounting services
- paper work to facilitate GST rebates
- expanded membership maintenance activities
- records storage

Action: Lynne Waller will visit SSU offices to meet with staff to discuss AABC book keeping

Although the AABC’s contract with SSU expired at the end of the last fiscal year, Donna Denham agreed to continue under the terms established until the Executive has had an opportunity to discuss the merits of expanded service.

Action: Lynne Waller will investigate the costs of accounting services at other support agencies to compare market value.

5. Contracts

Chris Hives announced that Bill Purver has signed a contract to continue as the Archives Advisor/Network Co-ordinator for the 1999-2000 year. He also updated the Executive on the progress of negotiations with the successful candidate of the search for the Conservation Service contractor.

6. Manual for Small Archives

The Executive discussed the future of the Manual for Small Archives. In the interim, the Executive agreed that a notice should be placed on the AABC web site indicating that the publication is out of print. It is hoped that this will eliminate the need to provide photocopies or monitor the backlog of orders. The Executive agreed to examine the possibility of making the Manual available as an electronic document via the AABC website. Chris Hives mentioned a surplus of $2500 remaining from the grant for the Communities Connect program. He suggested that this money could be used to support such a digitisation project.

Action: Chris Hives will seek formal permission to reallocate remaining Communities Connect funding to make the Manual accessible electronically.
7. AABC Newsletter

Chris Hives distributed to the Executive a sample of a prototype web version of the AABC Newsletter produced with the assistance and expertise of Leslie Field. The document which had been reviewed and recommended by the Internet Committee was well received by the Executive and it is hoped that a web-based approach will produce a more dynamic publication capable of reaching a larger audience. In addition, this change will greatly reduce printing and mailing costs which have traditionally been in the $7,000-$8,000 range for four issues. It was noted that the Editor and the Executive should re-evaluate the role of advertising in the Newsletter.

Chris Hives suggested that with the change in newsletter production that it would be helpful to implement the idea of co-editors. Leslie Field had expressed an interest in a co-editor position. This offer was approved by the executive.

**Action**: Marnie Burnham will contact Jennifer Vallee to determine her continued involvement with the newsletter.

The Executive discussed ways of integrating the new web format into the year’s program. The Executive expressed a commitment to ensuring that all members of the organisation have equal access to the publication regardless of the availability of Internet service. The first on-line issue will be printed off the AABC’s web site and mailed to all members. AABC members will be given the option of opting out of receiving a paper copy in the future. Over time it is hoped that a sizeable portion of the membership will opt to access the newsletter on-line and forego receiving a paper copy in the mail.

The Executive discussed the content of the next newsletter with the goal of producing the first web-based issue by early June 1999.

8. B.C. Heritage Council


**Action**: Chris Hives will contact the other Heritage Council representatives to arrange another meeting.

9. Other business

The Executive addressed the need to find a regional representative for the Lower Mainland.

**Action**: The Executive will generate a list of possible volunteers to fill this vacancy.

Francis Mansbridge reported on the re-establishment of the Advocacy Committee and submitted a list of committee members which was approved by the Executive. The Advocacy Committee will be chaired by Aaron Vidaver.

Next meeting: 31 May 1999, 2 pm
AABC Executive Committee  
Meeting Minutes: 31 May 1999  

Executive of the Archives Association of British Columbia  

Present:  

Chris Hives, President  
Lynne Waller, Treasurer  
Dorothy Lawson, Individual Member at Large  
Francis Mansbridge, Institutional Member-at-Large.  

Regrets:  

Marnie Burnham, Secretary  

In the absence of the Secretary, Francis Mansbridge was designated to take minutes.  

1. Minutes of the Previous Meeting  

Approved by executive.  

2. President’s Report  

a. Conservation Co-ordinator: Rosaleen Hill has been hired as the new Conservation Co-ordinator, and will start work tomorrow morning June 1. Boxes of records relating to the conservation service are currently stored in Victoria. Rosaleen will access these and take out those expected to be of use, letting the executive know what else is there. Storage of this material beyond the end of June will need to be arranged, as the contract runs out then. Rosaleen will also liaise with the new Conservation Advisory Committee (Ken Young, Jacqueline O'Donnell, Dorothy Lawson). The CCI workshop in November on "Storage Planning for Books and Archival Materials" will be organized by Rosaleen.  

Action: Francis Mansbridge will communicate with Rosaleen concerning CCI workshop.  

Action: Chris Hives to liaise with Rosaleen concerning appropriate storage of AABC records.  

b. Newsletter: A new issue is ready, and will be published in late June when our financial situation is more clear. The planned electronic format should reduce the cost from about $8,000 to $3,000 a year (for four issues), less if members opt for the electronic version over the printed format. Members may opt to receive either the electronic or hard copy version.  

Action: Chris Hives to continue to coordinate production of this issue of the electronic version of newsletter.  

c. Future Directions: Discussion ensued on an exchange of e-mails between Chris and Provincial Archivist by Gary Mitchell about the two advisory services programs. In particular there had been some discussion about the lack of a proper administrative infrastructure in the AABC to properly oversee these programs. In particular the uncertainty in the timing of receipt of grant funding makes it very
difficult to meet our ongoing financial commitments to these important programs. Increasingly, the Association is having more trouble in providing the bridge financing that is often necessary. It was pointed out that the current arrangement of having the services contracted by the Association helps protect those funds.

After exploring some other possibilities for providing these services it was decided that we should continue with the status quo vis-a-vis the employment of our contractors. While it appears that the AABC will continue to sponsor these programs for the foreseeable future, we can still consider changes in these programs to ensure the most effective delivery of the services needed with the money received.

d. **Manual for Small Archives:** Permission has been received to use the remaining $2500 in the Communities Connect program to put the current version of "A Manual for Small Archives" on line. A proposal for mounting the publication on the Web was discussed. The funds do not need to be spent before the end of the fiscal year.

**Action:** Chris Hives will continue to investigate the on-line manual project.

### 3. Treasurer's Report

Lynne Waller distributed a copy of a report on our current financial situation, with some recommendations. GIC's ($10,454.18) have been cashed to meet our immediate financial obligations. Our exact financial situation will be unclear until the books are returned from the auditors.

The Directors' Liability insurance from Brown Bros. is currently being reviewed. Other agencies are being canvassed. Personal insurance can also be bought on an individual basis. Options are either to cancel the current insurance policy or wait until the contract expires.

**Action:** Lynne Waller to continue to investigate insurance options and report back to executive.

**Increased Support Services:** Association Management Consultants are not interested in the level of service we need/can afford. Dorothy Lawson suggested Investax as a possible service. Expanded service by SSU is also being considered.

**Action:** Lynne Waller to continue to investigate options for increased support services and report back to executive.

### 4. Other Business

The Advocacy Committee was given the go ahead to try a program of public events in the coming year, as suggested in a recent e-mail from Chair Aaron Vidaver. It was pointed out, however, that no money has at this time been committed for any of this committee's planned activities. Other suggestions included a generic article on archives prepared for distribution to local papers. Increased contacts with media (radio, TV, newspapers) were encouraged.

**Action:** Francis Mansbridge to contact Advocacy Committee concerning above.

Next meeting: UBC 21st June 2 p.m
AABC Executive Committee  
Meeting Minutes: 21 June 1999

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President  
Lynne Waller, Treasurer  
Marnie Burnham, Secretary  
Francis Mansbridge, Institutional Member-At-Large

Regrets:  

Dorothy Lawson, Individual Member-At-Large

1. Minutes of the previous meeting

Francis Mansbridge presented to the Executive a draft of the minutes of the previous meeting. The Executive agreed to provide comments for revisions to be approved its next meeting.

2. President’s Report

A) Meeting at the Provincial Archives

Chris Hives informed the Executive that Gary Mitchell, Provincial Archivist, has invited him or a representative of the AABC to attend a ceremony during the B.C. Archives’ open house on June 26th to receive the Association’s first installment of CAAT funds from Minister Andrew Petter. Chris Hives expressed his appreciation for the expediency with which this grant request was processed.

The President stated that this trip to Victoria presented a good opportunity to meet with the Provincial Archivist to discuss AABC matters as well as its relationship with the Provincial Archives and, more broadly, the Provincial Government. He hoped to discuss funding requirements relating to the administration of the organization as well as the promotion of regional development. In addition, he felt it might be useful to discuss the direction of the AABC in terms of standards for institutional membership.

B) Institutional Standards

Chris Hives recommended that the AABC re-examine its policies as they relate to institutional membership and the grant dispersement process. He suggested examining the institutional membership standards established by the Archives Association of Nova Scotia with a view to adopting accreditation procedures. He advised that mechanisms be established to track the progress of institutions utilizing grant funding.

Action: The Executive will evaluate established procedures for the distribution and expenditure of grant funding.

1999-2000 Executive Committee minutes – Archives Association of British Columbia 9
**Action:** The Executive will request that the Membership Committee examine the terms and conditions of institutional membership with a view to amending definitions within the AABC’s constitution.

C) Grant reports to the Canadian Council of Archives

Chris Hives reported on the status of year-end reports submitted to the CCA. For various reasons, four reports were returned for revision. The President reported that he is working on revising the reports but did not think that the AABC would have to return additional funds in excess of those originally identified.

**Action:** Chris Hives will work with Monique Ostiguy of the CCA in the revision and resubmission of grant reports.

D) Education

The President reported that he is in the process of completing the terms of the contract for the position of Education Coordinator.

Chris Hives recommended that the Executive meet with the Education Committee to discuss the direction of the Education Program.

E) Vice President

Chris Hives discussed the need to find an individual to fill the vacant position of vice president. The Executive discussed potential candidates with the goal of securing a V.P. in the near future.

**3. Treasurer’s report**

Lynne Waller discussed the written report she had submitted to the Executive in advance of the meeting.

A) Mary Ann Pylypchuk Memorial Prize

Lynne Waller reported that the annual Mary Ann Pylychuk Memorial Prize has been awarded to Yuri Shimpo.

B) AABC Finance Committee

The Treasurer reported that the first meeting of the AABC Finance Committee was held June 13, 1999. The Committee is composed of Peter Johnson, Evelyn McLellan, and Melanie Reaveley.

C) Insurance

Lynne Waller reported that Chambers Olson has been selected to provide insurance to the AABC. Although changes in coverage may occur in the future, current policies protect AABC equipment and provide directors’ liability insurance.
D) Bookkeeping and Accounting Services

Lynne Waller recommended that the AABC solicit additional accounting assistance from Malish and Clark. In recent times, the Association had been contracting out a portion of its bookkeeping chores to another firm. The Executive agreed, concluding that using a single accounting agency will reduce duplication, allow for monthly financial reports, and lead to fewer delays in processing year-end accounts. Malish and Clark has been associated with the AABC since 1991.

4. Newsletter

Chris Hives stated that the first electronic version of the Newsletter is ready for publication. He reported that he had sent out an initial e-mail to AABC members directing them to an on-line prototype for the publication and asking them in they would be willing to forgo receiving a paper copy of the Newsletter in favour of accessing it on-line. While a couple of members expressed some concerns about the new direction for the Newsletter, approximately 50 opted not to receive a paper copy.

5. Committee reports

Marnie Burnham reported that she had attended a brief meeting of the Membership Committee on June 20, 1999. The Committee discussed a request to establish a membership category for retired archivists. Committee members decided that such a category would be of benefit to the Association and suggested that the student rate be applied to the proposed category. On behalf of the Membership Committee, Marnie Burnham requested that the Executive approve the establishment of a retired member category.

Action: Marnie Burnham will investigate the constitutional requirements to facilitate the establishment of a category for retired members.

It was reported that the Membership Committee had started preparations for the publication of the membership directory. Chris Hives advised that the project be delayed until September to enable a greater number of renewing members to be included in the booklet.

Marnie Burnham concluded her report by requesting assistance to locate volunteers to become members of this committee.

6. Meeting with AABC Chairs

The Executive discussed the need to facilitate greater communication between itself, AABC contracts, and the various AABC committees. As a result, the Executive decided to hold a meeting with Committee Chairs and AABC contractors to discuss current developments and the direction of the organization.

Action: Marnie Burnham will contact Committee Chairs and contractors to organize a meeting with the Executive to be held Monday, July 12th at UBC Archives.

Next meeting: Monday, July 12, 1999 (following meeting with Committee Chairs)
AABC Executive Committee  
Meeting Minutes: 12 July 1999

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President  
Lynne Waller, Treasurer  
Marnie Burnham, Secretary  
Francis Mansbridge, Institutional Member-At-Large  
Dorothy Lawson, Individual Member-At-Large  

Jane Turner, nominee for position of Vice-President

1. Nomination and appointment of Vice-President

The Executive met briefly following a general meeting with AABC Committee Chairs and contractors. The purpose of this meeting was to appoint a vice president of the Archives Association of British Columbia. Chris Hives nominated Jane Turner for the position. The Executive unanimously endorsed Jane Turner to fill the vacancy. It was agreed that this appointment would be retroactively approved at the next Annual General Meeting.

Next meeting: 9 August 1999, 2 pm

AABC Executive Committee  
Meeting Minutes: 9 August 1999

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President  
Jane Turner, Vice-President  
Lynne Waller, Treasurer  
Marnie Burnham, Secretary  
Francis Mansbridge, Institutional Member-At-Large  
Dorothy Lawson, Individual Member-At-Large

Approval of minutes from previous meetings

The Executive approved the minutes for meetings held May 31, June 21, and July 12, 1999. Chris Hives asked Marnie Burnham to forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.
President’s report

Chris Hives reported that he had a preliminary exchange with Gary Mitchell about the possibility of submitting a grant report to help underwrite some of the administrative expenses incurred in the provision of the Association’s province-wide programs. To date there has not been an official response.

The President reported on progress relating to the reconciliation of grant funding received for the Revelstoke conference. It appears that the Association expended all grant monies received for the Conference. The AABC will be required to return no funds to the granting agencies.

Treasurer’s report

Lynne Waller reported on the progress of the new accounting system being developed with the assistance of Malish and Clarke. She requested formal approval to consolidate the four current AABC bank accounts into one in order to simplify accounting procedures. The motion was seconded by Jane Turner and passed unanimously by the Executive.

Action: Lynne Waller will close the three program-based accounts.

Lynne Waller discussed the implications of terminating the AABC’s contract with Support Services Unlimited. Chris Hives will pick up the mail, Lynne Waller will make bank deposits, and Marnie Burnham will maintain and update the membership database.

The Treasurer reported that grants have been received from both the CCA and the Provincial Government to fund six months of operations of the AANC, Preservation and Education programs. The Executive expressed gratitude at the timeliness of the receipt of the grants.

Lynne Waller discussed the need to develop formal budgets for all of the AABC’s committees. She hopes to have the budgets in place by early September. The budgets will coincide with the development of the new accounting system. Lynne proposed a formal budget meeting take place in February 2000 to facilitate preparation of financial projections for the following year.

Future directions for the Association

The Executive discussed the need to develop a vision relating to the future of the AABC. An examination of future goals and objectives was deemed necessary to assist in the short- and longer-term planning. The Executive discussed the shape and nature of existing AABC programs with a view to improving services and promoting greater efficiency.

The Executive identified the following programs, functions, and issues for possible re-assessment:

- Archives Advisor/Network Coordinator program
- Preservation Service
- role of the Education Coordinator
- Institutional membership and standards
- re-design of programs to serve a broader spectrum of the membership
- the role of regional representatives (and the Regions) in the functioning of the AABC
- role of paid support in the administration of the organization
Proposal for Regional Archives Advisor Service

The Executive discussed a proposal submitted by the Heritage Federation of Southeastern B.C. relating to the establishment of a short term archives advisory service in the Kootenays. The proposal includes a request for a letter of support from the Association as well as a modest financial commitment, the bulk of which would take the form of sponsorship of two AABC workshops.

The Executive agreed that the project provides an opportunity to explore issues relating to regionally-based services. Chris Hives suggested that the requested funding could be supplied as part of the AABC’s portion of CCA grant funding. The Executive gave the proposal its conditional support based on the Heritage Federation of Southeastern B.C. securing funding from the remaining proposed sources.

Institutional standards

The Executive discussed the possible re-examination of criteria for institutional membership to ensure that all institutional members achieve established standards for viable and sustainable archival programs. The Executive felt that this potential change in criteria would require the eventual re-application by current institutional members.

Chris Hives recommended that the Executive examine criteria for institutional membership developed by other provincial associations. Jane Turner presented a schema outlining the manner in which other archives associations structure their requirements for institutional membership. Dorothy Lawson discussed the importance of involving existing institutional members in the reconfiguration of criteria.

**Action:** Jane Turner will compose a letter to the Regional Representatives requesting feedback from the membership regarding the development of institutional membership standards.

Manual for Small Archives

The Executive discussed the digitization of the *Manual for Small Archives*. The Executive agreed to expend funds remaining from the Communities Connect project to develop a contract with Leslie Field to digitize the publication with the goal of disseminating it through the AABC’s website.

**Action:** Chris Hives will coordinate the contract for digitization with Leslie Field.

Jane Turner presented an archives manual recently produced by archivists in Newfoundland. She felt that the publication presented a good model for the revision of the AABC’s *Manual for Small Archives*.

Newsletter

Chris Hives reported that the first on-line version of the AABC Newsletter was very well-received by the membership. Given the new expanded audience for the publication, the President recommended that the AABC re-structure the rates charged for advertising. He presented a new fee structure for advertising space. The Executive agreed that the increases were timely.

**Action:** Chris Hives will examine the issue of revenue generation as it relates to Newsletter advertising.
The President reported that the Newsletter required the appointment of an Editorial Board and the appointment of a co-editor. The Executive agreed to begin to recruit volunteers for these tasks.

Membership

Marnie Burnham reported on the status of membership renewals for the 1999-2000 year. She expressed concern at the number of institutional and associate institutional members that had failed to renew.

Action: Marnie Burnham will send institutional members one final renewal notice.

Marnie Burnham noted that in light of the AABC’s increased membership fees, numerous retired and volunteer archivists had written to the Association citing financial hardship as a factor in not renewing their membership. In light of this situation, Chris Hives proposed that the Executive approve the establishment of new categories of "Individual-Retired"; and "Individual-Volunteer"; and that the rates charged for these memberships be the same as those charged for the "Individual-Student". The Executive approved and this change will come into effect for the 2000/2001 membership year.

Action: The Executive will instruct the Membership Committee to create two new designations within the individual membership category to include volunteers and retired archivists.

Action: Marnie Burnham will respond to letters from lapsed members. She will describe the proposed changes and to invite their re-application next year.

AABC Conference 1999/2000

Chris Hives proposed that the 1999/2000 AABC Conference be held mid-May in the Lower Mainland. The Executive agreed to begin to think about possible volunteers to fill the positions of Program and Local Arrangements Committees. Lynne Waller recommended that the position of Conference Treasurer be established.

Advocacy Committee

Jane Turner agreed to be the liaison between the Executive and the Advocacy Committee.

Next meeting: 13 September 1999 1 pm.
AABC Executive Committee
Meeting Minutes: 13 September 1999

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President
Jane Turner, Vice-President
Lynne Waller, Treasurer
Marnie Burnham, Secretary
Francis Mansbridge, Institutional Member-At-Large
Dorothy Lawson, Individual Member-At-Large

Approval of minutes from previous meetings

The Executive approved the minutes of the meeting held August 9, 1999. Chris Hives asked Marnie Burnham to forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

President’s report

Chris Hives reported that he has been in communication with Provincial Archivist Gary Mitchell and has received word that CAAT would entertain a grant request that would include support for the administration of the AABC’s province-wide activities. The Executive discussed the structure of such a request.

Action: Chris Hives and Lynne Waller will develop a grant proposal in an attempt to secure funds to support AABC activities relating to programme administration.

The President discussed the progress of the working group developing an instrument to augment the Need Assessment Survey. This secondary survey will not likely be completed before the end of September. The Executive discussed methods to distribute the completed questionnaire. The President recommended setting aside funds to cover copying and mailing costs.

Chris Hives reported that Leslie Field has begun his contract to produce a web version of the Manual for Small Archives.

The President discussed his attendance at a recent meeting of the Archives Advisor / Network Coordinator Advisory Committee. The meeting served to advise new members of the committee of the program’s mandate, to update members on Bill Purver’s schedule and work plan and to develop priorities for the remainder of the year.

Chris Hives discussed the need to address the possible changes to the AABC’s programs for the next fiscal year. Proposals should be developed within the next six weeks to facilitate consultation.

The President discussed the status of the current issue of the Newsletter and the issues remaining for this fiscal year. In the absence of a co-editor, he has been assisting Leslie Field in the production of the 1999-2000 Executive Committee minutes – Archives Association of British Columbia
Newsletter. He feels that the production of the electronic version will result in a significant financial savings to the Association. In addition, Chris Hives has begun soliciting advertisers for upcoming issues.

**Treasurer’s report**

Lynne Waller presented the second financial statement developed by Malish and Clark utilizing the new system of accounts. She reported that the system is working well, providing her with the flexibility to suggest codes and review statements prior to delivery to the accountant. In addition, Lynne Waller presented a draft of a file classification plan to better organize the Association’s financial records.

The Treasurer reported the success of the new system developed to retrieve and circulate the Association’s mail. Lynne Waller noted that the Education Coordinator is now forwarding workshop registration cheques directly to her for deposit.

Lynne Waller expressed caution at the current state of the AABC’s finances. According to the general account schedule, revenue and expenses are about equal. She feels that after September 1999, the Association must begin to use surplus funds to cover expenses.

She recommended that the Executive determine the minimum surplus needed in the AABC’s account to support operations in the event of a funding problem.

The Treasurer reported that Evelyn Peters McLellan has agreed to act as Conference Treasurer. She noted that Evelyn would like to meet with other members of the Committee as soon as possible to set conference budget priorities.

**Strategic Planning Forum**

The Executive discussed the need to solicit member input regarding proposed changes to the AABC’s program structure. The Executive decided to host a strategic planning forum to solicit comments from Regional Representatives and Committee Chairs about the direction of the Association. It was concluded that a two day meeting should be scheduled for late October or early November to be held in Vancouver.

**Action:** Dorothy Lawson will contact the Regional Representative to discuss dates for a meeting and to determine the necessity of subsidizing travel and accommodation.

**Action:** Lynne Waller will investigate possible sites for the accommodation of members and venues for meetings.

**Membership**

Marnie Burnham reported on the status of membership renewals. The Executive expressed concern at the drop in the number of individual members. It was concluded that a portion of this decrease should be attributed to the increase in fees. The Executive acknowledged a need to increase individual membership. Chris Hives suggested including a discussion of professional community service within the president’s message in the next newsletter.
The Executive addressed the issue of lapsed membership. It was decided that, after the first four months
of the current fiscal year, members who have not yet paid their membership fees will no longer be
provided with the benefits of membership including the newsletter and the member directory.

The Executive concurred with the Membership Committee’s recommendation to approve the granting of
an institutional membership to the City of Coquitlam.

Volunteers

The Executive examined a list of current AABC members with the intent of creating a list of candidates
to fill the numerous vacancies on AABC committees. Lists were developed to fill vacancies on the
Membership Committee, the Conference Program and Local Arrangements Committees, and the
Editorial Board.

AABC Conference 1999/2000

The Executive discussed the upcoming AABC Conference to be held in the Lower Mainland in May
2000. Given the current state of the Association’s finances, the Executive expressed a commitment to
holding a revenue neutral event.

Committee reports

Francis Mansbridge reported on efforts to combine the two grants committees into a single body. He
noted that these committees are currently in the process of re-evaluating the points system for rating
grant applications. He feels it is important to develop a better system for tracking previous grant
applications.

Next meeting: 4 October 1999 1 pm.
1. Approval of minutes from previous meetings

The Executive approved the minutes of the meeting held September 13, 1999. Chris Hives asked Marnie Burnham to forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

2. President’s report

Chris Hives reported that the current issue of the AABC Newsletter was near completion. The mailing of the Newsletter will be coordinated with the distribution of the Membership Directory.

The President discussed the grant request for administrative funds developed with the assistance of Lynne Waller. The Executive reviewed the details of the request submitted to the B.C. Archives. The President recommended that, in future, program administration costs be built into funding proposals.

Chris Hives reported that he has contacted Provincial Archivist Gary Mitchell regarding this year’s second installment of grant funding to help ensure that funding will be forwarded in a timely manner.

Chris Hives noted that the production of a web version of the *Manual for Small Archives* is proceeding on schedule. It is hoped that this contract will be completed by the end of November.

The President responded to a query from Jane Turner regarding subscription to the newly developed Archives B.C. listserv. The President stated that a number of individuals had already subscribed. Erwin Wodarczak will be posting an announcement on ARCAN-L. An additional notice will be included in the next issue of the AABC Newsletter.

Chris Hives and Francis Mansbridge updated the Executive on the technical specifications established for the CAIN initiative. Bill Purver has drafted a response to the CCA Committee confirming that BCAUL is compliant with established standards.

3. Treasurer’s report

Although Lynne Waller was unable to attend the Executive meeting, she submitted a thorough written report of the AABC’s finances, including statements to August 31, 1999.

The Treasurer reported that the three program accounts at the Hong Kong Bank of Canada have been closed. All transactions will now take place within one main account.

Lynne Waller’s report included a discussion of the Finance Committee’s attempts to get reduced rates on postage. The Finance Committee is in the process of submitting the documentation to obtain a mail subsidy from the Department of Canadian Heritage. The Treasurer requested feedback from the Executive to determine whether the required paper work is a worthy investment of time.

The Treasurer reported that the Finance Committee is investigating issues relating to administrative costs and grant funding. The Committee is conducting a survey of other non-profits to determine how their budget process accommodates administrative costs.
4. Membership

In the absence of an active Membership Committee, Marnie Burnham presented an application for institutional membership submitted by the Resource Centre of the Satellite Video Exchange Society (Video In Studios). The Executive concurred with the recommendation to approve the granting of an institutional membership.

Chris Hives reported that he would be giving a presentation to students in the Master of Archival Studies program at UBC on October 13th to encourage them to become members of the Association.

5. Volunteers

The Executive reported on efforts to locate volunteers to fill numerous vacancies on AABC committees. The following members have agreed to participate:

Membership Committee: Carrie Stevenson and Dovelle Buie
Editorial Board: Jennifer Mohan
Conference Programme Committee: David Wardle
Grants Committee: Stephen Fleming

The Executive agreed that a committee to plan the 1999-2000 AABC Conference must be formalized by mid November.

6. Proposed ‘Archives Day’

The Executive discussed a proposal to establish a province-wide ‘Archive Day’. The Executive agreed that Year 2000 celebrations provide an opportunity to increase awareness about heritage and heritage institutions. It is felt that such an initiative should be delegated to the AABC Advocacy Committee.

Action: Jane Turner will request that the Advocacy Committee develop a proposal for an ‘Archives Day’.

7. Strategic Planning Session

The Executive discussed plans for a strategic planning meeting to be held at the end of October with AABC Committee Chairs and Regional Representatives. While tentative dates have been established and accommodations reserved, it is still unclear as to whether attendance will be adequate.

8. Committee reports

Grants Committee

Francis Mansbridge discussed strategies to distribute CCA grant applications to AABC institutional members. He mentioned that it may be possible to circulate much of this information electronically.
B.C. Archival Preservation Service Advisory Committee

Dorothy Lawson discussed the progress of the Preservation Committee. The Committee is examining possible revisions to the structure of workshops. The Preservation Service is progressing according to established work plans and within budget. She noted that there is a possibility that one position on the Committee may become vacant in the near future.

Next meeting: 8 November 1999 1 pm.

AABC Executive Committee
Meeting Minutes: 8 November 1999

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President
Lynne Waller, Treasurer
Marnie Burnham, Secretary
Francis Mansbridge, Institutional Member-At-Large
Dorothy Lawson, Individual Member-At-Large

Aaron Vidaver, Chair, Public Awareness, Advocacy and Legislation Committee

Regrets:

Jane Turner, Vice-President

1. Approval of minutes from previous meetings

The Executive approved the minutes of the meeting held October 4, 1999. Chris Hives asked Marnie Burnham to forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

2. Proposed ‘Archives Day’

Aaron Vidaver, Chair of the AABC Public Awareness, Advocacy and Legislation Committee reported to the Executive on early investigations into establishing a province wide ‘Archives Day’ during mid-2000. The Advocacy Committee concurs that such an event would be positive; increasing public awareness of archives and related heritage issues. Aaron Vidaver reported that the Advocacy Committee had conducted a survey of other provincial archives associations to determine how such public awareness events are structured. The Archives Society of Alberta is the only provincial association to organize such an event. For the past three years, the ASA has hosted an ‘Archives week’ during October commemorated with an on-line exhibit, a poster and locally sponsored events.
The Executive felt that ‘Archives Day’ should be formally recognized by the Provincial Government. Chris Hives recommended speaking with Provincial Archivist Gary Mitchell to determine how such events are placed on the agenda.

**Action:** The Public Awareness, Advocacy, and Legislation Committee will continue to investigate the logistics of establishing an ‘Archives Day’ during the 2000-2001 fiscal year.

### 3. Proposed Archives Legislation

Aaron Vidaver reported that the Advocacy Committee was preparing a report proposing provincial archives legislation. The Committee hopes to present the document at this year’s annual general meeting in late April. The Executive supports their efforts but requested that the report be completed by early March and submitted to the Executive for feedback prior to presentation to the general membership.

### 4. President’s report

Chris Hives reported that he had not heard back officially from the Provincial Archives regarding the grant application for funds to support the administration of AABC programs for the 1999-2000 year.

The President noted that he had contacted the Provincial Archives regarding the second installment of grant funds. It is expected that funding will arrive in late December or early January.

Chris Hives stated that grant applications and guidelines had been received from the CCA for distribution. As these forms are now available electronically via the CCA website, it is hoped that the AABC will have an opportunity to reduce postage and duplication costs. Chris Hives is in the process of contacting member institutions to determine if they are willing to access the information electronically. He confirmed the Executive’s commitment to ensure that everyone receives access to this information. As a result, members he is unable to contact will receive, by default, paper copies of the forms via the mail.

The President noted that a Newsletter Editorial Board has been assembled. The members of this board will be Jennifer Mohan, Marta Mafti, and Barb Towel. The Executive expressed its appreciation for their willingness to participate.

Chris Hives distributed a sample from the on-line version of the *Manual for Small Archives*. It is hoped that this version of the *Manual* will be completed by the end of November.

### 5. Treasurer’s report

Lynne Waller presented financial statements to 31 September 1999. She reported that the three extra bank accounts used in the past for the grant programs, have been closed. Account surpluses arising from bank interest and transfers from the administration account will be examined and redistributed during fiscal year end preparations.

The Treasurer reported that the AABC currently holds $20,000 in GIC’s. She recommends that, to ensure that the Association can function in an emergency, $45,000 be available in surplus funds.
Lynne Waller asked for feedback regarding a proposed audit of the AABC’s accounts. She presented a letter from accountant Steve Malish of Malish and Clark concluding that an audit was unnecessary given the current level of financial management. The Executive agreed that, at this point in time, an audit would not be a good investment given the expense of the procedure and the present state of the accounts.

The Treasurer provided an update on efforts to secure rebates on the AABC’s GST expenditures. She will recommend how to proceed once further information has been received from the accountants and the Canada Customs and Revenue Agency.

The Executive agreed with Lynne Waller’s recommendation to renew the Directors’ Liability Insurance with Chambers Olsen.

6. Request from Northwest Archivists

Marnie Burnham reported that she had received an e-mail from the Northwest Archivists. The Chair of the Conference Program Committee requested a copy of the AABC membership list to enable their organization to distribute materials promoting their upcoming conference and workshops. Marnie Burnham inquired as to the AABC’s policies on sharing such information. The Executive concluded that while they felt it was inappropriate to supply this organization with the membership list, arrangements could be made to provide advertising space in an upcoming newsletter.

**Action:** Marnie Burnham will contact the NWA to offer a reciprocal arrangement regarding conference advertising.

7. Spring Planning Forum

Consideration of this event will be deferred until Jane Turner is available to participate in the discussion.

8. AABC Conference 2000

Chris Hives discussed the progress of planning for the 2000-2001 conference to held in Richmond. Deidre Simmons has agreed to chair the Programme Committee with assistance from David Wardle. The Executive discussed potential volunteers for the Local Arrangements Committee.

**Action:** Lynne Waller will investigate potential venues in Richmond for the Conference.


Chris Hives outlined the proposed grant applications for the upcoming fiscal year. He recommended that the Executive and the Archives Advisor/Network Coordinator Advisory Committee begin to think about potential projects that might be supported through the CAIN initiative.

10. Committee reports

*B.C. Archival Preservation Service Advisory Committee*

Dorothy Lawson reported that the Preservation Committee had met to discuss proposed revisions to courses and to review the budgets for the C.C.I. workshops. In addition, Rosaleen Hill had presented a...
proposals relating to the development of preservation kits. Dorothy Lawson also welcomed Jennifer Roberts as a new committee member.

Grants Committee

Francis Mansbridge updated the Executive on efforts to distribute information relating to 2000-2001 grants.

Next meeting: 13 December 1999, 1 pm.

AABC Executive Committee
Meeting Minutes: 13 December 1999

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President
Jane Turner, Vice-President
Lynne Waller, Treasurer
Marnie Burnham, Secretary
Francis Mansbridge, Institutional Member-At-Large
Dorothy Lawson, Individual Member-At-Large

Wendy Hunt, Chair, Archives Advisor/Network Co-ordinator Program
Erwin Wodarczak, Chair, Internet Committee
Ken Young, Chair, B.C. Archival Preservation Network
Aaron Vidaver, Chair, Public Awareness, Advocacy and Legislation Committee

1. Approval of minute from previous meeting

The Executive approved the minutes for the meeting held November 8, 1999. Marnie Burnham will forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

2. President’s report

Chris Hives gave a report of a meeting between himself, Lynne Waller and Gary Mitchell, Provincial Archivist. The purpose of the meeting was to provide Mr. Mitchell with an update regarding developments in the Association. The agenda included an initial discussion of the form and substance of grant applications for the 2000-2001 fiscal year. In addition, the group discussed the inclusion of funds in grant applications to facilitate administrative support for the operation of AABC programs. The President noted that the meeting was positive and productive and reinforced the importance of communication between the AABC and the BCA.
Chris Hives reported that Patricia O’Byrne has agreed to serve on the AABC Newsletter Editorial Board and that the Alberni District Historical Society will also designate an individual to serve on the Board. Such participation further expands the scope of representation from different regions of the Province. The Executive is grateful to all individuals who have agreed to serve on the Board and looks forward to hearing their perspectives on future issues.

3. Treasurer’s report

Lynne Waller presented the AABC’s financial statements from October 31, 1999. The Association is expecting the second installment of grant funds from the Province shortly.

The Treasurer reported that efforts to reduce expenditures in the administration account have been successful.

Lynne Waller noted that the Director’s Liability Insurance papers had been prepared. On the authority of the Executive, the Treasurer selected Chambers Olsen as the agent and London Life will likely be the new underwriter. It is hoped that the purchase of insurance from this provider will result in a reduction of costs from the last fiscal year.

Lynne Waller expressed concern at the expenditure of time required to complete the tasks currently encompassed within the position of treasurer. Her position is that this investment of time is an inappropriate requirement for a volunteer position. She reminded the Executive that at last year’s annual general meeting a motion was approved to contract out some of the bookkeeping duties. While additional services from Malish and Clarke have alleviated some of the burden, the Treasurer feels that additional support must be developed. She would like to see additional services in place for the start of the next fiscal year.

The Executive concurred with Lynne Waller. While appreciating all of her time and effort, the Executive recognizes that steps must be taken to alleviate the burden of this position. The Executive approved investigating expanded bookkeeping services.

Action: Lynne Waller will develop a proposal and budget for the expansion of bookkeeping services.

Finally, the Treasurer reported that the Finance Committee would not be meeting until January 2000.

5. Newsletter Editorial Board

Jane Turner reported that she had been in contact with a member of the Newsletter Editorial Board. This board member expressed an interest in convening a meeting of the Board to address issues relating to the guiding editorial view of the Newsletter and possible future directions for the Publication. She would like to see the Editorial Board take on a more active role within the Association.

As efforts have been made to compose the Board of individuals from various parts of the Province, a meeting of the Board becomes a financial issue. As a result, the Executive recommends that the Board communicate via e-mail and phone with the goal of convening for a planning meeting during the AABC conference in April.


1999-2000 Executive Committee minutes – Archives Association of British Columbia
Chris Hives distributed copies of the AABC’s grant applications. He reviewed the content of these documents with the Executive and the Committee Chairs present, highlighting notable changes from previous years.

7. AABC’s relationship with contractors

Jane Turner distributed an article she had clipped for the November 22nd issue of the Globe and Mail. The article discussed a judicial decision relating to distinctions between contractors and employees. The Executive discussed the contents of the article in relation to the structure of current and future contracts for services.

8. Spring Planning forum

The Executive discussed the structure of a planning forum to be held mid-February 2000. This meeting of committee chairs and regional representatives will provide an opportunity for feedback and long-term planning. In addition, the Executive would like to use the meeting to discuss work plans and budgets for the 2000-2001 fiscal year.

**Action:** Dorothy Lawson will invite Regional Representatives to the Spring Planning Forum. Marnie Burnham will contact Committee Chairs about the meeting and make arrangements for accommodation.

9. AABC Conference 2000

The Executive reviewed a conference overview provided by the Conference Program Committee Chair, Deidre Simmons. The Executive was impressed by the preliminary list of sessions and speakers.

The Executive decided to review the budget for the event prior to setting registration fees. This will be addressed during the next meeting of the Executive.

10. Committee reports

Dorothy Lawson reported on a meeting of the B.C. Archival Preservation Service Advisory Committee. A survey of members revealed a desire to establish a participation certificate for attendance to workshops offered by the Association.

Aaron Vidaver discussed recent meetings of the Public Awareness, Advocacy, and Legislation Committee. He reported that he had been in contact with Gary Mitchell regarding the establishment of a provincial "Archives Day". He will work on drafting a letter to the Provincial Government requesting the establishment of this day. He suggested July 20th as a possible date for the event as this is the anniversary of B.C.’s entry into confederation.

Erwin Wodarczak reported on developments of the Internet Committee. He noted that the B.C. Archives listserv has over 60 subscribers. In addition he welcomed Heather Gordon as a new member of the Committee.

11. Manual for Small Archives
Leslie Field provided the Executive with a demonstration of the new on-line version of the Manual for Small Archives. This document will be made available shortly via the AABC’s homepage. The Executive was impressed by the structure of the project.

Next meeting: January 17, 2000, 1 pm

AABC Executive Committee
Meeting Minutes: 17 January 2000

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President
Jane Turner, Vice-President
Lynne Waller, Treasurer
Marnie Burnham, Secretary
Francis Mansbridge, Institutional Member-At-Large
Dorothy Lawson, Individual Member-At-Large

1. Approval of minute from previous meeting

The Executive approved the minutes for the meeting held December 13, 1999. Marnie Burnham will forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

2. President’s report

Chris Hives discussed the most recent issue of the AABC Newsletter. He noted that distribution occurred within one week of the submission deadline. The switch to an electronic format has allowed for significant cost reductions and greater efficiency in production. In addition, he mentioned that he had received several positive comments relating to the President’s message in the current issue of the Newsletter. As this message described planned changes to the delivery of the Education Program, he was encouraged by the supportive comments of members.

The President reported that Tahra Fung, a student in the MAS program, will be working with the AABC’s records as part of a professional experience project. Tahra Fung will be contacting members of the Executive as part of a survey of the AABC’s records keeping practices.

Chris Hives briefly clarified the relationship between contractors and AABC committees. He noted that contractors should not be considered members or ex-officio members of AABC advisory committees as there would be an obvious conflict in contractors participating on the administrative body overseeing their work. Contractors meet with committees at the discretion of the Committee Chair.

The President discussed the development of a position description for the Education and Advisory Archivist for the 2000/2001 fiscal year. The Executive hopes to post the position by mid-February.
Chris Hives will request input from the Education Committee regarding the wording and structure of the posting.

3. Treasurer’s report

Lynne Waller presented the AABC’s financial statements from November 30 1999. She provided the Executive with a quick lesson on reading and interpreting the various sections of the monthly statement.

The Treasurer noted that the AABC has received the final grant payment for the 1999/2000 fiscal year. She commended the granting agencies on the efficiency with which funding has been delivered this year.

Lynne Waller reported that she has been working with Evelyn Peters to develop a preliminary budget for this year’s AABC conference. In addition, they are working on a budget template to be used for the planning of future conferences.

In February, the AABC will begin contracting out a portion of accounts management. For a two month trial period, Malish and Clark will pay bills and monitor expenditures from the Archives Advisor and Preservation Advisor Program accounts. By increasing accounting services, the AABC will be able to reduce the burden placed on the Treasurer.

5. AABC Grants 2000-2001

Francis Mansbridge discussed the recent meeting of the Grants Committee and their recommendations regarding grant applications. The Committee received sufficient successful applications to expend all of this year’s grant allocation. However, he expressed concern at both the number and quality of grant applications received. He noted that there were several weak or incomplete applications. Jane Turner suggested working with institutions in a more structured way to improve the quality of future applications.

Francis Mansbridge reported on efforts to obtain final project reports from past grant recipients. These reports must be submitted to CCA. Institutions with reports left outstanding are unable to apply for grant funding.

6. Education Program

Chris Hives presented responses from the Education Committee and the Education Coordinator to the proposed changes to the Education Program. The President appreciated their thoughtful contributions to the discussion. He reviewed drafts of replies to their comments.

The Executive concluded that the establishment of the Education and Advisory Archivist position will require a shift in the role of the Education Committee and the Archives Advisor/ Network Co-ordinator Advisory Committee. The Executive will work together with committee members in redefining the roles and responsibilities of the Education Committee.
7. Nominations Committee

Joni Mitchell has completed her term as Chair of the Nominations Committee. The Executive addressed the need to appoint a new Chair for the 2000/2001 fiscal year. In addition, as Jane Turner was appointed Vice-President following last year’s Annual General Meeting, she will need to be nominated as president for the 2000/2001 year.

8. Request for membership list - B.C. Archives

Marnie Burnham presented a request from Frances Gundry for a list of the names and addresses of AABC Institutional members. The B.C. Archives is in the process of developing a survey for distribution to archival institutions in the Province. The Executive discussed the request and decided to provide a list of names and addresses. The Executive expressed an interest in viewing the result of the Survey.

9. Spring Planning Workshop

The Executive discussed the agenda for the upcoming planning workshop with the Regional Representatives and the Chairs of AABC Committees. Jane Turner agreed to moderate the sessions with Marnie Burnham acting a recorder. The first day of this two day workshop will involve exploring issues facing the AABC. The second day will be oriented toward creative problem-solving.

Marnie Burnham agreed to develop a list of workshop attendees with contact information. Each member of the Executive agreed to provide Jane Turner with a written statement outlining their perspectives on the issues facing the Association.

10. AABC Conference 2000

The Executive reviewed the proposed outline for the 2000 AABC Conference as submitted by the Conference Program Committee. Lynne Waller discussed developments in the conference budgeting process. The Executive concluded that the conference registration fee should be set at $70 ($35 for students) for members and $100 for non-members.

Next meeting: 13 March 2000 1 pm

AABC Executive Committee
Meeting Minutes: 13 March 2000

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President
Jane Turner, Vice-President
Lynne Waller, Treasurer
Marnie Burnham, Secretary
Francis Mansbridge, Institutional Member-At-Large

Regrets:

Dorothy Lawson, Individual Member-At-Large

1. Approval of minutes from previous meeting

The Executive approved the minutes for the meeting held January 17, 2000. Marnie Burnham will forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

2. President’s report

Chris Hives discussed the February meeting with the AABC Committee Chairs and Regional Representatives. He remarked that the meeting was successful as it facilitated greater communication between the Executive and the Membership. The President was pleased with the overall approval of the direction of the Association. Chris Hives, on behalf of the rest of the Executive, thanked Jane Turner for her efforts as a moderator during this forum.

The President reported that he had posted the job announcement for the Education and Advisor Archivist position. The deadline for submissions was March 3rd. Interviews will be conducted March 14th.

Chris Hives reported that the AABC had received notification from Andrew Petter of approval of a $10,000 grant to support the administration of the AABC’s programs and initiatives. In addition, the AABC’s grant applications for next year’s programs have received preliminary approval at the provincial level. The AABC very much appreciates the financial support offered by the Provincial Government through the B.C. Archives.

The President discussed efforts to develop year-end reports for AABC programs to fulfill granting agency requirements. He will also be working to develop service contracts for 2000/01 programs.

Chris Hives presented a request from Erwin Wodarczak, Chair of the Internet Committee, for the approval two new committee members: Joan Cowan and Christine Metsner. The Executive welcomes their participation on this important committee.

3. Treasurer’s report

The Treasurer presented the AABC’s financial statements to 31 January 2000 and reported on the overall financial position of the AABC including revenue generated through membership renewals and conference registration. She is pleased with current efforts to reduce expenditures.

Lynne Waller circulated a budget developed by Evelyn Peters McLellan for the 2000 AABC Conference.
The Treasurer reported on the success of strategies to contract out bookkeeping services to Malish and Clarke. Establishing these services will reduce the burden of the treasurer position. In addition, she asked the Executive about the possibility of establishing a part-time position to provide further administrative support to the Association. The Executive agreed to study the feasibility of establishing a support contract.

**Action:** Lynne Waller will develop a position description for presentation at the next Executive meeting.

The Treasurer distributed drafts of committee budgets developed for the 2000/01 fiscal year. She requested that the Executive examine the documents and provide suggestions for revisions.

4. AABC Newsletter

As an editor has not yet been secured, the President requested that Marnie Burnham contact members of the Newsletter Editorial Board to determine the status of the production of the next issue of the Newsletter. Distribution of the Newsletter will be coordinated with the mailing of conference information.

5. Regional Groups - Terms of Reference

The Executive discussed the need to assist the Regional Representatives in their efforts to develop terms of reference. Participation of the Executive in this process is important to ensure consistent understandings across the Province.

**Action:** Jane Turner will review existing documents relating to terms of reference and present them to the Executive for discussion.

6. Committee Reports

**Grant Committee:**

Frances Mansbridge reported that notification had been sent to all successful applicants of the initial approval of their applications for grant funding. It is expected that the CCA will notify the AABC of its decisions in late March or early April.

**Membership Committee:**

On behalf of the Membership Committee, Marnie Burnham, requested that the Executive consider granting one year free membership to 1st year students in the MAS program at UBC. The Committee feels that this gesture would encourage increased participation by students in the Association and establish relationships that would continue after graduation. The Executive agreed to provide this free membership on a trial basis.

7. AABC Conference 2000

Lynne Waller reported on an upcoming meeting with the Local Arrangements Committee to finalize accommodation for the AABC Conference. Banquet planning has been completed.
The Executive discussed procedures for the nomination of an honorary member at the AGM and the presentation of this honorary membership at the banquet.

Chris Hives suggested that the Membership Committee ensure that proxy votes be enclosed with the conference information package.

Next meeting: 17 April 2000 1 pm

AABC Executive Committee
Meeting Minutes: 17 April 2000

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President
Jane Turner, Vice-President
Lynne Waller, Treasurer
Marnie Burnham, Secretary
Dorothy Lawson, Individual Member-At-Large

Regrets:

Francis Mansbridge, Institutional Member-At-Large

1. Approval of minute from previous meeting

The Executive approved the minutes for the meeting held March 13, 2000. Marnie Burnham will forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

2. President’s report

Chris Hives reported that all contracts have been arranged for the 2000/01 year. He announced that Deidre Simmons had accepted the position of Education and Advisor Archivist. He is in the process of completing final year-end reports for AABC programs to fulfill obligations for funding.

The President discussed the recent CAIN meeting. He noted that BCAUL was cited as a model for the development of future networks.
3. Treasurer’s report

Lynne Waller noted that the annual review of the AABC’s finances would be received from Malish and Clarke at the end of May. She has been working with the accountants to produce interim statements for presentation at the Annual General Meeting.

The Treasurer briefly reviewed revenue from conference registrations in relation to estimated costs and committed expenses. She reported that the AABC Conference should be on budget. She thanked Evelyn Peters McLellan for establishing a budget process for use in future conference planning.

4. Institutional members and conference attendance

Marnie Burnham reported that there is some confusion amongst the membership regarding the entitlements of institutional membership.

The Executive clarified that for specialized workshops, conferences, and other relevant Association activities, repositories with institutional memberships may designate only one individual who will be able to attend that event at member rates. The only exceptions to this policy are the basic CAEP courses where institutions will be permitted to send an unlimited number of individuals under their institutional memberships.

5. AABC Conference 2000

The Executive discussed practical issues relating to the upcoming AABC Conference including arrangements for the banquet and the provision of staffing for the registration table and social events.

6. Committee reports and workplans

Jane Turner distributed draft of workplans developed by committee chairs for the 2000/01 fiscal year. The Executive briefly examined the drafts and decided to defer discussion of the workplan until the first meeting of next year’s Executive in May.

7. CAIN

Jane Turner distributed a diagram outlining processes required for the successful utilization of CAIN funding within the British Columbia archival network. This schema outlined possible issues, including infrastructure requirements, to be addressed by the Archives Association of British Columbia.

Next meeting: 29 May 2000
AABC Executive Committee minutes – May 2000 to March 2001

May 29, 2000  page 1  December 11, 2000  page 21
July 16, 2000  page 5  January 22, 2001  page 26
September 25, 2000  page 12  February 2, 2001  page 33
November 6, 2000  page 17  March 23, 2001  page 34

AABC Executive Committee
Meeting Minutes: 29 May 2000

Executive of the Archives Association of British Columbia,
Special Collections, University of British Columbia

Present:

Jane Turner, President
Heather Gordon, Vice President
Lynne Waller, Treasurer
Dovelle Buie, Secretary
Laura Cheadle, Institutional Member-At-Large
Dorothy Lawson, Individual Member-At-Large

1. Approval of minutes from previous meeting

The Executive approved the minutes for the meeting held April 17, 2000. Dovelle Buie will forward the minutes to Bill Purver for posting on the AABC website. The Executive agreed that every effort will be made to publish the approved minutes on the AABC website as soon as possible after each meeting.

2. President's Report

Jane Turner asked the Secretary to update the AABC's profile and contact information with the Canadian Almanac & Directory and with the Vancouver Public Library's Community Organization Directory.

Jane Turner reported that the past President, Chris Hives, has submitted all annual reports to our two granting agencies: the Canadian Council of Archives and the British Columbia Archives.

An Administrative Grant of $10,000, as part of the Community Archives Advisory and Training program, has been received from the BC Government. A letter of thanks has been sent to the Hon. Graeme Bowbrick, Minister responsible for the Information, Science and Technology Agency.

Jane Turner attended the British Columbia Historical Federation (BCHF) conference in Port Alberni on May 4, 2000. Jane spoke at the opening plenary as a member of a panel to discuss common heritage interests, and working together for common ends. The President suggested that there could be benefits to the AABC joining the BCHF as an Associate Member.

Action Dorothy recommended that the AABC should join the BCHF in principle, after some further investigation of what privileges Associate Members receive.
While in Port Alberni, the President had an opportunity to meet with Ann Holt and Valentine Hughes from the Port Alberni Historical Society, who raised a number of questions and concerns regarding the single fee category for institutional membership.

The Treasurer, Lynne Waller, pointed out that it costs $40,000.00 a year to run the AABC. This figure does not include the costs of running the programs. With limited sources of revenue beyond that of membership dues, Lynne stressed that the Membership Committee should try to obtain a balance between offering affordable institutional membership fees and providing enough revenue to enable the AABC to operate.

**Action** Dovelle Buie will ask the Membership Committee to examine the issue of institutional membership fees for varying sized institutions in the AABC. The Executive would like the Membership Committee to examine how other associations handle the administration of institutional membership fees, and to advise the Executive on how to proceed. Recommendations will be presented to the AABC membership at the 2001 Annual General Meeting.

Jane Turner met with the Provincial Archivist on May 15, 2000. They discussed funding opportunities for the AABC, various options for the Conference in Victoria, 2001, and the value of initiating an Archives Week for BC. The Provincial Archivist emphasized the important of the role of community archives benefiting their local communities in the province.

Jane Turner reported that the ACA has requested a letter of greeting from the AABC to honour their 25th anniversary, which will be celebrated at the conference.

**Action** Heather Gordon will bring a letter of greeting from the AABC to the ACA conference in Edmonton in June.

3. Treasurer's Report

Lynne Waller reported that due to Malish and Clark's income tax season rush, there has been a delay in receiving the AABC's financial statements from April 30, 2000. The Treasurer reported on the current sound financial standings of the AABC, and noted that the AABC is in good standing with all grants.

Lynne reported that she and Jane will be meeting with Malish and Clark on June 12, 2000 to see the Annual Financial Review, and will provide the Executive with copies of this Review once received.

**Action** The Executive agreed that Lynne will arrange to budget for a financial audit in 2001-2002. Lynne will arrange to add $7,500.00 to the AABC's Guaranteed Investment Certificate investments to bring our total principal invested to $27,500.00 for this month. Over the next year, the executive plans to purchase additional GIC's with surplus funds. The goal is to increase our 'prudent reserve' to $45,000.

Lynne Waller presented the Conference Budget that documented projected and actual costs for the April 2000 Conference held in Richmond. The Treasurer reported that the Conference was financially successful. The Executive joined Lynne in thanking Evelyn Peters McLellan and her husband Andrew for their work on the design of the Conference budget. Jane also thanked Lynne and the Finance Committee for all their hard work.
The Treasurer reported that interviews were held in the morning of May 29, 2000 for the position of Financial Manager for the AABC. Three candidates were interviewed from the fourteen applications received after posting the position on the Certified General Accountants and Certified Management Accountants websites.

**Action** The Executive agreed that the position of Financial Manager be offered to the first ranked candidate.

**4. Executive Liaison Responsibilities**

The Executive agreed on the following Executive liaison responsibilities for Committees:

Dorothy Lawson -- Preservation  
Dovelle Buie -- Membership  
Heather Gordon -- CAIN, Internet, and Newsletter  
Jane Turner -- Education, Public Awareness/Advocacy/Legislation, and Nominations  
Laura Cheadle -- Grants  
Lynne Waller -- Finance Committee

**5. Conference 2000 Review and Recommendations**

The Executive joined Jane Turner in thanking Deidre Simmons (chair), David Wardle, Cheryl Linstead and Peter Johnson of the Program Committee; and George Brandak (chair) and Lynne Waller of the Local Arrangements Committee for organizing an extremely successful conference. Deidre has updated the conference procedural manual that was initially developed by Susan Hart and Lynne Tibbett in 1992.

Deidre recommended the Executive consider the following points for future conferences:

1. Announce the location of the next conference at the AGM, and appoint the chairs of the Planning Committee and the Local Arrangements Committee as soon as possible.  
2. Appoint committee members and start planning in September.  
3. Pass on the files of the previous conference committees to the incoming committees.

The Executive accepted these recommendations, and also agreed to:

1. Establish a deadline for registration, and implement penalty fees for late registrations.  
2. Establish cancellation policies for workshops.  
3. Extend the free lunch hour (on the Saturday typically) to provide time for various committees to meet.  
4. Investigate the feasibility of developing a conference registration database to assist in managing the conference registration.

**Action** Dovelle will work with the Membership Committee on further developing the functionality of the membership committee database to also include conference registration management functionality.

**6. Conference 2001**

Jane Turner reported that the AABC 2001 conference will be held in Victoria at St. Ann's Academy on April 27 and 28, 2000. The theme will be the Place of Archives in Heritage. Heather Gordon developed
and distributed an outline of the goals and objectives of the conference. The Executive thanked Heather for her work and suggested that the document could be passed on to the chair of the Program Committee for consideration, as soon as the chair is appointed.

7. Conference 2002 Location

The Executive discussed ideas for the 2002 Conference. Jane Turner will further investigate one of the potential locations discussed.

8. Committee and Program Reports

The Executive discussed committee membership in general.

**Action** Dovelle will arrange with the Membership Committee to have a listing of all committees (with the names of the people on the committees). The listing will be published in the Membership Directory.

Jane Turner reported that the Education Committee was working with Deidre Simmons, our new Education and Advisory Archivist, to establish workplans and priorities for the year.

Dorothy Lawson reported that the Preservation Committee will be meeting on June 5, 2000 in New Westminster.

Heather Gordon reported on the Internet Committee. The Canadian North West Archival Network (CNWAN) and the Northwest Territories test data has successfully been migrated. A number of descriptions will be uploaded shortly. There have been a number of updates to BCAUL and the Guide and that the updates are made almost immediately. Heather also noted that the BC Archival Network Services Coordinator, Bill Purver, is planning to continue to make available outdated job descriptions that were posted on the AABC Job Board as guidelines for people developing job descriptions and advertisements.

Jane Turner reported on the BC CAIN (Canadian Archival Information Network) Committee, which she recently appointed as Ad Hoc Committee to advise the Executive on the administration of CAIN funds. The Executive discussed and reviewed the Committee's draft report. As the Executive Liaison to the BC CAIN Steering Committee, Heather will ask for further clarification of the Committee's recommendations, and report back to the Executive.

Dovelle Buie reported that the Membership Committee recommends that the Sechelt Community Archives application for Institutional Membership be accepted. There was some discussion concerning the evidence of on-going financial support in the application. Once clarified, the Executive approved the Sechelt Community Archives institutional membership application.

Dovelle Buie reported that the Chair of the Membership Committee, Marnie Burnham, will be e-mailing the Executive with membership numbers in the next few days. Since members have until July 1, 2000 to renew their membership, final numbers will not be available until after July 1st. Overall, membership renewals have been going very well. Dovelle indicated that, with her assistance, the Membership Committee will be examining the design and functionality of the membership database. Marnie plans to speak with Chris Hives in order to coordinate the newsletter mail-out with the membership renewals.
Jane Turner asked Dovelle about the status of developing information packages that could be used by regional representatives for distribution to potential members.

**Action** Dovelle will arrange for the Membership Committee to develop the creation and distribution of information packages for potential AABC members.

Jane Turner discussed the mandate of the Public Awareness, Advocacy, and Legislation (PAAL) Committee, and plans for their first meeting on June 12 at UBC.

Jane Turner discussed plans for an ad hoc Institutional Standards Committee, which will include representatives from small community archives across the province.

9. Regional Representatives

Discussion of Regional representatives work-plans, budgets, terms of reference was deferred to the next Executive meeting.

The meeting was adjourned at 4:56 pm.

Next meeting: 10 July 2000, 1:00 p.m. Location: UBC Special Collections.

**AABC Executive Committee**

**Meeting Minutes: 10 July 2000**

Executive of the Archives Association of British Columbia,
Special Collections, University of British Columbia

**Present:**

Jane Turner, President  
Heather Gordon, Vice President  
Lynne Waller, Treasurer  
Dovelle Buie, Secretary  
Laura Cheadle, Institutional Member-At-Large  
Dorothy Lawson, Individual Member-At-Large  

Ann Carroll, Chair of the CAIN Committee

1. Approval of minutes from previous meeting

Meeting was called to order at 1:00 pm.

The Executive approved the minutes for the meeting held May 29, 2000. Dovelle Buie will forward the May minutes to Bill Purver for posting on the AABC website. The Executive agreed that attempts will be made to approve future minutes by e-mail and then send them to the website prior to the next meeting of the Executive.
2. Business Arising

Jane Turner reported that the cost of associate membership privileges with the British Columbia Heritage Federation (BCHF) is not $25.00 but is $75.00.

The Vice President, Heather Gordon, reported that she presented the AABC’s letter of greetings at the ACA 25th anniversary conference in Edmonton.

The Treasurer, Lynne Waller, reported that $7,500.00 has been added to the Association’s Guaranteed Investment Certificate (GICs) Investments.

Lynne Waller reported that the position of Financial Manager had been offered to Karen Blimkie; Karen accepted the position and began work on June 1, 2000.

Updates concerning the Membership Committee were deferred to the Committee and Program reports portion of the meeting.

3. President’s Report

Jane Turner reported that Semo Nurme, long-time member and supporter of the Alberni District Historical Society, passed away. Jane has written, on behalf of the AABC, a letter of condolence.

Jane noted that she and the Treasurer are wanting to arrange a meeting with Provincial Archivist and Frances Gundry to discuss Archives Week, the 2001 AABC Conference, and other issues related to funding.

The President reported that the Association of Canadian Archivists (ACA) has requested that the AABC host the ACA conference in Vancouver in 2002.

Jane Turner pointed out that three of the AABC contractors, Bill Purver, Deidre Simmons, and Rosaleen Hill, met on July 5, 2000. Bill, Deidre, and Rosaleen spent the whole day together with Jane meeting them in the afternoon; they hope to meet on a quarterly basis. Jane stressed that the meetings were very productive and was pleased to note that this was the first time education was also represented in the meetings.

The President reviewed the procedures for submitting quarterly reports. Contractors submit their reports to program committee chairs who then submit the reports directly to the President and Treasurer. The Treasurer and the President review the reports and then officially submit the reports to the BC Archives. Quarterly reports need to be submitted in June, September, December and March.

4. Treasurer’s Report

The Treasurer reported on the Annual Financial Review of the AABC and the first set of monthly statements received from the newly appointed Financial Manager. Lynne explained that financial statements will be presented every meeting. The Executive received and discussed the financial statements as well as the process and how to read the reports. The Treasurer reported that part of the responsibilities of the new Financial Manager is to do the monthly financial statements.
Lynne Waller updated the Executive on the GST refund that the AABC is expecting. The Treasurer noted that the Association is expecting to receive a GST refund of approximately $5,400. The relevant GST papers are included with Annual Financial Review.

The Treasurer reported that the Finance Committee has registration papers for the application for non-profit status. Lynne Waller and Finance Committee member Carrie Stevenson have planned to meet concerning this matter following the AABC Executive meeting.

Lynne Waller asked for a motion to place a further $7,500 in Guaranteed Investment Certificates in mid-August if, in the opinion of the Treasurer and Finance Committee, our financial position at the end of July warrants the investment. Lynne explained that this will bring the AABC’s invested surplus to just over $35,000. Dorothy seconded Lynne’s motion and the Executive were in full agreement.

Action The Treasurer will invest a further $7,500 in GICs in mid-August if, in the opinion of the Treasurer and Finance Committee, the financial position of the Association warrants the investment at the end of July 2000.

The Treasurer and Executive commented on thoroughness of the financial reports. Lynne Waller said she is pleased with the detail and accuracy of the new Financial Manager.

5. Canadian Archival Information Network (CAIN) Priorities

Ann Carroll, Chair of the CAIN Committee, arrived to outline CAIN priorities with the Executive. Ann Carroll and Heather Gordon led the Executive in the discussion.

Ann and Heather reported on the difficulty in planning for Year One given that the AABC does not know exactly how much funding we will be receiving. The Executive was interested to know about the feasibility of starting the process before the CAIN funds arrive in the late fall of 2000. If the CCA announces the amount of money in August, the Executive may decide to start work on the CAIN project prior to receiving the grant funds sometime in early November 2000. The challenge, Ann and Heather explained, will be in coordinating Year One activity with the Committee’s planning for Years Two, Three, and Four.

The Executive endorsed the Committee’s following recommendations:

Year One

Recognizing that CCA timelines regarding deployment of Year One funds may necessitate a review of priorities, CAIN funds should be used in Year One by AABC for:

(1) BC Archival Network / AABC Website Review;
(2) AABC Internet System Review; and
(3) BCAUL (British Columbia Archival Union List) Descriptions Review and Update.

The infrastructure improvements will primarily focus on BCAUL and AABC website upgrades including obtaining the services of a consultant to review BCAUL/CaNWAN network. Considering the overlap of responsibilities, the Executive discussed the feasibility and benefits of joining the Internet and
CAIN Committees to together advise the Executive on the funding priorities and processes as they relate to the CAIN initiatives.

The contract archivists will be hired by the AABC to review and update fonds-level descriptions of AABC institutional members. The Executive discussed the logistics of hiring contract archivists including the supervision of the contractors.

In terms of Year One, the Executive were all in agreement that all British Columbia archives would benefit from improvements to the infrastructure of the AABC website and from the visiting contract archivists. The priorities, plans, and options for the following years will, as much as possible, be decided in Year One and communicated to the membership.

Years Two to Four

Following Year One, the priorities for CAIN funding should focus on grants directly for institutional members. The CAIN Committee will advise the Executive on the development of priorities, plans, and options for Institutional members in applying for CAIN funding.

The Executive felt that CAIN related workshops and grant writing would be helpful to include at the 2001 AABC Conference.

Lynne Waller pointed out that the AABC will be asking for a 5% administrative fee in administering the grants.

Dorothy suggested that once the priorities are set for the administration of the CAIN funds, that the project should be announced at all workshops, the newsletter, and also at regional representative meetings.

The Executive would like a statement from the CAIN Committee as to what the BC Archival Network will look like at the end of the four years, including an outline of its benefits to the AABC membership.

The Executive joined the President in thanking Ann Carroll, Heather Gordon, and the CAIN Committee for all the work they have done and particularly for their recommendations to the Executive concerning the administration of the CAIN funds.

6. Collaboration with the Heritage and Information Sector

Jane reiterated that the associate membership fees have increased from $25.00 to $75.00 with the BCHF. Jane discussed the benefits of the AABC joining as an associate member with the BCHF. In discussions with the Network Advisor of the AABC, Jane stressed that alliances with other groups/organizations like the BCHF can only serve to raise the profile of archives and programs. The value of collaboration can be endless and of mutual benefit. In an effort to raise the profile of archives by collaborating with like-minded organizations in the heritage sectors, Jane Turner moved that the AABC apply for membership as an affiliate member with the BCHF. Lynne seconded the motion and all were in favour.

Action The AABC will join the BCHF as an associate member.
Jane noted that on August 28th, from 9:30 am to 11:00 am, the AABC will be meeting with three members of the British Columbia Museums Association (BCMA). The meeting will take place at the new City Hall in Richmond (6911 No. 3 Road). Lynne Waller, Heather Gordon, and Jane Turner will represent the Executive and membership of the AABC at the meeting. Dorothy supported the meeting with the BCMA and emphasized that a significant number of our membership institutions are a hybrid - consisting of both museums and archives. The Executive were in unanimous agreement about the endless benefits of collaboration and look forward to talks with the BCMA concerning common advocacy and education issues.

7. Conferences

AABC Conference 2001

Jane Turner reported that the Chair of the Local Arrangements Committee will be Mickey King from Sister of St. Ann. It is hoped that archivists from southern Vancouver Island will also help. Michael Carter, the regional representative for South Vancouver Island, has already indicated that he will be of assistance in the planning of the 2001 Conference.

AABC Conference 2002/ ACA Conference 2002

Jane reported that the ACA has approached the AABC to determine the feasibility and interest for holding the ACA Conference in Vancouver in 2002. The idea is that the ACA conference would be held in conjunction with the annual AABC Conference in late May early June. There was some discussion concerning the logistics of a joint conference such as how and when the AABC would hold its Annual General Meeting. The Executive agreed that that a joint conference was a very good idea and agreed to invite the ACA to Vancouver.

Action The AABC will invite the ACA to hold their annual conference in 2002 in Vancouver.

AABC Conference 2003

The Executive is exploring various options for the 2003 to be held in a location outside of the Lower Mainland.

AABC Conference 2004

Frances Mansbridge with the North Vancouver Museum and Archives will host the 2004 conference North Vancouver.

8. Regional Representatives Mandate and Workplans

Individual Member-at-Large, Dorothy Lawson, gave the Executive an up-date on the regions and regional representatives.

Dorothy distributed three documents to the Executive (1) a document outlining background considerations for the Regional Terms of Reference; (2) the rough draft Terms of Reference; and (3) a Report on the Regions themselves.
In terms of the first two documents, Dorothy explained that the material compiled closely followed the material in the AABC Policies and Procedures Manual. Dorothy compiled the information from the duties of the Regional Representatives as well as from discussions she had with the regional representatives. Dorothy recommended that the Executive either adopt the principles/Terms of Reference in principle or do some more research. Jane suggested that prior to approval, the documents be sent out to the regional representatives and to invite them to give feedback. Once the feedback is received and incorporated, the Executive will then approve the Terms of Reference.

**Action** Dorothy will circulate the document outlining background considerations for the Regional Terms of Reference and the rough draft Terms of Reference to the Regional Representatives. Jane will be copied on the responses and Dorothy will send a summary to Jane for her review.

Dorothy pointed out that in terms of an update on the Regional Representatives and the use of the monies allotted to them, the Regions will most likely use the funds for communications, postage, and photocopying. There was some discussion concerning the various ways that the Regions could spend the $500.00 budgeted. The Regions are reminded not to exceed the $500.00 though.

Dorothy pointed out that the Lower Mainland still does not have a regional representative.

Jane and the Executive thanked Dorothy for all her hard work and for continuing to help coordinate efforts of archives and archival programs in the various regions of the province.

**9. Committee and Program Reports**

**Education Committee (standing)**

Jane reported that the Education Committee and its programs are doing extremely well. The contract with Patty O’Byrne, Education and Advisory Services Assistant, has been established. Plans going ahead for the program including a review of the core curriculum. A survey has been distributed to examine educational needs of the membership. The President also reported that they are considering the potential for holding an institute in 2002 for providing a core curriculum.

Jane also indicated that there has been some discussion on the Education Committee about the benefits and feasibility of holding workshops on grants and grant writing. Jane indicated that the Education Committee would like to ask the Grants Committee to investigate grant writing including guidelines to be included in a half-day workshop at the 2001 Conference. One suggestion mentioned was that we could develop a tool kit that could be posted on the website. In order to facilitate such a discussion, the President suggested that Laura Cheadle, Chair of the Grants Committee and Institutional Member-at-Large, solicit feedback from the Grants Committee members through e-mail, fax, or phone calls.

**Action** The Grant Committee will investigate the potential and content for a course/workshop at the 2001 AABC Conference on grant writing and report back to the Executive.

**Preservation Service Advisory Committee (ad hoc)**

Dorothy reported on the Preservation Committee stating that they are attempting to establish a plan for the year, including the Contractor’s work schedule. Dorothy pointed out that Rosaleen Hill attended the Education Committee meeting and found it to be very beneficial.
Internet Committee (ad hoc)

Jane suggested there may be benefit in the AABC using a specific software product in workshops on archival automation. This may help with the process of descriptions done for the CAIN grants. There was some discussion concerning this and whether the Internet Committee would feel that it is a good idea to use a particular software and if so, what that particular software would be.

**Action** Heather, Executive Liaison to the Internet Committee, will solicit the views of the Internet Committee concerning the use of a particular software product for training purposes and the implications of doing so.

Heather reported that the updates to the job board, toolkit and BCAUL have been made as usual. The Committee has commented on a summary of the June CAIN Committee meeting and is ready to act on whatever suggestions come out of the Executive meeting. Heather also reported that Erwin also has asked the Internet Committee members to brainstorm regarding the long term vision for BCAUL and other AABC services and once formally discussed and approved by the Committee (with input from the CAIN Committee), these recommendations will be forwarded to the Executive.

Membership Committee (standing)

Dovelle Buie, Executive Liaison to the Membership Committee, reported that she had met with the Chair of the Membership Committee, Marnie Burnham.

Membership renewals are going very well. Currently there are 219 members with about 108 not renewed. The renewals seem to be coming in every day.

Dovelle also showed the Executive the membership informational package that Marnie had put together for a sample. Marnie was able to use some laminated report covers that attractively display the AABC logo. Dovelle reported that there are probably close to 500 report covers in storage at the National Archives in Burnaby. The Executive discussed the package and felt that they could be sent out to the Regional Representatives.

**Action** Dovelle will ask the Membership Committee to prepare ten packages to be sent out to each of the Regions.

Jane requested that in the next publication of the AABC Directory, the Program and Local Arrangements Committee and members be listed in the front of the directory with the rest of the Committees.

**Action** Dovelle will let the Membership Committee know that the Executive would like the Program and Local Arrangements Committee to be listed in the Directory.

Public Awareness, Advocacy and Legislation Committee (PAAL) (ad hoc)

Jane reported on Archives Week. The Archives Association of British Columbia (AABC), through this motion of the Executive, passed on July 10, 2000, respectfully requests the Honourable Graeme Bowbrick to proclaim in perpetuity the third week in November as British Columbia Archives Week, centered on Douglas Day (November 19), to be established annually by the AABC’s Public Awareness Committee.
For the year 2000, the AABC Public Awareness Committee has recommended November 19 to 25th.

The motion was moved by Jane Turner, President and seconded by Heather Gordon, Vice President.

**Action** Jane will communicate the Resolution of the Executive to request for Archives Week to the Honourable Graeme Bowbrick.

There was some discussion concerning the creation of a poster for Archives Week. The PAAL Committee will coordinate the poster. Dovelle and Lynne will approach some graphic artists to see if they are interested to create a poster for the AABC.

**Institutional Standards Committee (ad hoc)**

Jane reported that the Institutional Standards Committee is scheduled to have their first meeting on Wednesday July 12th. The Committee will bring a report to the AABC Roundtable in August 2000.

**10. Second Annual AABC Roundtable**

The second annual AABC Roundtable is set to go ahead. The session will be held at the new City Hall in Richmond (6911 No. 3 Road). The focus of the meeting will be on relationships to CAIN and the 3/4 year plan.

**Action** Dovelle will send Jane instructions on how to get to Richmond City Hall which will in turn be relayed to the Roundtable participants. Dovelle will also look into the closing time of the building.

**Action** Lynne will confirm if Karen Blimkie will be attending the roundtable.

The AABC Executive meeting for July 10, 2000 was adjourned at 5:00 pm.

Next meeting: 28 August 2000 at Richmond City Hall.

September meeting: 11 September 2000 at UBC Special Collections, 1:00 pm.

(**Note from Secretary: Since the September meeting date was set at the 10 July 2000 Executive meeting, the Executive has changed the September meeting date to the 25th of September 2000. The meeting will be held at the City of Richmond - City Hall - 6911 No. 3 Road at 1:00 pm.**)
Lynne Waller, Treasurer
Dovelle Buie, Secretary

Absent:
Dorothy Lawson, Individual Member-At-Large
Laura Cheadle, Institutional Member-At-Large

1. Minutes from previous meeting

Meeting was called to order at 1:00 pm.

Through e-mail, the Executive previously approved the minutes for the meeting held July 10, 2000. The minutes were posted on the AABC website on September 7, 2000.

2. Business Arising

Jane Turner and Lynne Waller met with Gary Mitchell and Fran Gundry on July 17, 2000. They discussed the process for inviting the Lieutenant-Governor of British Columbia to become our Honourary Patron, and the CAAT grant application to support Archives Week.

The President, Vice-President, and Treasurer met with the British Columbia Museums Association (BCMA) on August 28, 2000. Jim Hamilton and Kristin Klausen represented the BCMA. The discussion centered around a number of ideas which would enable the BCMA and the AABC to work more cooperatively together. Ideas to better serve joint AABC and BCMA members included: reduced membership rates for those institutions holding joint membership, reciprocal individual membership privileges (for example a BCMA member can come to an AABC conference at reduced rate and vice versa), and jointly sponsored educational opportunities. The AABC Executive were in agreement that the Association is looking forward to extending common courtesies.

Action The Membership Committee, in conjunction with the Finance Committee, will be asked to discuss fee structure ideas for Institutional and Associate members who may belong to both the AABC and the BCMA.

Action Membership Committee will be asked to look into the feasibility of including Institutional and Associate Members as a part of the BCMA Directory.

Action The Education Committee will be asked to examine opportunities for jointly sponsored educational opportunities between the BCMA and the AABC.

Dorothy Lawson will be asked to report on the Regional Representatives’ Terms of Reference at the next meeting of the Executive.

3. President’s Report

The Executive is pleased that the Honourable Garde B. Gardom, Q.C., Lieutenant-Governor of British Columbia has accepted our invitation to act as Honourary Patron for the Archives Association of British Columbia during the term of his appointment.
The Emergency Plan for the Fraser Valley Region is going well and Valerie Billesberger will be sending out quarterly updates.

Copyright of AABC authored material on the AABC web-site was discussed. The Internet Committee recommended the following copyright statement to the Executive:

Access to these documents and the technical capacity to download and copy them does not automatically imply permission for re-use.

Reproduction, publication, or other use of these documents, or portions thereof, for training or educational purposes is permitted, provided that the Archives Association of British Columbia is cited. Reproduction of these documents for other purposes requires the written permission of the Archives Association of British Columbia.

Lynne moved and Heather seconded to put the statement on the web-site. Motion carried.

The chairs and contractors of the three grant programs will be requested to submit their program plans for 2001/2002. The program plans should include recommended changes, justification for such changes, and projected budgets to Jane by October 18, 2000. The information will be reviewed by an Executive sub-committee on October 23, 2000 and then brought to the Executive meeting on November 6, 2000.

4. Treasurer’s Report

Lynne Waller reviewed the financial statements to August 31, 2000 and stressed that the Association is in good standing. A letter was presented to the Executive from the Financial Manager that summarized the financial statements and outlined two major changes in the journal entries: (1) Unrecoverable GST and (2) Finance Administration fees.

The Treasurer reported that the Association’s Financial Manager resubmitted the application for GST rebate in July resulting in receipt of a cheque for $5,386 for the period of April 1, 1999 to March 31, 2000. Customs and Revenue states we are "provisionally approved in full." We are now subject to GST audits making it all the more necessary to be rigorous and complete with our financial records. Receipts linking the expense to programs are a must for all expenses where GST is included.

No word has been received as of yet concerning our application for non-profit registration.

Treasurer reported on the status of the Association’s Guaranteed Investment Certificates (GIC’s). Lynne explained that the AABC now has $45,000 in an assortment of GIC’s. $28,421 is in four 30-day cashable terms. The remaining $17,000 is in two longer term and higher interest certificates. This is the "prudent reserve" of the AABC and should not be used except in case of emergency. Due to the fact that the Association has recently received grant funds ($27,313 from CCA in September) we are carrying a surplus in the current account and would like to transfer operating capital into GIC’s. The plan is to anticipate program expenditures for the next two to three months and place this money in short-term and easily cashable savings certificates. Lynne made a motion that, in consultation with the Financial Manager and the Finance Committee, operating capital will be transferred into short-term GIC’s. Dovelle seconded the motion. Motion carried.
**Action** Lynne will work with the Financial Manager and Finance Committee in transferring operating capital into short-term cashable GIC’s.

The Executive discussed the Budget. In particular, the Executive stressed the need for pre-workshop budgets and post-workshop accounting from the Education program.

Lynne pointed out that travel costs will be increasing for contractors because of increased fuel costs.

A budget meeting for October 23, 2000 was set; Jane, Heather, Lynne, and Karen will attend the meeting. Review of the current year’s budget and grant planning will be on the agenda.

**9. Committee and Program Reports**

**Education Committee (standing)**

Jane Turner reported that the Education Committee met prior to the Executive meeting (morning of September 25, 2000).

The Committee discussed long-term plans, including the need and possibility for distance education opportunities, which could be incorporated into the Education Program’s current program. The Committee also discussed the need to provide advisory support in order to assist with the process of establishing institutional standards.

**Internet Committee (ad hoc) and CAIN (ad hoc)**

Heather Gordon reported that updates to BCAUL and the job board have been proceeding as usual.

Heather noted that the North West Territories descriptions have been now integrated with CAN/WAN.

With respect to CAIN (Canadian Archival Information Network), Heather reported that Ann Carroll has submitted an update to the fall newsletter. The Executive were informed that CAIN projects are still contingent on funding as we are still waiting to hear from CCA and the National Archives. Heather stressed that once funding is confirmed, the Association is ready to manage the funds as per the plans outlined at the July 10, 2000 Executive meeting.

**Membership Committee (standing)**

Dovelle Buie reported on the Membership Committee.

Marnie Burnham, Chair of the Committee, is working on producing the Membership Directory. With help from Bill Purver, the Committee has developed a report in the database that lists all of the institutional and associate members by region (BC Northwest, Central and North Vancouver Island, Central Interior – BC Northeast, Fraser Valley, Greater Vancouver, Kootney - Columbia, Okanagan, and South Vancouver Island). This report will be included in the 2000/2001 Directory. The Directory will be mailed out to members within the first few weeks of October along with the fall 2000 newsletter. The benefit of coordinating the efforts of the newsletter with the Membership Directory include pooling the labour (stuffing envelopes etc…) and postage costs.
Carrie Stevenson, member of the Committee, has been investigating fee structures of other Provincial Associations for Institutional Members. The Committee will discuss Carrie’s findings at its next meeting, scheduled in the first few weeks of October 2000.

The Committee is also looking at having an information session for first year Master of Archival Studies (MAS) students in mid October. Marnie has put a call into Heather MacNeil, professor at UBC’s MAS Program, to schedule a time.

The Membership Committee will be reviewing the application of the Whistler Museum and Archives at its next meeting.

According to category, the current membership numbers are as follows:

Individual: 105
Associate: 32
Institutional: 104
Sustaining: 10
Student: 14
Honorary: 6

Once the Directory is mailed out, the Membership Committee will be turning its attention to its work plan. Of particular importance, the Committee will be working on creating a new brochure and will bring a proposal to Executive. Other issues for the Membership Committee include: having a recommendation for the Executive regarding institutional membership and fee structure, re-design of database, and proposing a constitutional amendment regarding the process of conferring Honourary Life Memberships.

The Executive also asked that the Membership Committee look into the possibility of obtaining mail discounts by sorting the Association’s mail-outs by postal code.

Action Dovelle will ask the Membership Committee to look into the feasibility of designing the database in such a manner as to permit us to sort our mail-outs by postal code.

Public Awareness, Advocacy and Legislation Committee (PAAL) (ad hoc)

Jane Turner reported that David Mattison has done a great job on the web-site for Archives Week. The web-site is almost completed. Access to the site can be made through the home page of the AABC. David has included a number of resources for archives including: tips, sample press releases, and activity ideas.

Jane explained that we will be receiving drafts of the poster tonight or tomorrow night and that she needed help reviewing them. Heather agreed to help Jane with this task.

An Archives Week package, including a letter from Jane, print-out from the Archives Week web-page, and posters will be sent out in the next few weeks. There will be 2000 posters produced for Archives Week. Using funds from a CAAT grant, Jane will be organizing the mail-out to go schools, libraries, and the AABC membership. The British Columbia Museums Association will be sending us a listing of their members and the package will be forwarded to the BCMA membership as well.
Heather, Lynne, and Dovelle thanked Jane and David for all their hard work towards Archives Week.

**Institutional Standards Committee (ad hoc)**

Jane Turner reported that the Institutional Standards Committee discussed the draft report "Sustainable Archives." The Committee will use the report to develop an implementation process. In terms of working towards the implementation of standards, Jane asked that the ad hoc Committees, Standing Committees and the Executive focus on bringing their ideas to the Spring 2001 planning meeting.

**Conference 2001 (ad hoc)**

Jennifer Mohan (chair of the Program Committee) called a joint meeting of the Program and Local Arrangements Committees. Jennifer Mohan, Jane Turner, Mickey King, and invited guests will be meeting on October 12, 2000. Jane reported that we are on track with the 2001 AABC Conference.

The meeting was adjourned at 4:00.

Next meeting: Monday November 6, 2000 at Richmond City Hall.

**AABC Executive Committee**

**Meeting Minutes: 6 November 2000**

Executive of the Archives Association of British Columbia,
City Hall, City of Richmond

**Present:**

- **Jane Turner**, President
- **Heather Gordon**, Vice President
- **Lynne Waller**, Treasurer
- **Dovelle Buie**, Secretary
- **Laura Cheadle**, Institutional Member-At-Large

**Absent:**

- **Dorothy Lawson**, Individual Member-At-Large

**1. Minutes from previous meeting**

Meeting was called to order at 12:20 pm.

Dovelle informed the Executive that Dorothy was ill and that Laura, having just returned from Ottawa, would be a little late.

The minutes from the Executive meeting of September 25, 2000 were circulated. Approval of the minutes will be communicated by the Executive through e-mail and the minutes will be posted on the web-site as soon as possible thereafter.
2. Business Arising

A review of the Regional Representatives’ Terms of Reference will be deferred until the January Executive meeting.

3. President’s Report

Jane Turner reported that we have received a letter from the President of the British Columbia Heritage Federation (BCHF) indicating that we have been accepted as a member.

Monique Ostiguy, Grants Manager with the Canadian Council of Archives (CCA) has written the AABC identifying the British Columbia archival institutions who have not complied with the CCA reporting requirements. The Association has been asked to review the list of institutions and to follow up on the delivery of project reports. There are five institutions with reports that are outstanding from 1990 to present. Laura Cheadle, Institutional Member-At-Large, will be following up on this matter.

**Action** Laura Cheadle will contact the five institutions with outstanding grant reports (consisting of seven grants), and ask them to meet the CCA reporting requirements.

Jane reported that we need to send a package of information to the Lieutenant-Governor of British Columbia, the Honourable Garde G. Gardom.

**Action** Lynne will mail Jane a copy of our annual financial report as is prepared by Malish and Clark. Jane will, in turn, send the financial report and any other relevant information/documentation to the Lieutenant-Governor of British Columbia.

Jane reported that she has been busy organizing Archives Week. The Executive recognized that time has been very short for organizing the event and is very pleased that we have been successful in getting Archives Week underway. Once Archives Week is over, the Executive and the PAAL (Public Awareness, Advocacy and Legislation) Committee will review all feedback concerning Archives Week and consider how we can improve the event in future years.

Jane indicated that plans for a proclamation event for Archives Week have had to be adjusted because of the recent cabinet shuffle. As the Honourable Cathy MacGregor (MLA for Kamloops) is now the Minister responsible for the BC Archives, the event will be held in the Kamloops riding.

The Executive was encouraged to receive a letter from Ian Forsyth who complemented the AABC Executive and the PAAL Committee (Public Awareness, Advocacy and Legislation Committee) for the work that has been done pertaining to Archives Week.

The President informed the members of the Executive that the Village of Belcarra has written to inform us that on October 23, 2000 they Proclaimed Archives Week in their Municipality.

Jane suggested the Executive develop a heritage survey to be used to collect responses from candidates in the upcoming provincial election. The AABC could work cooperatively with the BCHF, BCMA (British Columbia Museums Association) and the BC Archives Action Group to develop the questions. The Executive agreed that this would be a very good idea.
**Action** Jane will be contacting the BCHF, BCMA and BC Archives Action to find out the interest into developing a heritage survey of Provincial candidates.

### 4. Treasurer’s Report


**Action** Lynne will speak to Chris concerning advertising money from the newsletter.

**Action** Lynne will contact Regional Representatives to ask them how they are planning on spending the funds that have been allocated for them.

No word has been received as of yet concerning our application for non-profit registration. Revenue Canada has requested additional documentation (e.g., our Certificate of Incorporation).

Due to budget shortfalls in the Education Program, the Executive has instituted some accounting changes. Working together with the contractors, the Education account will be monitored accordingly.

Laura pointed out that at the National Assembly there was some discussion concerning a report produced in Alberta concerning the various Education & Network Advisor programs across the country. The report outlines mandate, reporting structures, and general program delivery.

**Action** Laura will mail a copy of the report (written by Michael Mooseberger) to Heather Gordon and Jane Turner.

### 5. CCA/CAAT Grants Review

The Executive reviewed the draft of the grant applications for 2001/2002. This included the three programs of: (1) BC Archival Network Service, (2) BC Archival Preservation Services, and (3) BC Archival Education & Advisory Service. After some discussion, clarification, and minor amendments, Lynne motioned to have the Finance Committee review the amended grant applications. Once the Finance Committee has reviewed them, Lynne will bring the applications back to the next Executive meeting. Motion carried.

**Action** Lynne will have the Finance Committee review the draft grants report and then bring the report back to the Executive for final approval.

### 6. Committee and Program Reports

**CAIN (ad hoc)**

Laura Cheadle gave an update on CAIN funding. Laura discussed what was outlined in Ottawa at the General Assembly concerning CAIN. Laura informed the Executive that for the 2000/2001 funding year, BC will be receiving $62,000 in CAIN funds to be spent between January 1 and March 31, 2001. Applications must be received by CCA by December 1, 2000.
Laura also noted that for the 2001/2002 year, BC should be receiving $225,000 in CAIN funds. Allocation and administration of these funds was referred to the CAIN committee for discussion and recommendation.

Dovelle indicated that the Grants Committee volunteers need to be kept informed regarding the CCA and CAIN grants and how, once determined, the adjudication process will work. Lynne had some questions concerning the CAIN administrative fees.

Heather indicated that the CAIN Committee has been scheduled for this Thursday November 9, 2000 to finalize plans for year one and two funding now that the amounts and deadlines are known.

Since there will not be an Executive meeting until after December 1, 2000 (the deadline for the applications for 2000/2001 funding), the Executive agreed that Jane, Heather, and Lynne will approve the allocation and administration of BC’s CAIN funding.

**Preservation (ad hoc)**

Jane Turner reported that the BC Archival Preservation Services program is on track.

**Internet Committee (ad hoc)**

Heather Gordon reported that the Internet Committee recommends to the AABC Executive that we host the Nanaimo Community Archives site on the aabc.bc.ca server for up to two years, or until the NCA makes Web hosting arrangements with another local institution or Internet service provider, whichever comes first. If, at the end of the two years no such local arrangements have been made, we will review the situation.

Heather also stated that the Committee also recommends to the Executive that this be made a standard policy, in the event we receive more such requests.

Heather moved and Lynne seconded the recommendation.

**Action** Heather will notify the chair of the Internet Committee that their recommendation has been approved by the Executive.

**Membership Committee (standing)**

Dovelle Buie reported that along with the fall newsletter and material pertaining to Archives Week, the AABC Membership Directory was mailed out on October 17, 2000.

As of the printing of the Membership Directory on October 4, 2000, membership numbers are as follows: Individual 110; Associate 34; Institutional 107; Sustaining 11; Student 15; Honorary 5

**TOTAL 282**

**Action** Dovelle will ensure that Laura receives mailing labels for all current institutional members to send out information regarding upcoming CCA grants.
An application for Institutional Membership with the AABC has been received from the Whistler Museum and Archives Society. The Whistler Museum and Archives Society, in consultation with the AABC Education and Advisory Archivist, has prepared a thorough application. On behalf of the Membership Committee, Dovelle moved and Heather seconded that the Whistler Museum and Archives Society’s application for Institutional membership be granted. Motion carried.

**Action** Dovelle will advise Marnie Burnham, Chair of the Membership Committee that the Executive has approved the Whistler Museum and Archives’ application for institutional membership. The Whistler Museum and Archives will be notified as well.

**Action** Dovelle will confirm the source of grant funding that is listed in the budget provided by the Whistler Museum and Archives Society.

**Institutional Standards Committee (ad hoc)**

Jane Turner reported that the Committee plans to have a meeting in January to review comments submitted by corresponding members.

**7. Other Business**

**Conference 2001 (ad hoc)**

Jane Turner reported that the Program Committee and the Local Arrangements Committee have met and have come up with a time schedule as well as a list of possible sessions. The Program Committee is planning to meet again on Thursday November 9, 2000 to finalize the plans for sessions.

**Strategic Planning Workshop in February 2001**

The Executive agreed to hold the spring planning workshop all day Friday February 23rd and the morning of Saturday 24th, 2000 at the Sand’s Hotel in Vancouver.

**Action** Heather will contact the Sand’s Hotel to make some preliminary arrangements for the Spring 2001 planning workshop.

Jane said that the agenda of the planning workshop will include: four year plans of the AABC’s Network, Preservation, and Education programs; plans and role of the regional groups; implementation of institutional standards; and implementation of CAIN grants.

The meeting was adjourned at 3:20 pm.

Next meeting: December 11, 2000 at 12:30 pm at Richmond City Hall.

**AABC Executive Committee**

**Meeting Minutes: 11 December 2000**

Executive of the Archives Association of British Columbia,
City Hall, City of Richmond
Present:

Jane Turner, President
Heather Gordon, Vice President
Lynne Waller, Treasurer
Dovelle Buie, Secretary
Laura Cheadle, Institutional Member-At-Large
Dorothy Lawson, Individual Member-At-Large

1. Minutes from previous meeting

Meeting was called to order at 12:30 pm.

The minutes from the Executive meeting of September 25, 2000 were previously approved by the Executive through e-mail. The minutes have been posted to the web-site.

Jane Turner moved and Heather Gordon seconded the approval of the November 6, 2000 meeting minutes. The minutes will be posted on the web-site as soon as possible.

2. Business Arising

Regional Representatives’ Terms of Reference

Dorothy Lawson reported that this item has been deferred to the January 2001 meeting of the Executive.

BC archival institutions & outstanding CCA reporting requirements

Laura Cheadle reported that she has contacted the five institutions in question. Some of the five institutions are aware that they have outstanding reports. Laura informed the Executive that Monique Ostiguy, Grants Manager with the CCA, has been notified that the AABC has been in contact with these archival institutions who have outstanding CCA reports.

Information sent to the Lieutenant-Governor of British Columbia

Jane Turner reported that she has mailed a package to the Lieutenant-Governor about the AABC.

Heritage survey of political parties

Jane Turner reported that Brian Klassen, a member of the Public Awareness, Advocacy and Legislation (PAAL) Committee, will work on this issue and will forward any ideas or recommendations to the Executive for their review.

Revenue from advertising in the AABC Newsletter

Lynne Waller noted that the Newsletter Editor reported budgeted advertising revenues would be reached by the end of the fiscal year.

Report re: various Education & Network Advisor programs across Canada
Jane Turner reported that she has received the report (Michael Moosberger, "A Study of Archival Advisory Services Programs in Canada: A Summary Report to the Canadian Council of Archives," May 2000). Jane Turner said that the Executive needs to discuss the report at the January 2001 meeting. Heather Gordon will copy the report and distribute to the Executive.

**Nanaimo Community Archives and AABC Web-site**

Heather Gordon reported that the Nanaimo Community Archives has been informed that the AABC will host their site on the aabc.bc.ca server. We will provide this service for up to two years, or until the NCA makes Web hosting arrangements with another local institution or Internet service provider, whichever comes first.

**Mailing Labels of all AABC Institutional members Sent to Laura Cheadle**

Dovelle Buie reported that the labels are done and have been sent to Laura Cheadle.

**Whistler Museum and Archives – Revenue Sources**

Dovelle Buie reported that the Chair of the Membership Committee, Marnie Burnham, has contacted the Whistler Museum and Archives requesting the information. No response has been received.

**Spring 2001 Planning Session**

Heather Gordon reported that she has reserved the space at the Sands Hotel for the Spring Planning sessions which will take place on February 23rd and 24th.

3. **President’s Report**

Jane Turner reported that the proclamation of Archives Week in Kamloops went very well. Held at the Secwepemc Cultural Centre, Chief Ron Ignace spoke at the event. Jane said that she had heard of some events around the province and hopes that members will consider reporting the events in their community and/or archives in the AABC newsletter. The Village of Belcarra was one municipality that proclaimed Archives Week in their community.

4. **Treasurer’s Report**

Lynne Waller reviewed the Financial Statements to October 31, 2000.

Lynne reported that grants are being received and that the systems established with the Financial Manager are going well. Lynne indicated that membership fees are still short but that she expects some more will come in the new year. Lynne pointed out that membership is credited to the Association’s fiscal year of April 1st to March 31st. The Executive agreed that membership revenue should be posted forward to the next fiscal year.

The Treasurer reported that the AABC’s non-profit registration has not been received yet and we are still waiting. Heather Gordon indicated that she had been talking with Revenue Canada and gave further information concerning our application.
There was some discussion about the budgeted funds for regional representatives. Lynne pointed out that the funds for the regional representatives are for regional use and not for individual purposes. Lynne indicated that roughly $2,500 planned expenditures out of the $4,000 have been planned. The remainder will be used for travel expenses for the Spring Strategic Planning workshop.

Lynne Waller informed the Executive that we have received a renewal notice for the British Columbia Historical Federation. Lynne moved and Dovelle seconded that we will renew our membership with the Federation.

**Action** Lynne will arrange to have our membership with the British Columbia Historic Federation renewed.

Lynne Waller and the Executive discussed vehicle expense rates for AABC contractors. Lynne informed the Executive that the Treasury Board rates are set every October 1st and March 31st. The current rate for BC is 41 cents. The Canadian Automobile Association rate is 44.7 cents for 18,000 km per year or 61.6 cents for 12,000 per year. Lynne recommended that the AABC set the vehicle expense rate for the following fiscal year every October 31st based on the Treasury Board rate. This would allow the Executive to plan in the fall for the following spring renewals of AABC contracts. Lynne moved her recommendation and Heather seconded.

**Action** Lynne will arrange with the Financial Manager to ensure that the AABC sets the vehicle expense rate every October 31st to that which is established by the Treasury Board. The current rate is 41 cents per km for British Columbia.

### 5. Conference

Jane Turner reported that the Local Arrangements and Programming Committees for the 2001 conference have been hard at work. The Executive was very pleased to review the detailed budget prepared by Jennifer Mohan, Conference Chair.

Dovelle Buie reported that the Membership Committee has been working on the membership database in the hopes that a reworking of the database will help with the conference registration.

**Conference 2002**

The Executive discussed the ACA conference in 2002.

**Action** Heather Gordon, on behalf of the AABC, will extend an invitation to the ACA to hold their conference in Vancouver in 2002.

The Executive discussed that we will need to decide what AABC conference or meeting will be arranged in 2002. Some ideas discussed included having an extended AGM or a AABC pre-conference workshop.

**Conference 2003**
Jane Turner informed the Executive that Chief Ron Ignace extended an open invitation to the AABC to host our annual conference in Kamloops. The Executive was very happy to receive the invitation, and will consider the site for the 2003 conference.

**Action** Jane Turner, on behalf of the AABC, will accept Ron Ingace's invitation to host a conference in Kamloops. The Executive will work out details at a future date.

**6 CCA/CAAT Grants Review**

The Executive discussed the CCA and CAAT Grants and reviewed the budget. Lynne Waller will send Jane Turner the revised grant budgets.

**7 Committee and Program Reports**

**Preservation (ad hoc)**

Dorothy Lawson updated the Executive on the Preservation Committee work plan. Dorothy informed the Executive that the Committee has been reviewing the BC Archival Preservation Service budget.

**Internet Committee (ad hoc)/CAIN (ad hoc)**

Heather Gordon informed the Executive that the CAIN application for year one has been submitted. Heather circulated the application.

Heather explained that year two money is still not confirmed and that we are awaiting more information from the CCA.

Ann Carroll has written summary concerning CAIN for the next AABC newsletter.

**Membership Committee (standing)**

Dovelle Buie reported that as of December 11, 2000, membership numbers are as follows:

Individual 110  
Associate Institutional 35  
Institutional 107  
Sustaining 10  
Student/Volunteer 23  
Honorary Life 5

**Total 290**

Dovelle Buie reported that the Membership Committee is focusing its efforts on (1) Membership Brochure; (2) Research and review of Institutional fee structures and (3) Membership/Conference Database Design. The Membership Committee’s next scheduled meeting is on Tuesday December 12, 2000.

Dovelle Buie informed the Executive that there has been some problems obtaining the contact information for Honourary Life member Dr. R. McDonnell (associated with the BC Medical
Association). Dorothy Lawson said that she will review her records from last year to see if she has his contact information.

PAAL Committee (ad hoc)

Jane Turner reported that Brian Klassen will coordinate the heritage survey of political parties.

Jane Turner reported that Richard Dancy is researching issues related to information privacy in the private sector and the federal government’s "Personal Information Protection and Electronic Documents Act." On behalf of the AABC, he is preparing a brief to the Legislative Assembly’s Special Committee on Information Privacy in the Private Sector. The Brief will be circulated to the Executive for review and approval.

Institutional Standards Committee (ad hoc)

Jane Turner reported that she has heard back from some members concerning the draft.

8 Other Business

There was no other business.

The meeting was adjourned at 3:45 pm.

Next meeting: January 22, 2001 at 12:30 pm at Richmond City Hall.

AABC Executive Committee
Meeting Minutes: 22 January 2001

Executive of the Archives Association of British Columbia,
City Hall, City of Richmond

Present:

Jane Turner, President
Heather Gordon, Vice President
Lynne Waller, Treasurer
Dovelle Buie, Secretary
Laura Cheadle, Institutional Member-At-Large
Dorothy Lawson, Individual Member-At-Large

Minutes from previous meeting

Meeting was called to order at 12:40 pm.

The Executive reviewed the agenda and added two items: (1) yearly payment for the work Leslie Field does on the AABC web-site and (2) Nominations Committee report.
Jane moved that the minutes from the Executive meeting of December 11, 2000 be approved by the Executive. Heather seconded the motion and all were in favour. The minutes will be posted to the website as soon as possible.

1. Business Arising

Dorothy Lawson reported on the Regional Representatives Terms of Reference. Dorothy suggested that the Regional Representatives also consider submitting annual reports to the Executive. It was agreed to change the sixth duty to state: "Prepare an annual workplan, budget and report, in coordination with the Executive."

Action: Dorothy will arrange to have the Regional Representatives’ Terms of Reference posted on the AABC web-site.

Heather reported that a letter of invitation has been written to the Association of Canadian Archivists (ACA) to hold their conference in Vancouver in 2002.

Jane reported she will be, on behalf of the AABC, accepting Ron Ingace's invitation to host a conference in Kamloops in 2003.

2. President’s Report

Jane Turner reported that two letters have been received from the Hon. Cathy McGregor, Minister of Advanced Education, Training and Technology. One letter states that $5,000.00 for 2000 Archives Week has been approved and the other letter thanks the AABC for Archives Week and for the contribution that archives and archivists make in the province. The Executive was very pleased with the Minister’s letters and with her demonstrated support for the initiatives of the BC archival community.

Jane Turner reported that she received an e-mail from Linda Chakmak with the Archives Association of Ontario (AAO). The AAO has asked if they could use parts of the AABC web-site as a model for them to build upon. Jane informed the Executive that this was something that we did this year to develop the Archives Week web-site. On behalf of the Executive, Jane gave the AAO permission to use our web-site as a model for them to build upon.

Jane reported that the CCA and CAAT grants for the three AABC programs have been submitted.

3. Treasurer’s Report

Lynne Waller reviewed the Financial Statements to the end of December 2000.

The Treasurer reported that she had met with Heather Gordon and Karen Blimkie on January 15, 2001. The management of the Association’s financial resources were discussed. Lynne informed the Executive that Karen Blimkie will be attending the Spring planning session in late February.

Lynne Waller reported that the Association has received non-profit status. She clarified that this means that the AABC has tax exempt status as a charity.
**Action** Lynne will write an article for the newsletter concerning the AABC’s non-profit status and will submit the article to Chris Hives, AABC Newsletter Editor.

Lynne reported that a standardized expense claim form for all Association contractors and by the AABC Executive will be prepared by the end of the fiscal year (March 31, 2001).

The Executive discussed how the Association will manage GST rebate funds. In the interests of being as clear and transparent as possible, Lynne moved that we contact our granting agencies to state our position regarding our placement of the GST rebate in our general fund and ask for their confirmation on this position. Jane seconded the motion. The Executive was in agreement.

**Action:** Lynne will contact the BC Archives and the CCA to inform them of our intentions to place the GST rebate in our general fund and ask for them to confirm this position.

Lynne Waller reported that the Education Committee has asked what will be done with funds resulting from surplus workshop registrations. The Committee recommended that the Executive consider transferring the funds directly back into the education program budget, rather than into general revenue.

Lynne moved that the Executive adopt a general AABC financial guideline that a portion of any surplus in the general fund at the end of the fiscal year should be used to support educational endeavours in the next fiscal year; the portion to be determined by the Executive in consultation with the Finance Committee. Jane seconded. All were in agreement.

4. Brief to the Legislative Assembly’s Special Committee on Information Privacy in the Private Sector

On January 11, 2001, the Executive approved, via e-mail, the Public Awareness, Advocacy and Legislation Committee’s (PAAL) "Brief to the Legislative Assembly’s Special Committee on Information Privacy in the Private Sector." The report is available on the AABC web-site at http://aabc.bc.ca/aabc/report_on_privacy.html. The Executive joined Jane in expressing their appreciation for all the hard work done by Richard Dancy and the PAAL Committee.

5. Conferences

2001 Victoria Conference

Jane Turner reported that everything is in order for this year’s AABC conference. The Program Committee have confirmed the sessions, including the speakers and session chairs. The Local Arrangements Committee is working on having conference bags for the delegates, on having self-guided garden tours, and ensuring that the conference is on budget. The Local Arrangements Committee will be arranging a mid-February mail-out concerning the conference; the Membership Committee will ensure that the members receive their renewal notices in the same mail-out.

2002 Vancouver - Association of Canadian Archivists (ACA)

Heather Gordon reported that the ACA has confirmed that they will be coming to Vancouver in 2002. The Executive discussed the idea of having some money set aside to subsidize those members of the AABC who would like to go to the conference but who otherwise may not be able to afford the
registration fees. The ACA has indicated that AABC members are encouraged to suggest ideas for the content of the conference as well as any suggestions they may have for the workshops. The AABC Annual General Meeting will most likely be scheduled for the Sunday after the ACA conference. Details will be forthcoming.

6. AABC Spring Planning Workshop

The spring planning workshop is scheduled for February 23rd and 24th, 2001. Jane Turner reported that all Committee chairs and regional representatives will bring work plans and budget suggestions for the up-coming year. The Education, Preservation and Network Committees will also bring three-year workplans. The work plans will form a significant portion of the discussions in order to ensure coordination between the programs. Each committee should also bring priorities of budget items and suggestions for future projects. Jane Turner hopes to discuss the Institutional Standards issue. Heather will confirm the agenda as well as who will be attending the sessions.

7. CCA/CAAT Grants Review

Laura Cheadle reported that the AABC adjudication for the CCA grants took place on January 6, 2001. The CCA’s final deadline is Feb 1st, 2001 at which time they will give the final approval for the grants.

The following applications were approved:

- AABC Preservation Grant ($33,469.00)
- BC Archival Network ($21,852.00)
- BC Archival Education and Advisory Service ($33,640.00)
- Institutional Control of Holdings ($29,508.00)
- Preservation Management ($18,531.00)
- Preservation Training & Information Program – AABC Fraser Valley Regional Disaster & Recovery Training workshop ($1,640.00)

Laura commented that there were many more applications than there was money. Heather commented that for those institutions who did not have their applications approved, that they should, where appropriate, apply for CAIN funding.

Laura recommended that it would be helpful to continue to have some funds available for an out-of town committee member on the Grants Committee. Laura also stated that the Grants Committee has discussed the merits of having a manual that could outline guidelines for Committee members in terms of the adjudication process.

8. Committee and Program Reports

Internet Committee (ad hoc)/CAIN (ad hoc)

Heather Gordon reported that year one CAIN funding has been approved by CCA. The Association has hired Pat Gemmill (a web designer) who will be working from now until March 31st, 2001. Three itinerant archivists have also been hired; Jennifer Roberts and Christine O’Donnell will be centered in the Lower Mainland and David Chamberlin will work in the Victoria area. The Executive stressed that the itinerant archivists and web-designer will need to ensure that invoices are submitted. The Executive
discussed the details of the contracts decided that the hiring of these contracted must be documented in a letter of understanding, which should be submitted to the President and Treasurer for final approval before signing.

Heather explained that year two funding has not been confirmed. Once the funding is confirmed, there will be another adjudication for the grants committee.

**Education (ad hoc)**

The Executive discussed confidential contract issues. The Executive agreed unanimously that due to the expensive nature of the current configuration of the Education/Advisory service with two contractors, and with the unanimous recommendation of the Education Committee, the AABC should return to having one contractor who would be centered in the Lower Mainland for the 2001/2002 contract year.

With regard to Michael Mooseberger, "A Study of Archival Advisory Services Programs in Canada: A Summary Report to the Canadian Council of Archives," May 2000 report. Jane reported that she has been in contact with the President of the CCA, Fred Farrell, asking him to clarify the recommendation of the manual concerning the AABC and the Manual for Small Archives. The report recommends:

The CCA urge and support the Archives Association of British Columbia in undertaking a major revision and re-publication of its Manual for Small Archives and that if the AABC is unable or unwilling to undertake this work that the CCA negotiate with the AABC to undertake the project on behalf of the Canadian archival community.

**Membership Committee (standing)**

Dovelle Buie reported that as of January 22, 2001, membership numbers are as follows:

- Individual 110
- Associate Institutional 34
- Institutional 108
- Sustaining 10
- Student/Volunteer 23
- Honorary Life 6

**TOTAL 291**

Membership Database

Dovelle reported that since she and Marnie Burnham are currently working on the AABC membership database, recently received revisions or new members have not been added to the database. The membership numbers, therefore, might be slightly different from that outlined above.

The data has been cleaned up; this should allow us to search the database in many more ways and also permit mail-outs by postal code. Dovelle pointed out that, in the interests of wanting to keep the Association’s expenses as low as possible, Marnie has been working on the database as a volunteer for the last year and a half. The task can be quite overwhelming at times and suggested that the Executive should consider contracting out some of the work. The Executive discussed the idea and felt that the task...
could still be done by volunteers on a rotating basis - rather than one person responsible for the job indefinitely.

**Honorary Membership and Proposed Constitutional Change**

Dovelle Buie presented the Executive with a letter from Membership Chair Marnie Burnham. Marnie requested that the Executive amend the Constitution as it pertains to the imparting of honorary membership. Currently, the executive recommends and grants the annual honorary membership at the conference banquet, and then submits it to the general membership for their approval the next day at the Annual General Meeting. This is not in keeping with the procedures established by the constitution. In order to eliminate the awkwardness of the current process, Dovelle moved and Heather seconded that the Executive accept Marnie Burnham’s constitutional amendment as follows, and submit it to the membership for approval:

**Action:** Dovelle will ensure that the membership receives a notice of special resolution that outlines for Article V, Section I (1) (i) to be amended to the following: "Honorary life membership shall be accorded by the Executive to persons who are distinguished for their archives work, who have rendered distinguished service to the Association, or who are otherwise deemed worthy of honour. Honorary life members have the right to vote during meetings and hold office in the Association." The special resolution will be distributed to the membership with the conference mail-out in mid February.

The Executive agreed that for this year we will need to continue with past practice.

**Membership Brochure**

Dovelle reported that the Membership Committee is working on developing a new membership brochure for the AABC. The Membership Committee wants to clarify: (1) the expectations of the Executive concerning the brochure and (2) any particular aspect of the brochure that the Executive would like to see or not see. The Executive made the following observations about the current membership brochure:

- Remove reference to the Heritage Council as this no longer exists.
- Include information re: advisory program (particularly preservation and education).
- Include application form - with fees outlined, preferably in an insert.
- Reference to the Manual for Small Archives should be eliminated.
- Ensure the web-site address is on the brochure.
- Liase with Erwin re: logo. Pat Gemmell (mentioned earlier in these minutes) is working on contract for a network logo. This will be completed by March 31st.
- Include the fact that we are now designated by Canada Customs & Revenue Agency as a Charitable Organization - Charitable #86502 2529 RR0001

In terms of the text, the Executive was comfortable with the Membership Committee reworking/rewording that which is already on the internet. It will be submitted to the Executive for final approval.
Institutional Membership Applications

Dovelle Buie reported that the Membership Committee recommends that the Executive approve the Enderby and District Museum Society’s institutional membership. The Executive reviewed the application received and supported the Membership Committee’s recommendation. Dovelle moved to accept and Jane seconded.

**Action:** Dovelle will inform Marnie Burnham, Chair of the Membership Committee, that the Enderby & District Museum Society’s application for Institutional Membership has been approved by the Executive.

Dovelle reported that another Institutional Membership application has been received from the Alberni Valley Museum. Because of questions regarding the acquisition policy and the relationship to the Alberni District Historical Society, the Membership Committee recommended that the application should not be accepted. The Executive accepted the Membership Committee’s recommendation to not approve the application.

**Action:** Dovelle will inform Marnie Burnham, Chair of the Membership Committee, that the Alberni Valley Museum’s application for Institutional membership has been denied.

Membership Fee Structures

Dovelle reported that the Membership Committee has been working on a review of the current membership fee structure of the AABC. Membership Committee member Carrie Stevenson has done some preliminary research into the issue by looking at the fees other provincial associations. Marnie Burnham is doing some further investigation into the matter and will be submitting a report to the Executive in the next few weeks.

The Executive joined Dovelle Buie in expressing appreciation to Marnie Burnham for all the hard work that she and membership committee members (Marie Helene Robitaille and Carrie Stevenson) have been doing.

Nominations Committee (ad hoc)

Jane Turner reported that Chris Hives has accepted the position of Nominations Committee chair. Heather moved that Chris Hives be this year’s chair of the Nominating Committee. Jane seconded the motion and all were in agreement.

9. Other Business

Jane Turner reported that Chris Hives has recommended that we give Leslie Field an yearly fee of $500.00 for his work on the AABC web-site newsletter. Jane moved that we give Leslie $500.00 a year for his work. All were in agreement that the nominal yearly payment would go towards recognizing the extensive work that Leslie does on the web-site newsletter; Leslie Field will be asked to submit an invoice for the fee.

**Action:** Lynne will contact Chris Hives to coordinate the payment procedures for Leslie Field.
Dovelle Buie stressed that she will need all reports from Committee chairs by March 16, 2001. This will enable her to put the AGM packages together and mail them out before she goes on holidays March 30th, 2001.

The Executive agreed that they would meet following the Spring Planning session on Saturday February 24th.

The Executive set March 12th as the next meeting following the Spring Planning session. The meeting will be held at Richmond City Hall.

The meeting was adjourned at 3:45 pm.

Next meeting February 23rd and 24th, 2001 at Sands Hotel.

AABC Executive Committee
Meeting Minutes: 2 February 2001

Executive of the Archives Association of British Columbia,
Telephone Conference Call

Present:

Jane Turner, President
Heather Gordon, Vice President
Lynne Waller, Treasurer
Dovelle Buie, Secretary
Laura Cheadle, Institutional Member-At-Large
Dorothy Lawson, Individual Member-At-Large

Minutes from previous meeting

Meeting was called to order at 8:38 am

Heather moved and Dorothy seconded to approve the meeting minutes from January 22, 2001. Motion was carried.

1. Business Arising

The Executive discussed confidential contract issues; the Executive reviewed the job posting for the competition for the AABC Education and Advisory Archivist.

Dorothy moved and Lynne seconded to post for the AABC Education and Advisory Archivist position on the afternoon of February 2, 2001.

The hiring committee was established to consist of: Jane Turner (President), Heather Gordon (Vice President), and Linda Wills (Chair of the Education Committee).

Meeting was adjourned at 9:20 am.

2000-2001 Executive Committee minutes – Archives Association of British Columbia
AABC Executive Committee
Meeting Minutes: 23 March 2001

Executive of the Archives Association of British Columbia,
City Hall, City of Richmond

Present:

Jane Turner, President
Heather Gordon, Vice President
Lynne Waller, Treasurer
Dovelle Buie, Secretary

Regrets:

Laura Cheadle, Institutional Member-At-Large
Dorothy Lawson, Individual Member-At-Large

Minutes from previous meeting

Meeting was called to order at 12:13 p.m.

The meeting minutes from January 22, 2001 were previously approved by the Executive via telephone on Friday February 2, 2001.

1. Business Arising

Jane Turner reported that the Regional Representatives’ Terms of Reference has been posted on the AABC web-site.

Lynne Waller reported that she has written an article for the newsletter concerning AABC’s non-profit status.

Lynne Waller has contacted both the BC Archives and the CCA concerning the AABC’s intentions concerning the GST rebate. A letter has been received from Gary Mitchell, the BC Provincial Archivist, approving the AABC’s intentions for the GST rebate and that we are awaiting a response from the CCA.

Dovelle Buie reported that the notification of a special resolution vote concerning the awarding of honourary membership has been sent to the AABC membership with the conference registration mail-outs.

Dovelle Buie reported that the membership chair has been informed of the approval of Enderby & District Museum Society’s application for Institutional Membership and the denial of Alberni Valley Museum’s application for Institutional Membership.

Lynne reported that payment procedures for Leslie Field’s work on the web-site newsletter have been arranged.
2. President’s Report

Jane Turner reported that the contracts for next year have been taken care of; the three program contractors have signed their contracts. The Financial Manager, Karen Blimkie, has received her contract and will be signing it in the next week.

Jane Turner discussed Archives Week for next year and suggested that Archives Week for 2001 could be announced for next year at the AABC conference in April 2001. Suggestion of theme for Archives Week 2001 is "Celebrating Volunteer Service in Local Communities." Archives in BC will be invited to submit a photograph(s) pertaining to the theme of volunteerism in the community. The Executive were all in agreement.

Jane Turner discussed regional development and reported that Gary Mitchell, Provincial Archivist, has requested details regarding the $6050 in regional development funds that the AABC has applied for in its Strategic Communications grant application. Jane explained that the Provincial Archivist would like some details to go with what the AABC plans to spend the money on in terms of regional development initiatives. Jane Turner recommended that the AABC spend the funds as follows:

$1,500.00 To send one or more of the regional representatives to AABC meetings (planning sessions or workshops)

$2,000.00 To build on the success of the spring planning workshop, and add on another day for a regional representatives meeting

$2,000.00 To send $500.00 to each of the further regions in the province for regional development initiatives. These regions will then be requested to send in their receipts. Expenses are much more significant for the more remote regions of the province than they are for the Lower Mainland, Fraser Valley, or South Vancouver Island regions.

$550.00 To be used for the Lower Mainland, Fraser Valley, and South Vancouver Island regions. Jane indicated that based on observations over the years, these three regions are much more cohesive and do not have the same need for support for meetings as they are not as disadvantaged by the geography of the province. This reduced funding recommendations reflects the discussion from the 2001 Spring Planning workshop.

**Action** Jane Turner will send Gary Mitchell the above outline of budget for the regional representatives as well as a break down for Archives Week 2001.

Jane Turner reported that planning for the 2001 AABC Conference is under control. The Executive agreed to honour Hugh Taylor with a Life Achievement Award at the 2001 Conference in Victoria. Dovelle Buie, Secretary, will coordinate the framing of a certificate. Jane agreed to arrange to have one of the Archives Week posters framed to present to the Lieutenant Governor.

In case there is a vote for the executive positions, Dovelle Buie will also arrange to have blank ballots for the AGM meeting.
3. Treasurer’s Report

Lynne Waller, Treasurer, reviewed the Financial Statements as of March 21, 2001.

The Treasurer reported that she has been receiving budget reports from Karen Blimkie on a daily basis.

The Treasurer outlined the reports. The Executive discussed the surplus funds reflected in the reports. Lynne Waller reported that there has been an additional $10,000.00 put into GICs today.

Lynne Waller reported that the Financial Manager, Karen Blimkie, and the Financial Committee recommends a change in the accounting firm this year for the financial review and audit. Lynne outlined the various firms that she and Karen reviewed. After a thorough analysis, the Treasurer recommended that the AABC hire Evancic Perrault to conduct the 2000 financial review and audit. The firm is certified and the review will cost the AABC up to $1,700.00.

4. Conferences

2001 Victoria Conference

Lynne reported that there have been 28 conference registrations to date and that many more are expected to come in by the April 6th deadline.

5. Committee and Program Reports

Education (Standing Committee)

Jane Turner reported that the new Education and Advisory Archivist, Janet Turner, will be starting on April 9, 2001. Jane reported that Janet has been speaking to Bill Purver to arrange to have an e-mail account set-up. On April 12, 2001 a meeting has been scheduled to discuss program planning for Jane Turner, Heather Gordon, Jane Turner, Bill Purver, Rosaleen Hill, and Karen Blimkie.

Jane Turner reported that Patti O’Byrne has agreed to join the Education Committee.

Membership Committee (Standing Committee)

Dovelle Buie reported that, according to the membership committee’s final report, written by Marnie Burnham, the membership numbers for 2000/01 are as follows:

- Individual 114
- Associate Institutional 39
- Institutional 110
- Sustaining 10
- Student/Volunteer 23
- Honorary Life 6

TOTAL 302
Dovelle reported that Marnie Burnham has sadly submitted her resignation as the Membership Committee chair. Dovelle Buie has agreed to serve as the chair of the Membership Committee.

**Membership Database**

Dovelle Buie reported that a copy of the Membership Committee’s database, with the conference database component, has been sent to Karen Blimkie and Marnie Burnham. Karen and Marnie will be coordinating the conference registrations and initial renewals until Dovelle returns from holidays.

**Membership Brochure**

Dovelle reported that the Membership Committee has been working on developing a new membership brochure for the AABC. Preliminary copies of the brochure be made available at the AABC Conference in April.

**Internet/CAIN (Ad Hoc Committee)**

Heather Gordon reported on the web-site redesign. There may be a prototype to look at by the time of the conference.

**Institutional Standards (Ad Hoc Committee)**

Executive approved the report of the Institutional Standards Committee.

**Nominations Committee (ad hoc)**

Jane Turner reported that Chris Hives will confirm the nominations for next year.

**9. Other Business**

There was no other business.

The meeting was adjourned at 2:15 p.m.

Next Meeting is the AABC’s Annual General Meeting; the meeting will be held in Victoria at the Annual Conference on Saturday April 28, 2001.
AABC Executive Committee minutes – June 2001 to April 2002

June 18, 2001    page 1
September 10, 2001    page 8
October 27, 2001    page 14
December 10, 2001    page 21
February 16, 2002    page 27
April 20, 2002      page 34

AABC Executive Committee
Meeting Minutes: 18 June 2001

Executive of the Archives Association of British Columbia,
City Hall, City of Richmond

Present:

Heather Gordon, President
Michelle Barroca, Vice President
Carrie Stevenson, Treasurer
Dovelle Buie, Secretary
Laura Cheadle, Institutional Member-At-Large
Christine O’Donnell, Individual Member-At-Large

1. Approval of Agenda

Meeting was called to order at 12:30 pm.

Michelle Barroca moved and Carrie Stevenson seconded approval of the agenda. Motion was carried.

2. Approval of Minutes of February 2, 2001 and March 23, 2001 Meetings

Dovelle Buie moved and Heather Gordon seconded approval of the meeting minutes from February 2, 2001 and March 23, 2001. Motion was carried.

Action: Dovelle Buie will send the minutes to Bill for posting on the AABC’s web-site.

3. Business Arising

4. Committee Membership Approval

Heather Gordon presented an outline to the Executive of the proposed membership on Standing and Ad Hoc Committees. Heather Gordon also clarified the roles of some of the Committees, including the role of the CAIN Coordinator as opposed to the CAIN Committee.
Standing Committees

AABC Constitution and By-laws Committee -- Wendy Hunt (whunt@bcma.bc.ca)
Members: TBA
Liaison: Dovelle Buie

Education Committee -- Linda Wills (lwills@vernon.museum.bc.ca)
Members: Wendy Hunt
Patti O’Byrne
Jane Turner
Val Billesberger (on call for special projects)
Jana Buhlmann (on call for special projects)
Contractor: Janet Turner
Liaison: Michelle Barroca

Grants Committee -- Laura Cheadle (l.cheadle@home.com)
Members: Ann Carroll
Frances Fournier
Chris Hives
Wendy Hunt
Christine O’Donnell
Liaison: Laura Cheadle

Membership Committee -- Dovelle Buie (dbuie@city.richmond.bc.ca)
Members: Marnie Burnham (on call for consultation & special projects)
Marta Maftei
Jennifer Roberts
Marie-Helene Robitaille
Liaison: Dovelle Buie

Nominations and Elections Committee – TBA

Ad Hoc Committees

BC Archival Preservation Service Committee -- Dorothy Lawson (dlawson@direct.ca)
Members: TBA
Contractor: Rosaleen Hill
Liaison : Christine O’Donnell

Finance Committee -- Carrie Eirene Stevenson (stevensoncarrie@hotmail.com)
Members: Chris Hives
Jane Turner
Lynne Waller
Contractor: Karen Blimkie
Liaison: Carrie Eirene Stevenson

Institutional Standards Committee -- Jane Turner (jturner@uvic.ca)
Members: Fran Gundry
Mickey King  
Liaison: Heather Gordon

Internet Committee -- Heather Gordon (hgordon@city.coquitlam.bc.ca)  
Members: Ann Carroll  
Marnie Burnham  
Joan Cowan  
Christine Meutzner  
Erwin Wodarczak  
Leslie Field (ex-officio)  
Chris Hives (ex-officio)  
Contractor: Bill Purver  
Liaison: Heather Gordon

Public Awareness, Advocacy & Legislation -- Peter Johnson (PNJohnson@city.surrey.bc.ca)  
Members: Richard Dancy  
Jane Turner (for Archives Week)  
Others TBA  
Liaison: Carrie Eirene Stevenson

Newsletter Editorial Board -- Chris Hives (chives@interchange.ubc.ca)  
Members: TBA  
Liaison: Michelle Barroca

BC CAIN Coordinator:  
Ann Carroll

Regional Representatives Liaison:  
Christine O’Donnell

Heather Gordon asked for the Executive liaison members to contact the Committee they are representing to inform them of the Executive meeting schedule (see Section 8.1 in these minutes).

**Action:** The members of the Executive will contact the Chair(s) of the Committees that they are liaison with to let them know they are their Executive contact person and to also outline for them the Executive’s 2001/02 meeting schedule.

The President stressed the need to ensure that Committee reports are submitted in time for the Executive meeting - preferably prior to the meeting date to allow for review time.

Carrie Stevenson moved and Michelle Barroca seconded acceptance of the Committee membership for 2001/2002. All were in favour.

5. **President’s Report**

Heather Gordon, President, thanked the new members of the Executive and those returning members for agreeing to sit on the AABC Executive. Heather Gordon gave a summary of issues from the 2000/01 membership year.
Heather Gordon reported on the ACA and the Council of President’s meeting. She discussed what each of the provincial associations are doing in terms of programs as well as how they plan to spend their portion of the CAIN funding.

Heather Gordon reiterated that the Association of Canadian Archivists (ACA) will be holding their annual conference in Vancouver. The AABC may have an opportunity to be involved in the workshops. In terms of the Conference in 2003, Heather Gordon will get some clarification from Chief Ron Ignace in terms of Kamloop’s offer to host a conference.

**Action:** Heather Gordon will contact Chief Ron Ignace to get further information regarding Kamloop’s offer to host the 2003 conference.

**Action:** Heather Gordon will fax a call for papers to the Committee chairs for presentations/workshops at the ACA 2002 Conference.

**Action:** Carrie Stevenson will work with the Finance Committee to examine ways to help subsidize AABC members to enable them to also be able to go to the ACA 2002 Conference in Vancouver.

The President reviewed the three programs of the AABC. The BC Archival Preservation Service, the BC Archival Education and Advisory Service, and the BC Archival Network Service.

The President reviewed the funding structures for the AABC and stated that the AABC is in good financial shape - thanks in large part to the work of Lynne Waller, former Treasurer, and the Finance Committee. The Executive was also informed that a 5 per cent administrative fee is taken off each of the programs that has enabled the AABC to hire a Financial Manager. Heather Gordon explained that the programs and services of the AABC are funded jointly through the Canadian Council of Archives (CCA) and CAAT funding from the province of British Columbia. The President reported that the CCA has sent their grant money and that it should be received soon. In terms of the funding from CAAT, Heather Gordon explained that we are waiting for approval from the new Minister of Management Services. As of June 18th, the AABC does not have a cash flow problem. The Honourable Sandy Santori is the new Minister of Management Services.

The President stated that first quarterly reports from the three programs (Preservation Service, Education and Advisory Service, and Network Service) are due at the end of June. Heather Gordon will be contacting the Committee chairs. The committee reports will go to Heather Gordon, President, and then the reports are forwarded on to the BC Archives.

Heather Gordon asked the Executive to start to think about the direction of the AABC and CAIN funding for year 3 and what we want for the AABC in terms of funding.

Heather Gordon reported that Patti O’Byrne, part-time Education and Advisory Archivist, had developed an "Introduction to Database" course that was taught at the 2001 AABC Conference. Dovelle Buie moved and Carrie Stevenson seconded that the course be purchased from Patti O’Byrne. Motion was carried.

6. Treasurer’s Report

Carrie Stevenson, Treasurer, reported on the Financial Statements of the AABC.
Carrie commented on the heavy workload of the Treasurer.

**Action:** Dovelle Buie will ask Wendy Hunt, Chair of AABC Constitution and By-laws Committee to see about the feasibility of changing the Executive terms to one year commitments.

Carrie reported that she had met with Lynne Waller, AABC Treasurer from 1999 to 2001. They met, along with Karen Blimkie, the AABC’s Financial Manager, on May 17, 2001. Carrie reported that the AABC may need to pay Karen Blimkie, here and there, for some more work on the AABC’s financial books.

Carrie Stevenson reported that the AABC has received a GST rebate ($7,000.00) and that the AABC needs to determine an appropriate means in which to spend these funds. Gary Mitchell, BC’s Provincial Archivist, has given confirmation via e-mail on March 3, 2001 that the AABC can spend the surplus in a way that is seen to be appropriate by the AABC.

**Action:** Carrie will arrange to have a simplified guidelines available for the Executive to discuss and review - in terms of spending the surplus.

The Treasurer reported that Karen Blimkie has met with the company, Evancic Perrault, who are doing a full audit of the AABC for this coming year.

The Treasurer discussed the process for members applying for travel subsidies. There have been some problems as there are not any clear guidelines on what can be claimed in terms of travel subsidies. The subsidy form could be made clearer.

Carrie Stevenson reported that the signing authority with HSBC has been arranged for Heather Gordon and Michelle Barroca.

Carrie Stevenson discussed the AABC’s 2001/02 budget. Laura Cheadle moved and Michelle Barroca seconded approval of the 2001/02 AABC budget. Motion was carried.

**7. Committee and Program Reports**

**7.1 Education Committee**

No news -- other than was already reported on under the President’s report.

**7.2 Grants Committee**

Laura Cheadle, Institutional Member-At-Large, reported on the Grants Committee and the CCA grants. A summary will be submitted to the newsletter and also addressed at the next Executive meeting

**7.3 Membership Committee**

Dovelle Buie, Secretary, reported that the Membership Committee will be meeting on Thursday June 21, 2001.
Dovelle Buie arranged to have information sent to the Financial Manager, Karen Blimkie, concerning membership for the 2001/02 financial audit/review.

The Secretary reported that she has been processing the membership renewals for the 2001-2002 membership year. To date, the membership numbers are as follows:

Institutional 88 (down 22 / was 110*)
Associate Institutional 26 (down 13 / was 39*)
Sustaining 6 (down 4 / was 10*)
Individual 60 (down 54 / was 114*)
Student/Volunteer 31 (up 8 / was 23*)
Honorary Life 7 (up 1 member*)

TOTAL 218 *Total Difference = 84
(*Difference since AGM Membership Report - March 2001)

Receipts for those members who have renewed will be sent out with the up-coming newsletter. For those who have not renewed their membership, renewal reminder notices will also be sent out with the newsletter. Approximately 100 renewal reminder notices will be sent. Dovelle Buie informed the Executive that some members have misinterpreted the "student/volunteer" category to be a category for Institutions who are operated by volunteers. Two Institutional members have made this error and have been contacted.

Dovelle Buie also reported that there have been six requests for information concerning Institutional membership with the AABC and one concerning individual membership. Dovelle Buie has responded to the requests; some will apply for Associate Institutional membership with the AABC and others are working on submitting a Institutional Membership application for their organization.

Jane Turner has been in contact with the Membership Committee asking for a member to sit on the Institutional Standards Committee. The Secretary reported that she is hoping to get a volunteer for this role at the Membership Committee’s meeting on June 21, 2001.

Application Form for Institutional Membership is now available to be sent to those interested to apply in electronic format (Word 97 file). Interested parties are asked to continue to contact Dovelle Buie (Secretary and Chair of the Membership Committee).

7.4 Conference Program Committee

Heather Gordon reported on the 2001 Conference in Victoria. The Conference was a great success - with 122 attendees. Dovelle Buie will work with Jennifer Mohan, Chair of the 2001 AABC Conference, to finalize the necessary changes needed for the AABC Conference Database.

7.5 Internet Committee

Heather Gordon reported that Pat Gemmill has continued to work on the AABC’s web-site design and review. The President reported that another photo contest will be underway to join together the AABC web-site with the BCAUL portion of the web-site.
Heather Gordon moved and Michelle Barocca seconded to approve to spend up to $2,500.00 (including taxes) on the web-site review, pending approval of the CAAT grant money. Motion was carried.

The Executive discussed the text for the main web-site portal to the AABC and BCAIN:

For the AABC:

_The voice of archivists and archival institutions across the province. The Association provides educational opportunities and advisory services, coordinates grant programs, and undertakes projects to promote and strengthen a provincial archival network._

For BCAIN:

_A gateway to archives and archival resources in BC. The Network provides access to archival descriptions on the BC Archival Union List, information about archival institutions and links to web sites, virtual displays, and online historical photograph databases maintained by archives around the province._

Heather Gordon asked the Executive to review the text and give feedback at the next Executive meeting scheduled for September.

7.6 BC Archival Preservation Service Committee

Heather Gordon stressed that the BC Archival Preservation Service Committee is meeting today - June 18th.

7.7 Institutional Standards Committee

No decisions need to be made today concerning Institutional Standards in the Province. Jane Turner will have information to report to the Executive in September.

7.8 Public Awareness Advocacy & Legislation Committee

The President discussed Archives Week 2001. The Communications Grant has not been approved yet. Jane Turner has contacted Heather Gordon with details regarding the time-line for Archives Week, including the selection of an image for the poster. Jane Turner will be reporting in September on the progress with Archives Week 2001.

Laura Cheadle moved and Christine O’Donnell seconded the contract with Emyrs Miller be signed. Emyrs Miller will, by October 1, 2001, produce a 18 x 24 inch colour poster, 1,900 copies of printed posters, and submit a digital version for addition to the AABC’s web-site. Motion was carried.

7.9 Newsletter Editorial Board

Heather Gordon reported that the Newsletter Editor is looking for membership for on the Editorial Review Board. Deadline for the AABC newsletter was last Friday June 15th. The newsletter will be mailed or e-mailed to the membership by the end of the month.
8. Other Business

8.1 2001-2002 Executive Committee Meeting Schedule

Monday, September 10, 2001 (10:00 am to 1:00 pm)
Monday, November 5, 2001 (12:30 pm to 4:00 pm)
Monday, December 10, 2001 (12:30 pm to 4:00 pm)
Saturday, February 2, 2002 (1:00 pm to 4:00 pm)
Monday, March 18, 2002 (12:30 pm to 4:00 pm)
Monday, May 6, 2002 (12:30 pm to 4:00 pm)

Action: Heather will e-mail the schedule to the chairs of the various Committees.

9. Adjournment

Meeting was adjourned at 4:30 pm.
Next meeting will be on September 10, 2001 at the City Hall / City of Coquitlam.

AABC Executive Committee
Meeting Minutes: 10 September 2001

Executive of the Archives Association of British Columbia,
City Hall, City of Coquitlam

Present:

Heather Gordon, President
Carrie Stevenson, Treasurer
Dovelle Buie, Secretary
Laura Cheadle, Institutional Member-At-Large
Christine O’Donnell, Individual Member-At-Large

Regrets:

Michelle Barroca, Vice President

Guest:

Karen Blimkie, AABC Financial Manager

1. Approval of Agenda

Meeting was called to order at 1:10 pm.

Laura Cheadle moved and Carrie Stevenson seconded approval of the agenda. All were in favor; motion was carried.
2. Approval of Minutes of June 18, 2001

Carrie Stevenson moved and Christine O'Donnell seconded approval of the meeting minutes from June 18, 2001. All were in favour; motion was carried.

Dovelle Buie will send the minutes to Bill for posting on the web site.

3. Business Arising

Heather Gordon reported that she will be contacting Chief Ron Ignace to get further information concerning Kamloop’s offer to host the 2003 AABC conference.

4. President's Report

Heather Gordon, President, was informed on Wednesday August 22nd, 2001 that the Provincial Government of British Columbia eliminated its BC Community Archives Grant Program. The elimination of this funding affects not only numerous small archival programs and institutions across the Province, but also the work of the AABC. In particular, the cut in funding will immediately affect the Community Archives Assistance Program (CAAP); this program makes funds directly available to archives and organizations wishing to establish community archives across the Province. The other program(s) that will be affected is the Community Archives Advisory and Training Program (CAAT). The AABC uses CAAT funds to attract matching funding from the federal government though the Canadian Council of Archives. In turn, the AABC is able to provide services that benefit and support archives across the Province.

Heather Gordon arranged a mail-out to the membership on Friday August 31st 2001 that informed the membership of the funding cuts as well as summarized how the funding will impact the programs and services currently offered by the AABC.

5. Treasurer's Report

Carrie Stevenson, Treasurer, reported to the Executive on a number of matters pertaining to the financial management of the AABC.

Carrie Stevenson reported that the Finance Committee had examined the idea of providing financial assistance for AABC members to attend ACA Conference in Vancouver in 2002. The Finance Committee supported the idea. However, in light of the funding cuts, this issue has been tabled.

The Treasurer also reported that the guidelines for spending surplus were also examined but again as a result of the cut in provincial funding, this is no longer a relevant issue.

An Invoice Approval Policy was presented to the Executive. The Policy stated:

Prior to payment, all invoices relating to grant programs must be approved by the Treasurer or President. Approval will be by way of e-mail, or by initalling of the original invoice.

Invoices relating to the General Fund, may be approved by the Financial Manager, up to a limit of $200.00. The Treasurer will be advised of such invoices at month end, by way of the monthly...
financial reports (i.e.: general ledger and income statements) and also by review of the monthly bank statements and reconciliations.

Carrie Stevenson motioned and Dovelle Buie seconded the approval of the Invoice Policy as it is outlined above in these minutes. All were in favour; motion was carried.

The Executive discussed the Review Engagement Report / Financial Statements as of March 31, 2001, as prepared by Evancic Perrault. The Treasurer and the Financial Manager informed the Executive that the AABC’s review was made in accordance with generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussions related to information supplied to us by the AABC. It was pointed out that a Review of Engagement Report does not constitute a formal audit.

Carrie Stevenson also discussed the challenges in acquiring past records of the AABC as she was working on providing information for Evancic Perrault. Carrie stressed that the AABC needs to look into consolidating the records of the AABC.

Two changes were made in the statements that Carrie Stevenson and Karen Blimkie stressed. The changes are:

1. Capitalize our assets to now show depreciation (amortization).
2. The statements now show revenue from GST.

By and large, there was no huge differences in the Financial Statements as reviewed by Evancic Perrault other than the two points noted above.

Carrie Stevenson moved and Christine O’Donnell seconded approval of the annual year end financial statements dated March 31, 2001. All were in favour; motion was carried.

Carrie Stevenson reported that the T3010 - report as a registered charity - (a Revenue Canada report) has been received. Karen Blimkie said that she will be sending the report via registered mail in the next few weeks.

There was considerable discussion about the concerning the budgets of the AABC (the general fund, the BC Education & Advisory Services Program, the BC Archival Preservation Services, and the BC Network Services Program). The Executive, with advise from Carrie Stevenson and Karen Blimkie, worked on revising the AABC’s budgets in light of the cut in CAAT funding.

The executive discussed a number of budget items, including the Membership Committee brochures. There was an error in printing the brochures; the orientation of the inside sleeve of the brochure was incorrect.

**Action:** Dovelle Buie will contact Brian Burnham, graphic artist, to let him know that the AABC Executive would like the brochures reprinted according to the sample brochure that was originally provided and approved by the Executive.
Carrie Stevenson moved and Christine O’Donnell seconded that the Executive agree in principle with the changes made to the four budgets and that final approval will be given through e-mail when received the revised budgets are received from Karen Blimkie and circulated by Heather Gordon.

The Executive discussed alternative funding sources. Karen Blimkie agreed to do some preliminary work - about 2 days worth - before the end of October on alternative funding sources for the AABC.

The Executive also discussed many of the items that were outlined and presented in the morning roundtable meetings.

**Action:** Heather Gordon will send out e-mail to the members who attended the morning roundtable to update them on the Executive discussions.

### 6. Committee and Program Reports

#### 6.1 Education Committee

The Executive agreed that the Education Committee should continue to plan to make their final recommendations concerning offering a conference session at the ACA 2002 Conference. The session will have to operate as a sponsored workshop. Sponsored workshops are revenue generators for the AABC. Some members of the AABC, who are not interested to attend the ACA, will be able to attend only the workshop.

**Action:** Heather Gordon will contact the ACA Education Committee to inform them that the AABC is interested to hold a pre-conference workshop (potentially workshops) on the issue of scanning photographs. Registration and revenue sharing arrangements will also be discussed. All correspondence will be cc. to the chair of the Education Committee (Linda Wills) and the Education and Advisory Archivist (Jan Turner).

#### 6.2 Grants Committee

Laura Cheadle, Institutional Member-At-Large, reported that she will be going to General Assembly in Ottawa from November 24th to 25th. She also said that Block 2 of CAIN funding for 2001/02 funding year has not been received yet and that there is no word when it will be received.

#### 6.3 Membership Committee

Dovelle Buie, Secretary, updated the Executive on the membership statistics of the Association.

**Membership Statistics**

*Membership Statistics Reported at the June 18th AABC Executive Meeting:*

(Difference since AGM Membership Report - March 2001)

- Institutional 88 (down 22 / was 110)
- Associate Institutional 26 (down 13 / was 39)
- Sustaining 6 (down 4 / was 10)

2001-2002 Executive Committee minutes – Archives Association of British Columbia
Individual 60 (down 54 / was 114)
Student/Volunteer 31 up 8 / was 23
Honorary Life 7 up 1 member
TOTAL 218 Total Difference = 84

Membership Statistics as of Sept 6, 2001:

(Difference since AGM Membership Report - March 2001)

Institutional 98 (down 12/ was 110)
Associate Institutional 35 (down 4/ was 39)
Sustaining 9 (down 1/ was 10)
Individual 80 (down 34/ was 114)
Student/Volunteer 37 up 14 was 23
Honorary Life 7 up 1 member
TOTAL 266 Total Difference = 36

(Note - 1 "unofficial" category of "newsletter" for the National Library of Canada - Serials Section - total = 267)

Dovelle Buie pointed out that some of the drop in the Individual membership category can be attributed to some members changing their category of membership from Individual to Student/Volunteer.

Dovelle reported that there are approximately 25 new members to the Association.

Dovelle Buie reported on two applications for Institutional membership that have been received.

An application for Institutional Membership has been received by the Membership Committee for the Elphinstone Pioneer Museum. Dovelle explained that there was not enough information included in the application to properly process the application form Elphinstone Pioneer Museum. Dovelle moved and Carrie Stevenson seconded that the Membership Committee and the AABC Executive defer a decision on the application until more information is provided. Motion was carried. Dovelle Buie pointed out that Jan Turner has been working with the aforementioned Institution to help them in understanding what information the AABC needs in order to properly process their application.

Dovelle Buie reported that an application for Institutional Membership with the AABC has been received from Cortes Island Museum and Archives. Dovelle outlined how the application was very complete in terms of the acquisition policy and the financial statements. There was considerable discussion on the hours of operation as indicated in the covering letter from the Cortes Island Museum and Archives Society. The Executive felt that unless the Museum/Archives could demonstrate otherwise, the policy that institutions must be open 7 hours a week every week of the year must be observed.

Action: Dovelle Buie will write a letter to the Cortes Museum and Archives Society to inform them that while they had a very complete application, they must be able to demonstrate that they are able to be open 7 hours a week every week of the year in order to be considered for Institutional Membership.
Dovelle Buie informed the Executive that Membership Committee member Jennifer Roberts will be speaking to the 20 new first year Master of Archival Studies students at UBC.

6.4 Internet Committee

Heather Gordon reported that in next two to three weeks the re-design of the AABC’s internet site will be complete. The Internet Committee is aiming to have it completed in time for Archives Week in November.

Action: Heather will send links to the Executive regarding the redesign of the web-site. It was agreed that content will may continue to be moved around after approval.

6.5 Institutional Standards Committee

Heather Gordon reported that the Institutional Standards Committee will continue their work on the self-study guide as originally planned. The guide will be circulated to the Executive in February 2002. It was also agreed that the various Program Chair will act as corresponding members on the Institutional Standards Committee.

6.6 Public Awareness Advocacy & Legislation (PAAL) Committee

The Executive agreed that we will proceed with Archives Week as was reported at the morning roundtable session. The AABC will pay for the remaining 50 letters that the PAAL Committee said they needed help with.

Action: Carrie Stevenson will let Peter Johnson know that the AABC will cover the remaining costs of the mail-out discussed in the morning meeting. Carrie will let Peter know that the letterhead should not include the Lieutenant-Governor of British Columbia.

The PAAL Committee will also continue to proceed with their focus on Archives legislation for British Columbia.

7. Other Business

Dovelle Buie informed the Executive that a card of thanks has been received from Master of Archival Studies student Erica Hernandez. Erica Hernandez was the recipient of the $200.00 Willard Ireland Prize.

Heather Gordon reported that as of September 25th, the Honourable Garde B. Gardom will no longer be the Lieutenant-Governor of British Columbia. Dovelle Buie moved and Laura Cheadle seconded that the President should invite the new Lieutenant-Governor of British Columbia, Iona Campagnolo, to be an honourary patron of the AABC. All were in favour; motion was carried.

Action: Heather Gordon will arrange to remove the reference to Garde B. Gardom as the Lieutenant-Governor from the AABC’s letterhead and web-site.
The Executive discussed the date for the AABC’s AGM in 2002. Carrie Steveson moved and Christine O’Donnell seconded that the AABC propose to hold AGM on Thursday opposite to the ACA Input session on the same date.

**Action:** Heather will communicate to Ian Forsyth that the AABC would like to hold our AGM against the ACA input session.

8. Adjournment

Meeting was adjourned at 4:30 pm.

The Executive cancelled its scheduled meeting on November 5th and agreed that the next meeting will be on Saturday October 27th at 10:00 am in the boardroom at the Delta Museum and Archives in Ladner.

**AABC Executive Committee**  
**Meeting Minutes: 27 October 2001**

Executive of the Archives Association of British Columbia,  
Delta Museum and Archives - Board Room

**Present:**

Heather Gordon, President  
Carrie Stevenson, Treasurer  
Dovelle Buie, Secretary  
Laura Cheadle, Institutional Member-At-Large  
Christine O’Donnell, Individual Member-At-Large

**Regrets:**

Michelle Barroca, Vice President

1. Approval of Agenda

Meeting was called to order at 10:02 am.

Carrie Stevenson moved and Christine O'Donnell seconded approval of the agenda. All were in favor; motion was carried.

2. Approval of Minutes of 10 September 2001 Meeting

Laura Cheadle moved and Dovelle Buie seconded approval of the meeting minutes from September 10, 2001. All were in favour; motion was carried.

Dovelle Buie will send the minutes to Bill Purver for posting on the AABC’s web site.
3. President's Report

Heather Gordon, President, reported that Michelle Barroca, as a result of increased work responsibilities, has submitted her resignation as Vice President of the AABC. The Executive expressed thanks to Michelle for the support she has been able to give the AABC and regretfully accepted her resignation. The Executive discussed potential AABC members who may be interested to serve as the Vice President for the remaining 2001/02 year and as President for the 2002/03 membership year.

Action: Heather Gordon will contact potential AABC members who were identified as candidates for the remaining Vice President 2001-2002 term and President 2002-2003 term.

Heather Gordon discussed the Provincial Government’s cuts in funding to the AABC and the archival community. Copies of letters were circulated to the Executive that have been submitted to the Minister of Management Services (and were copied to the AABC). Dovelle Buie and Laura Cheadle reported that they just received responses to the letters they wrote on October 26, 2001.

George Brandak had reported to Heather Gordon that he had received a reply from his MLA for Richmond - Steveston (Geoff Plant). Heather read a copy of the letter and stated that the letter provided some explanation for the cuts in funding.

The Executive discussed at some length how to handle the cuts in funding.

Action: Heather Gordon will wait for the provincial government’s reply to the cuts in funding. Once a reply is received, and assuming that it is negative, Heather Gordon will draft a reply to be reviewed by the Executive. In preparation for drafting a reply, Dovelle Buie will go through the letters that have been received concerning the cuts in funding and provide Heather Gordon with some statistics in terms of who has written (type up the e-mail addresses) and what is stated in the letters. Dovelle will send Heather an e-mail with all of the e-mail addresses available from the letters and from the current membership database. When Heather sends her finalized letter to the Minister, she will do so first via e-mail (with signed original to follow) and the people/organizations who wrote letters to the Minister and AABC members will receive a bcc (blind carbon copy). The bcc will serve to protect personal information (the e-mail addresses) from being broadcast in an e-mail letter, but will serve to get the word out to the membership and other interested parties in a cost efficient manner.

The President reported on alternative sources of funding. The last time the Executive met on September 10, 2001, the Financial Manager of the AABC (Karen Blimkie) was asked to investigate alternative sources of funding. Karen has conducted the research as requested and Heather Gordon handed out the package of information that was received from Karen Blimkie. In her report, there were about four different sources of funding that the AABC could investigate. Heather informed the Executive that a meeting is planned for November 9, 2001; in addition to the Executive attending this meeting, the three program contractors, the Financial Manager, and Jane Turner & Chris Hives as past Presidents will be in attendance. The purpose of the meeting will be to brainstorm ideas for funding sources and to also determine how the AABC can plan for the CCA grants.

In discussions about alternative sources of funding, the Executive discussed gaming revenues. If the AABC were to obtain funding from gaming proceeds, it is necessary for a bank account to be open specifically for such proceeds. As a result, Dovelle Buie moved and Christine O’Donnell seconded...
that Carrie Stevenson is given permission to open a bank account specifically for gaming proceeds. All were in favour; motion was carried.

**Action:** Carrie Stevenson will arrange to open a bank account specifically for gaming proceeds.

Heather Gordon reported that the Department of Canadian Heritage held a special meeting on October 18 and 19th. While Jane Turner had arranged to go to the meeting, she ended up not being able to attend due to illness.

Heather Gordon reported that the Alliance for Arts and Culture is working on scheduling a meeting of the Arts and Cultural sector in BC and that the AABC has been informed that they will be invited to this meeting. Heather Gordon should find out in the next few weeks as to when the meeting will be held.

Heather Gordon reported that references to the former Lieutenant-Governor of British Columbia, the Honourable Garde G. Gardom (as the AABC’s Honourary Patron) has been removed from the AABC’s web-site. The AABC will be looking at inviting the new Lieutenant-Governor (the Honourable Iona Campagnolo) to be an honourary patron of the AABC.

Heather Gordon reported that she has written a letter to Chief Ron Ignace with the Secwepemc Cultural Centre in Kamloops concerning the 2003 AABC annual conference.

**4. Treasurer's Report**

Carrie Stevenson, Treasurer, distributed the statements of revenue and expenses for the month ending September 30, 2001. Carrie Stevenson pointed out that:

1. The Financial Statements distributed show the original budgets because, as of the end of August, the new ones were not approved.
2. Expenses for the Education and Advisory Services were not submitted until September and thus they will appear on the September Financial Statements.
3. The General Fund-Miscellaneous Revenue now reflects the GST revenue.

**5. Committee and Program Reports**

**5.1 Education Committee**

The Education Committee will be meeting in a few weeks. Heather Gordon reported that she has just received Janet Turner’s quarterly report and they are on track with their site visits and program.

**5.2 Grants Committee**

Laura Cheadle updated the Executive on the CCA 2002-2003 grants.

In terms of the AABC and its current CAIN grant, Heather Gordon reported that she has submitted a revised CAIN grant to the CCA. There has been feedback that all was in order.
Laura Cheadle reported that she contacted the CCA to see where we are with the grant application process. Forms are on the CCA’s web-site, with some changes to the terms and conditions. While the 2002 to 2003 applications are on the web-site, applicants will notice that the guidelines are not posted yet. The Grants Committee will send hard-copy applications and Laura will then send them to the AABC’s institutional members.

**Action:** Dovelle Buie will send Laura Cheadle labels of the current AABC Institutional members.

**Action:** Once Laura Cheadle receives the applications from the CCA, she will arrange to send them out to the AABC’s institutional members.

It was noted that there is a difference with the preservation management grants; global assessments need to be done now. It was pointed out that we do not have a listing of the Institutions who have had a global assessment done. A global assessment is a listing of priorities for what will be preserved and assists an institution in setting priorities.

More details of the grants will be discussed on November 9, 2001, including a look at the AABC’s own CCA grant application.

Laura Cheadle pointed out that the deadline will be December 21st for the CCA applications back from AABC Institutional members and then will be adjudicated by the AABC Grants Committee.

### 5.3 Membership Committee

Dovelle Buie, Secretary and Chair of the Membership Committee, reported that the Membership Committee had met on Thursday evening October 25, 2001.

Dovelle Buie updated the Executive on the membership statistics of the Association. The following information was outlined:

**Membership Statistics - October 25, 2001**

**(Difference since AGM Membership Report - March 2001)**

- Institutional 100 (down 10 -- was reported as 110)
- Associate Institutional 35 (down 4 -- was reported as 39)
- Sustaining 9 (down 1 -- was reported as 10)
- Individual 84 (down 30 -- was reported as 114)
- Student/Volunteer 53 (up 30 -- was reported as 23)
- Honorary Life 7 (up 1 -- was reported as 6)

**TOTAL 288 (Was reported as 302 members)**

*(Note - 1 "unofficial" category of "newsletter" for the National Library of Canada - Serials Section - total = 289)*

Dovelle Buie distributed statistics on outstanding renewals and new members of the AABC.
Dovelle Buie reported that the Membership Committee has some ideas for encouraging renewals and welcoming new members. The Membership Committee will be drafting e-mail letters that can be sent out to former or lapsed members as well as to new members. The Executive agreed that this was a good idea, including the idea to list the new members in the newsletter as a way to welcome the members to the Association.

Dovelle Buie reported that she had received a renewal from the BC Teachers’ Federation, a lapsed institutional member of the AABC. The former member had included documentation that demonstrated that their program had not changed since their membership had lapsed and that they still meet the requirements for institutional membership with the AABC. The Executive agreed that Dovelle Buie should renew the lapsed institutional membership with the BC Teachers’ Federation.

**Action:** Dovelle Buie will contact the BC Teachers’ Federation informing them that the AABC’s Executive has approved the renewal of their lapsed Institutional membership.

The Executive discussed how the Institutional Standards Committee could assist with standardizing the procedures for renewals of lapsed institutional members.

**Action:** Dovelle Buie will contact the chair of the Institutional Standards Committee (Jane Turner) to ask if the Committee could also look at a standard approach to follow for renewals of lapsed institutional members.

The Executive reviewed the AABC’s Constitution and Bylaws with respect to renewals. It was confirmed that lapsed members who renew between the 4th and 9th month can have their membership renewed to the current membership year. After the end of the 9th month (December), renewals will be applied to the next membership year.

Dovelle Buie reported that the Membership Committee had received an application for institutional membership from the Society of Saanich Peninsula Museums. Dovelle informed the Executive that the Membership Committee is not able to either recommend approval or denial of the application since the Committee was only able to briefly review the material (the application was just received on Monday October 22nd). Dovelle outlined some of the questions that the Committee had raised with respect to the application and the Executive agreed with the Membership Committee’s approach.

**Action:** Dovelle Buie will write to the Society of Saanich Peninsula Museums to inform them that the Membership Committee cannot either recommend approval or denial since the Committee has some questions that they still need to ask concerning their application.

The Executive discussed how the AABC does take applications for Institutional Membership with the AABC very seriously. The AABC adjudicates the CCA grants and we are responsible to ensure that our Institutional Members (who are the members who are eligible for the CCA grants) meet the specific requirements as stated by the CCA. The Executive agreed that the Membership Committee needs to have enough time to review the material from institutions in order to have enough time to properly understand the nature of the program and institutional structure and therefore can make a well thought-out recommendation to the Executive.
The Secretary was also pleased to report that the membership brochures had been received from Brian Burnham. The orientation was as the Executive had approved. The Executive was pleased to have the completed brochures and expressed appreciation to Brian Burnham, his partner, and the former Membership Committee, chaired by Marnie Burnham, who coordinated the new brochure for the AABC.

**Action:** Dovelle Buie will arrange to have some brochures given to Janet Turner who may be able to distribute them when she does site visits.

Dovelle also reported that the Membership Committee was asked by a current member of the Association to examine the possibility of introducing a new category for Volunteer/Institutional Members. The Membership Committee reviewed this suggestion and has a number of reasons why this would not be advisable. The Executive agreed with these reasons.

**Action:** Dovelle Buie will send the AABC member a letter outlining the reasons why the AABC will not be looking at introducing a new membership category for archives that are operated or run by volunteers and that the AABC has other appropriate membership categories currently applicable and more suitable.

### 5.4 AABC and ACA 2002 Conference Program

Heather Gordon reported that the AABC’s Annual General Meeting will be held on Thursday May 23rd, 2002. The AGM will be opposite to the ACA’s input session and will likely be held at around 4:00 in the afternoon.

The Executive discussed the idea of workshops at the ACA Conference. Details will follow.

### 5.5 Internet Committee

Heather Gordon was pleased to announce that the AABC has redesigned its web page and it will be officially launched during Archives Week (November 18-24th, 2001). The redesigned BC Archival Network side of the site was soft launched in time for the launch of CAIN on October 19th, 2001. Heather Gordon and the Executive expressed their thanks to Erwin Wodarczak and Bill Purver for the latest work on the sites, and to all the other members who assisted over the past few months and are mentioned on the site credits page.

Carrie Stevenson moved and Christine O’Donnell seconded the redesign of the AABC web-page.

### 5.6 Preservation Committee

Heather Gordon reported that the Preservation Committee will be meeting in next few weeks and should have a report for the December 9th, 2001 Executive meeting. Dorothy Lawson has accepted and will be attending the Financial Planning session meeting on the 9th of November.

### 5.7 Institutional Standards Committee

Heather Gordon stated that there is nothing to report from the Institutional Standards Committee. The Executive expects to hear back from this Committee in the New Year.
**Action:** Heather Gordon, who is the liaison with this Committee, will touch base with the Committee to see how the work is progressing.

### 5.8 Public Awareness Advocacy & Legislation (PAAL) Committee

Heather Gordon reported that Peter Johnson, Chair of the PAAL Committee, has arranged to have mention of the former Lieutenant-Governor of British Columbia as the Honourary Patron of the AABC (the Honourable Garde G. Gardom) removed from the AABC’s letterhead.

The Executive was very pleased with the work of the PAAL Committee with respect to Archives Week. Special thanks to David Mattison who has redesigned the AABC’s Archives Week web pages. The page will be available shortly. Like last year, interested parties will find information about Archives Week (including the winning entry in the Archives Week photo contest) as well as a sample press release that archives may wish to use to promote their own event(s).

Carrie Stevenson moved and Laura Cheadle seconded approval of the redesigned Archives Week 2001 web-site.

**Action:** Heather Gordon will let Bill Purver know that it has been approved by the Executive to go ahead and mount the Archives Week 2001 web pages. Heather will also let David Mattison know & thank him for all his hard work.

**Action:** Carrie Stevenson will confirm with Peter Johnson as to whether there will be a formal proclamation of Archives Week from the Province.

### 5.9 Newsletter Committee

Heather Gordon reported that the latest edition of the newsletter has gone out, and as always, is well done. Unfortunately, though, there was an error in the newsletter in that Jan Turner’s submission to the newsletter was omitted due to technical difficulties. Jan’s submission (the AABC Educational Program’s courses and schedules) has been posted on the electronic version of the newsletter on the AABC’s web-site.

**Action:** Heather Gordon will ask the Editor of the newsletter, Chris Hives, to re-send the announcement that the electronic newsletter is posted – with the addition of the calendar of educational courses added.

### 6. Other Business

There was no other business to report at this stage in the meeting.

The next meetings scheduled are:

- November 9, 2001 Special Financial Planning Session at UBC
- December 10, 2001 AABC Executive meeting at City of Coquitlam - City Hall Room 473 – 10:00 am

### 7. Adjournment:

Meeting was adjourned at 1:55 pm.
AABC Executive Committee  
Meeting Minutes: 10 December 2001  

Executive of the Archives Association of British Columbia  
Location: City Hall, City of Coquitlam  

Present:  
Heather Gordon, President  
Dovelle Buie, Secretary  
Laura Cheadle, Institutional Member-At-Large  
Christine O'Donnell, Individual Member-At-Large  

Regrets:  
Carrie Stevenson, Treasurer  

Guest:  
Karen Blimkie, Financial Manager  

1. Approval of Agenda  
Meeting was called to order at 10:20 am.  
Dovelle Buie moved and Christine O'Donnell seconded approval of the agenda. All were in favor; motion was carried.  

2. Approval of Minutes of 27 October 2001 Executive Meeting  
Dovelle Buie moved and Heather Gordon seconded approval of the meeting minutes from October 27, 2001. All were in favour; motion was carried.  
Dovelle Buie will send the minutes to Bill Purver for posting on the web site.  

3. Business Arising  
Dovelle Buie reported that she has sent labels to Laura Cheadle for the CCA grant application mail-outs. Dovelle Buie also reported that she has contacted the BC Teachers’ Federation and will report in more detail under the Membership Committee’s report.  
Heather Gordon reported that she will discuss Business Arising matters in her President’s Report.  

4. President's Report  
Heather Gordon reported that the AABC has received a letter from the Provincial Government informing the Association that we have been denied our funds (CAAT grant). Heather Gordon wrote
and sent an e-mail (later mailed as a letter with signature) on behalf of the Association. The correspondence was sent to the Minister of Management Services. Heather Gordon was contacted by Minister Sandy Santori and was informed that the Provincial Government will reinstate the AABC’s funding for the 2001/02 year. To match our CCA grants, the AABC will be receiving $84,198.00 from the Provincial Government. Heather Gordon has received written confirmation that the funds are on the way which, in turn, means that the AABC will return to the original budgets.

Karen Blimkie, AABC’s Financial Manager, arrived to the meeting at 10:30 am.

Heather Gordon reported that she, Carrie Stevenson and Karen Blimkie met on December 3, 2001 to draft the AABC’s 2002/03 CCA grant applications. More details will be addressed under the Treasurer’s Report in this section of the meeting.

Heather Gordon reported that the AABC has received a letter, dated November 28, 2001, from the Office of the Secretary to the Lieutenant-Governor. Her Honour, Iona V. Campagnolo is delighted to accept the AABC’s invitation to become an Honourary Patron of the AABC. The letter indicated that the Patronage is to be printed in the following manner in any of the AABC’s publications:

Under the Distinguished Patronage of: or Honorary Patron:
Her Honour
The Honourable Iona V. Campagnolo, PC, CM, OBC
Lieutenant-Governor of British Columbia

Action: Heather Gordon will distribute a new letterhead template to the Executive with the above noted information.

Action: Heather Gordon will contact Bill Purver to ensure that the information is posted on the website.

Action: Dovelle Buie will ensure that Her Honour, The Honourable Iona V. Campagnolo, PC, CM, OBC is included in the membership committee’s database.

Heather Gordon reported that Laura Cheadle will be able to attend two meetings on behalf of the AABC. The first meeting will be on Tuesday December 11th with "Culture Acts Now." This meeting will be held in White Rock and will be including many different museum and arts organizations. The second meeting that Laura will be attending is on January 9th, 2002; this meeting is with "Alliance for the Arts."

Heather Gordon reported that we have received a renewal notice for our membership with the British Columbia Historical Federation. Heather Gordon moved and Christine O’Donnell seconded that we renew the AABC’s membership with the BC Historical Federation.

Action: Karen Blimkie will arrange to renew the AABC’s membership with the BC Historical Federation.

Heather Gordon reported that the AABC’s Annual General Meeting will be held on Thursday May 23, 2002 at 5:15 pm to 6:45 pm. The meeting will be held in Vancouver at the Hotel where the ACA is holding its conference.
Heather Gordon reported on the ACA pre-conference workshops. The AABC will be running three workshops (Scanning, Advanced Care of Photographs, and a workshop on RAD.)

The President reported that she and Bill Purver, the AABC’s Network Administrator, attended the opening of the Nanaimo Community Archives. The Nanaimo Community Archives had an official opening for their new facility; both Bill and Heather were very impressed.

Heather Gordon reported that she sent a letter to George Abbott, the Provincial Minister responsible for Heritage Trust, expressing the AABC’s disappointment with the dismissal of the Heritage Trust board.

5. Treasurer's Report

Heather Gordon reported that Carrie Stevenson was unable to attend the meeting. With the assistance from Karen Blimkie, Financial Manager of the AABC, Heather reported on the finances of the AABC.

Laura Cheadle asked and received some clarification from Karen Blimkie about the Grants Committee budget for coordinating the upcoming adjudication of CCA grants.

Heather Gordon reported that Karen Blimkie will be mailing out the financial statements for October and November for approval at the next meeting of the Executive.

Action: Karen Blimkie will mail out the October and November AABC financial statements to the Executive.

Karen Blimkie, reporting on cash flow, reported that the AABC is back to where we originally thought we were now that the Provincial Government has agreed to honour the funding for 2001/02. Heather Gordon moved and Dovelle Buie seconded that the AABC revert back to our original program budgets as was stated on our original CCA 2001/02 grant applications and that for the rest of the year, we operate on the restricted budget (approved in September) for the general fund. All were in favour; motion was carried.

Action: Heather Gordon will e-mail the three contractors to inform them that the AABC is back to the original budgets and that they can re-schedule the site visits that they had originally planned.

Heather Gordon moved and Laura Cheadle seconded that we approve our CCA grant application: "BC Archival Network Services Program -- Operational Requirements". All were in favour; motion was carried.

Action: Heather Gordon will submit the grant application "BC Archival Network Services Program -- Operational Requirements" to the CCA in order to meet the December 15th 2001 deadline.

Heather Gordon reviewed our CCA grant applications for the 2002/03 membership year. The draft applications, addressing the three programs of the AABC, were sent out to the Executive the week of December 4, 2001. Karen Blimkie explained the report in more detail to the Executive, outlining the various scenarios and options that the Association would have for funding the AABC programs.
Following the discussion of the budget for 2002/03, Heather Gordon reviewed with the Executive each of the grant applications.

Heather Gordon moved and Dovelle Buie seconded that we approve the *British Columbia Archival Network Services Program* grant application. All were in favour; motion was carried.

The Executive discussed the draft grant for the *British Columbia Archival Preservation Service* and altered a few items in the application. Heather Gordon moved and Christine O’Donnell seconded that we approve the British Columbia Archival Preservation Service grant application. All were in favour; motion was carried.

Heather Gordon moved and Laura Cheadle seconded that we approve the amended *British Columbia Community Archives Education and Advisory Program* grant application. All were in favour; motion was carried.

**Action:** Heather will sign the three grant applications and send them to Laura Cheadle, chair of the Grants Committee. Along with a note concerning the matching funds, Heather Gordon will notify the AABC’s contractors informing them that the Executive has made some changes to the draft CCA applications.

Heather Gordon reported on the gaming applications.

**Action:** Heather Gordon will contact Carrie Stevenson to finalize the establishment of a bank account for revenue potentially from the Gaming Commission.

Dovelle Buie moved and Christine O’Donnell seconded that the President and Treasurer submit an application to the BC Gaming Commission. All were in favour; motion was carried.

Karen Blimkie outlined the time frame for the Executive, which is that we write the application February 2002, submit the application in March 2002 and due to the fact that the Commission is five months behind in processing the applications, the AABC may hear back from the Commission concerning our application in September 2002.

The Executive discussed other sources of funding that could be options for the AABC, including the Vancouver Foundation and the Gaming Commission.

**Action:** Heather Gordon will contact Peter Johnson, chair of the Public Awareness and Advisory Committee, for sources of funding for the 2002 Archives Week event.

The Executive discussed the work plans of the three programs and membership services that the AABC will be able to offer in the future considering the changes in the AABC’s programs and funding sources.

**Action:** Dovelle Buie will provide a listing to Heather Gordon of the Associate and Institutional members of the AABC.

**Action:** Heather Gordon will forward the listing of Associate and Institutional members prepared by Dovelle Buie to the AABC’s contractors for information. The contractors will be asked to provide...
information to the Executive on if they were asked to visit only (a) Institutional members (b) Institutional and Associate members and (c) Institutional, Associate and non-members. The Executive is particularly interested to know what impact (a) and (b) would have on the contractor’s program service delivery.

The Executive discussed the work programs for the AABC’s services.

**Action:** Heather Gordon will contact the Committee programs and chairs and request for them to submit work programs in time for the first meeting of the Executive in 2002 (Saturday February 16, 2001).

The Executive took a break at 12:20 pm, Karen Blimkie left the meeting at 12:35 pm, and the meeting resumed at 12:40 pm.

6. Committee and Program Reports

6.1 Grants Committee

Laura Cheadle reported that she attended the General Assembly of the CCA Ottawa on the 24th and 25th of November.

Laura Cheadle, Chair of the Grants Committee, updated the Executive on the mail-out that she just coordinated pertaining to the CCA 2002/03 grants. The Executive discussed the expense and inefficiencies and outlined the potential of having an option for the Institutional Members that they can receive the grant applications by electronic means. A notice will be sent out with the membership renewals notifying institutional members that in order to save the $300.00 in mailing charges, we will attempt to automate the process.

**Action:** Dovelle Buie will prepare to send out the different renewal reminders to Institutional members for the 2002/03 membership year. On bright neon coloured paper, the institutional members will be asked to (a) confirm or give their e-mail address and/or (b) inform the AABC that they are unable to receive e-mails and open Word attachments and would prefer to receive a hard-copy of the CCA grant applications.

Dovelle Buie moved and Heather Gordon seconded that the AABC Grants Committee adjudicate $44,166.00 CCA Control of Holdings funds for AABC Institutional members and $179,239.00 in CAIN funds again for AABC Institutional members. All were in favour; motion was carried.

6.2 Membership Committee

Dovelle Buie, Chair of the Membership Committee, updated the Executive on the membership statistics of the Association.

*Membership Statistics - October 25, 2001*

*(Difference since AGM Membership Report - March 2001)*
Institutional 100 (down 10 -- was reported as 110)
Associate Institutional 41 (up 2 -- was reported as 39)
Sustaining 10 (same -- was reported as 10)
Individual 87 (down 27 -- was reported as 114)
Student/Volunteer 53 (up 30 -- was reported as 23)
Honorary Life 7 (up 1 -- was reported as 6)
Honorary Patron 1 (same -- was reported as 1)
**TOTAL 299 (Was reported as 302 members)**

(Note - 1 "unofficial" category of "newsletter" for the National Library of Canada - Serials Section - total = 300)

Dovelle Buie reported that an e-mail has been sent to the Saanich Peninsula Museums Society concerning their application for institutional membership with the AABC. The e-mail outlined some questions that the Membership Committee had and asked them to provide the Association with further information before their application can be either approved or denied.

Dovelle Buie also reported that since the last Executive meeting she has been in contact with the BC Teachers’ Federation. The renewal application will be held and then processed for the Federation for the 2002/03 membership year.

Jennifer Roberts, member of the Membership Committee, assisted the Chair in writing a letter to a member of the Association. As was reported at the October 27th meeting, the member asked the AABC look into the feasibility of having a volunteer/institutional category. The letter outlined why this was not going to be put forth to the membership at the next AGM and outlined the reasons that both the Executive and the Membership Committee felt that this would not be useful.

Dovelle Buie reported that the Membership Committee has drafted e-mail reminders concerning renewals as well as welcome e-mail letters for the new members. If Dovelle Buie is able to determine this listing from the database in time, Dovelle will forward a listing of new members on to Chris Hives, Newsletter Editor, to list the members in the newsletter as another means of welcoming them to the Association.

### 6.3 Internet Committee

The web sites were redesigned and launched. Thanks were expressed to Erwin Wodarczak and Bill Purver for all their work.

Heather Gordon informed the Executive that correspondence has been received asking the AABC to look at the possibility of providing links on the AABC’s web-site for a fee (for consultant services and products).

**Action:** Heather Gordon will request that the Internet Committee examine the possibility for web advertising on the AABC’s web-site.

Heather Gordon moved and Christine O’Donnell seconded that the AABC pay $500.00 to Leslie Field for his work on the on-line version of the 2001/02 newsletter. All were in favour; motion was carried.
Action: Heather Gordon will ask Karen Blimkie to issue a cheque for $500.00 to pay Leslie Field for the work he has done for the on-line version of the AABC newsletter.

6.4 Preservation Committee

Christine O’Donnell reported that the Preservation Committee met the week of December 3rd. Christine was unable to attend the meeting and will report at the next Executive meeting.

6.5 Institutional Standards Committee

Heather Gordon reported that Jane Turner has been working on the Institutional Standards Guide.

Action: Heather Gordon will contact Jane Turner to request that she submit a written report to the Executive for the next meeting.

7. Other Business

Heather Gordon updated the Executive on the status of the recruitment for a new Vice President.

7. Adjournment

Meeting was adjourned at 2:20 pm.

Next meeting on Saturday February 16, 2001 -- City of Richmond Archives -- 10:00 am.

AABC Executive Committee
Meeting Minutes: 16 February 2002

Executive of the Archives Association of British Columbia
Location: City of Richmond Archives - Reference Room

Present:

Heather Gordon, President
Lara Wilson, Vice President
Dovelle Buie, Secretary
Carrie Stenvenson, Treasurer
Laura Cheadle, Institutional Member-At-Large
Christine O'Donnell, Individual Member-At-Large

1. Approval of Agenda

Meeting was called to order at 10:10 am.

A few minor modifications and additions were made to the agenda. Carrie Stevenson moved and Dovelle Buie seconded approval of the agenda. All were in favor; motion was carried.
2. Approval of Minutes of 10 December 2001 Executive Meeting

Dovelle Buie moved and Laura Cheadle seconded approval of the meeting minutes from December 10th, 2001. All were in favour; motion was carried.

Dovelle Buie will send the minutes to Bill Purver for posting on the web site.

3. Business Arising

Dovelle Buie reported that Her Honour, The Honourable Iona V. Campagnolo, PC, CM, OBC has been included in the membership committee’s database.

Dovelle Buie informed the Executive that a listing of the current Associate and Institutional members was produced, sent to Heather which, in turn, was given to Bill Purver, Rosaleen Hill and Janet Turner for review.

Dovelle Buie reported that the Membership Committee still plans to send an additional insert to Institutional members in the hopes that some of the correspondence with Institutional members could be by e-mail for next year’s grants. The Institutional members current e-mail addresses will be requested.

Dovelle informed the Executive that there has been no further correspondence with the Saanich Peninsula Museums Society concerning their application for Institutional membership.

Dovelle Buie reported that new members of the AABC were welcomed in the last newsletter.

Heather Gordon reported that the Financial Manager, Karen Blimkie, has renewed the AABC’s membership with British Columbia Historical Society.

Heather Gordon reported that she has heard from all of the Contractors concerning service directions; more details will be reported in this meeting under the committee reports.

4. President’s Report

Heather Gordon reported that a letter was received, dated January 28, 2002, from Mr. George Abbott, Minister of Community, Aboriginal and Women’s Services. The letter was in response to the AABC’s letter dated December 1, 2001 concerning the changes to the British Columbia Heritage Trust. The letter informed the AABC that two Assistant Deputy Ministers have been appointed as interim Chair and Vice Chair of the Heritage Trust. The letter explained that the change to a two-person interim board was made as part of the Province’s core review process. The letter additionally explained that the "new, smaller board provides government with time to complete the core review of the Trust’s role and mandate."

Heather Gordon reported that we have received a letter from Terry Cook requesting permission to reprint the following material written by Hugh A. Taylor:

In his letter, Terry Cook explains that the "essay has been chosen to appear with sixteen of Hugh Taylors’ best essays, with new introductions written by him, in a book to be published in 2002 by the Association of Canadian Archivists and the Society of American Archivists, through Scarecrow Press Inc." Heather Gordon informed the Executive that she has, on our behalf, given permission; copyright release was given. Heather explained that, with respect to the above mentioned article, we are joint copyright holders with Hugh A. Taylor.

The President reported that the ACA is going to hold a joint CAIN education roundtable in the beginning of March 2002. Janet Turner is going to be the AABC’s official representative at the meeting. Taking place in Ottawa, Bill Purver will also be attending the sessions.

Heather Gordon reported that we have renewed our agreement with ACT Cinemage in order to extend maintenance and support of AABC servers and the BCAUL database for an extra year. This brings our agreement to be until March 31, 2005. The agreement will be kept with other agreements and contracts in the President’s records.

Heather Gordon moved and Christine O’Donnell seconded the appointment of Lara Wilson as Vice President. All were in favour and motion was carried.

The Executive extended its great appreciation to Lara Wilson for willing to step in to the position of Vice President more than mid way through the term and for willing to take on the important roles of Vice Present/President of the AABC.

5. Treasurer's Report

Carrie Stevenson, Treasurer, distributed the Statement of Revenue and Expenses for the month ending January 31, 2002. Carrie Stevenson reported that we have received all outstanding cheques from the Province and the CCA.

Carrie Stevenson reported that the Chair of the Education Committee, Linda Wills, has been coordinating the workshops to be held at the ACA Conference in May 2002 (to be held in Vancouver.) The cost for the workshops will be $100.00 each for the workshop.

Carrie Stevenson reviewed the budget work plans and feedback received in the past few weeks from Program Committee Chairs. Correspondence was read out and discussed. The Executive discussed potential sources of revenue for holding a spring roundtable session for next year.

Action: Carrie Stevenson and the Finance Committee will research a possible funding source with the Canadian Arts and Heritage Sustainability Program for funding the regional representatives meeting. Carrie will attempt to put together an application for review by the Executive at the April 2002 meeting, provided this fits within the deadlines of the Program.

Carrie Stevenson reported that Karen Blimkie has been working on our year end figures. Heather Gordon and Carrie Stevenson reported that Karen Blimkie has received a quote for the 2001 year
end audit, and according to approval at the 2001 AGM, Evancic Perrault will be conducting the audit.

Carrie Stevenson moved Lara Wilson and seconded that Karen Blimkie will arrange to have Evancic Perrault conduct the audit.

**Action:** Carrie will e-mail Karen Blimkie to inform her of the Executive’s approval of Evancic Perrault for the 2001 Financial Review.

Carrie Stevenson and Heather Gordon reviewed line-by-line with the Executive the draft budget for the General Fund the 2002/03 budget year.

**Action:** Carrie will submit the figures to Karen Blimkie for comment and report back at the next Executive meeting.

6. Committee and Program Reports

6.1 PAAL (Public Awareness Advocacy & Legislation) Committee

Carrie Stevenson reported that the PAAL Committee has been working on Archives Week 2002. Carrie Stevenson reported she and other PAAL Committee member Barb Towell have been working on ideas for 2002 Archives Week. First, the Committee has been investigating having some students work on the 2002 Archives Week website and potentially giving the students an honourarium. Another option for the website could be to modify the Archives Week website that was developed for the 2001 year. Second, the Committee has also been looking at the concept of marketing having an "Archives in your Attic" event. The event, held in a specific spot (yet to be identified), would be for people to bring their records in for appraisal (not monetary appraisal) but instead for historical appraisal etc.. Carrie Stevenson explained that this event was extremely successful in Alberta and that she has been in contact with an Archivist who coordinated this event in the past. The Executive agreed in principle with the ideas being presented by the PAAL Committee. Archives Week will be Sunday November 17th, 2002 to Saturday November 23rd, 2002. Third, the Committee will be looking at options for posters or a brochure advertising Archives Week.

**Action:** Next meeting Carrie Stevenson will have more detail and budgetary options for Archives Week 2002.

6.2 Education Committee

Lara Wilson and Heather Gordon reported that Janet Turner’s work plan has been reviewed and that everything is proceeding according to schedule with the Education and Advisory Archivist services.

**Action:** Lara Wilson will contact the Heritage Trust concerning applying for funding for the Education and Advisory Services. Lara Wilson will also liaise with the Committee concerning the application.

Heather Gordon reported that Jane Turner has agreed to chair the Education Committee for the 2002/2003 membership year.
6.3 Grants Committee

Laura Cheadle, Chair of the Grants Committee, reported that adjudication for CCA grants was held on January 7, 2002. Further details will be outlined in the Grants Committee report as a part of the Annual General meeting package. Applicants who applied for grants should hear from CCA in April 2002.

The Executive thanked the Grants Committee for adjudicating the grants once again.

6.4 Membership Committee

Dovelle Buie, Chair of the Membership Committee, updated the Executive on the membership statistics of the Association.

Membership Statistics - 2002

(Difference since AGM Membership Report - March 2001)

<table>
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<th>Change</th>
<th>New Number</th>
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<tr>
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<tr>
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<td>11</td>
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<tr>
<td>Individual</td>
<td>-27</td>
<td>87</td>
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<tr>
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</tr>
<tr>
<td>Honorary Life</td>
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</tr>
<tr>
<td>Honorary Patron</td>
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<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>-1</strong></td>
<td><strong>301</strong></td>
</tr>
</tbody>
</table>

(Note - 1 "unofficial" category of "newsletter" for the National Library of Canada - Serials Section - total = 302)

Dovelle Buie regretfully informed the Executive that she has received a letter from Joan Newman with the Anglican Diocese of the Cariboo. The letter, dated January 3, 2002, informed the AABC that the Anglican Diocese of the Cariboo has ceased to be. The records will be transported from its location in Kamloops to the Provincial Synod Archives in Vancouver. The move will take place in March 2002. Future inquiries should be directed to Doreen Stephens, Archivist for the Provincial Synod Archives in Vancouver.

**Action:** Dovelle Buie will acknowledge receipt of the letter and thank them for informing the AABC and ensuring that their records will continue to be cared for at the Provincial Synod.

6.5 Conference Program

Chief Ignace has not replied to Heather Gordon’s letter; the President plans to follow up with him concerning the 2003 AABC conference.
6.6 Internet Committee

Heather Gordon reported that the Internet Committee met recently and discussed service directions. The Committee decided that it is still business as usual. The Executive agreed that service directions for next year will maintain the status quo in that service will be provided to both members and non-members with priority continuing to be with members.

The Executive discussed the language that is used to refer to Institutional and Associate members; the Executive agreed that when referring to both members we use the term member institutions.

Heather Gordon reported back to the Executive concerning advertising on the AABC’s website. The Internet Committee recommends that we create an advertising component on the website (similar in structure and look to the job board). Descriptions will be provided by the advertiser, will be in straight text, can provide a link, introductory fee will be $150.00 (good for a year) and will be reviewed again next year.

**Action:** Heather Gordon moved and Laura Cheadle seconded approval of the page for advertising on the AABC website. Heather Gordon will ask Karen Blimkie to contact some companies and invite them to advertise on the site.

CCAD (Canadian Committee on Archival Description) has requested feedback regarding the creation of a national name authority system. The Executive felt that a national name authority system should not be considered at this point.

**Action:** Heather Gordon will convey to CCAD that it is the AABC's recommendation that a national name authority system not be considered a priority at this time due to the costs inherent in such a system's development and maintenance. Such a project, in the opinion of the AABC, should not be undertaken unless CCA is able to find a new source of funding, one outside the current CAIN allocation to provincial, territorial and national associations and councils, to support it.

Heather Gordon moved and Christine O'Donnell seconded that the AABC pay $500.00 to Leslie Field for his work on the on-line version of the 2002/03 newsletter.

6.7 Preservation Committee

Christine O’Donnell reported that she is awaiting to hear when the next meeting of the Preservation Committee will be. Information will be brought to the next meeting of the Executive.

6.8 Institutional Standards Committee

The Executive discussed the Institutional Standards Self-Study Guide received from the Institutional Standards Committee. The Executive was particularly interested by what the CCA means when stating "continuous and regular hours". The Executive has been interpreting this to be, as the CCA had pointed out, 7 hours a week. Further clarification will be sought.

**Action:** Lara Wilson will give Jane Turner, chair of the Institutional Standards Committee, some of the typo corrections. Lara will also ask Jane to speak to the CCA to obtain clarification as to what continuous and regular hours mean.
Heather Gordon moved and Lara Wilson seconded approval of the Institutional Standards Self-Study Guide to be used as a part of the application process for new institutional members starting on April 1, 2002. The Guide will be included for information in the 2002 Annual General Meeting package.

Action: Dovelle Buie will ask the Membership Committee to make recommendations to the Executive and Institutional Standards Committee regarding the reapplication process for current Institutional members. The Executive asks that the Membership Committee think about the process and how demanding the work may be on the Membership Committee to coordinate the new application process (i.e., assigning/granting Associate membership before giving self-study guide or giving interested parties a choice and then process the memberships from there).

6.9 Newsletter Editorial Board Committee

Heather Gordon regretfully reported that Chris Hives has decided that he will not continue as the Editor of the newsletter next year.

The deadline for the next newsletter will be March 15, 2002.

7. Other Business

The Annual General Meeting will be held on Thursday May 23, 2002 from 5:15 pm to 6:45 pm. The meeting will be held at Simon Fraser University – Harbour Centre – in 1400-1430, Segal Centre at 515 West Hastings Street in downtown Vancouver. Dovelle will be putting together the AGM package. The spring mail-out will include:

- Invoice for membership renewal
- Notice of the AGM with room information
- Minutes from last year’s AGM
- Executive and Committee Reports
- Financial Statements from 2000
- Institutional Standard’s Committee "Guide" document
- Newsletter
- Special insert for Institutional members re: e-mail contact information etc…

Members are reminded that they do not need to pay an ACA conference fee to go to the AGM meeting, that they only need to be a member of the AABC.

Action: Dovelle Buie will coordinate the spring mail-out with assistance from the Membership Committee. The deadline for AGM reports will be March 11th, 2002.

On the topic of the ACA conference in May 2002, Heather Gordon reported that she will go to the Council of Presidents meeting.

Heather Gordon informed the Executive that Michael Carter has stepped down from being the Regional Representative for the South Vancouver Island Region. The Executive agreed to appoint Sister Margaret Cantwell, with the Sister of Saint Ann’s Archives, as the new South Vancouver Island Regional Representative.
Heather Gordon moved Dovelle Buie seconded appointment of Blair Galston as Nominating Committee Chair.

Heather Gordon informed the Executive that she has been busy negotiating contracts.

8. Adjournment

Meeting was adjourned at 2:40 pm.

Next meeting on Saturday April 20, 2002 at Richmond Archives at 10:30 am.

AABC Executive Committee
Meeting Minutes: 20 April 2002

Executive of the Archives Association of British Columbia
Location: City of Richmond Archives - Reference Room

Present:

Heather Gordon, President
Lara Wilson, Vice President
Carrie Stevenson, Treasurer
Dovelle Buie, Secretary
Christine O'Donnell, Individual Member-At-Large

Regrets:

Laura Cheadle, Institutional Member-At-Large

1. Approval of Agenda

Meeting was called to order at 10:40 am.

Christine O'Donnell moved and Lara Wilson seconded approval of the agenda. All were in favor; motion was carried.

2. Approval of Minutes of 16 February 2002 Executive Meeting

Carrie Stevenson moved and Christine O'Donnell seconded approval of the meeting minutes from February 16, 2002. All were in favour; motion was carried.

Dovelle Buie will send the minutes to Bill Purver for posting on the web site.

3. Business Arising

Dovelle Buie reported that the AGM package and newsletter mail-out was coordinated and completed. Members were sent an invoice or receipt for 2002-03 membership year, AGM package 2001-2002 Executive Committee minutes – Archives Association of British Columbia
of reports, newsletter and institutional members received a special letter concerning wanting to promote electronic communication.

4. President’s Report

Heather Gordon, President, reported that 2002-2003 contracts have negotiated and signed. Final 2001-2002 program reports have been completed and will be submitted to the CCA and BC Government within the week.

The AABC’s 2002-2003 CCA grant applications have all been approved by the CCA.

Heather Gordon reported receiving an email from Ann ten Cate representing the Friends of the BC Archives. In 2001 the friends and family of Terry Reksten established a Memorial Fund in honour of this BC historian’s work. Terry Reksten was a well-known BC historian who passed away last summer shortly after the publications of her last book, An Illustrated History of British Columbia. The Friends of the BC Archives would like some input from the AABC in terms of how to administer this Memorial Fund. The email specifically asked for input from the AABC in terms how the AABC has developed criteria for eligibility to grants, the ability to publicize the availability of the grant through the AABC’s website, newsletter and/or miscellaneous mailings.

Carrie Stevenson moved and Dovelle Buie seconded that the AABC will assist the Friends of the BC Archives with publicizing the grant. All were in favour; motion was carried.

Action: Heather Gordon will let Ann ten Cate know that the Friends of the BC Archives can forward any publicity material to the general AABC mailing address at: aabc@aabc.bc.ca.

Dovelle Buie moved and Carrie Stevenson seconded that the AABC President or their Designate will be the AABC’s representative in the final selection process for the Terry Reksten grant. All were in favour; motion was carried.

Action: Dovelle Buie will send Ann ten Cate the Institutional Standards Guideline document for her information.

Heather Gordon reported that the Vancouver Chapter of the Association of Records Managers and Administrators (VAN ARMA) has requested whether the AABC and VAN ARMA could hold joint workshops/educational programs.

Action: Lara Wilson will speak to the Education Committee concerning the potential for joint programming between VAN ARMA and the AABC. She will report back to the Executive after discussing the issue with the Education Committee.

Heather Gordon also reported that Janet Turner, AABC Education and Advisory Archivist, was wondering if BC Thesaurus could be promoted more. The Executive agreed; Lara Wilson will let Janet Turner know the Executive’s support for any such initiatives.
5. Treasurer's Report

Carrie Stevenson, Treasurer, moved and Dovelle Buie seconded that Heather Gordon remains as a signing authority for 2002-2003 membership year. All were in favour; motion was carried.

Carrie Stevenson reported that Canadian Heritage will not fund the AABC’s Strategic Planning meeting. Carrie Stevenson also reported that there might still be other options for funding through other organizations. The Treasurer asked the Executive for authorization to approach some various organizations to see if there is any potential for them to fund our strategic planning meeting. All were in favour and Carrie was given instructions to proceed accordingly. She will report back to the Executive on her progress.

Carrie Stevenson reported that we have postponed our audit pending formal appointment of the auditors at the AGM. The material is prepared to be submitted once the membership approves the auditor at the AGM.

Carrie Stevenson reported on the progress of the event "Archives in your Attic" an event to be held during Archives Week at the BC Archives. Marland Groves indicated that the BC Archives supports the idea for this event and assigned Ann ten Cate as a BC Archives liaison person. Ann indicated that it was likely that support will also be given from the Friends of the BC Archives. Carrie clarified that the PAAL committee is not involved with this specific event. Carrie explained that the financing for this event have not been addressed. There will be three appraisers at the event. The Executive gave permission for Carrie Stevenson and Barb Towell to investigate funding sources to give some sort of honorarium to the appraisers who will be an integral part of the "Archives in the Attic" event.

Carrie Stevenson distributed and reviewed the financial statements and budget with the Executive. The Executive reviewed, line-by-line, the 2002-2003 budget (which compared figures with the 2001-2002 budget and projected the budget for the 2003-2004 year). Dovelle Buie moved and Christine O’Donnell seconded approval of the 2002-2003 budget. All were in favour; motion was carried.

6. Committee and Program Reports

6.1 Education Committee

The Executive discussed the potential for gaming funding.

Action: Lara Wilson will work with the Education Committee to complete a Gaming Commission grant application for a portion of the 2002-2003 Education and Advisory Service Program.

Lara Wilson, the liaison to the Education Committee, reported that demand for AABC workshops have been lively. The Community Education and Advisory Archivist reported to Lara that she is scheduled to do the following:

- Introduction to Archives and Arrangement and Description – Powell River
- Introduction to Archives – Ucluelet
- Introduction to Archives for First Nations – UNBC
- Rules for Archival Description – Vancouver (ACA Conference)
- Attendance at an upcoming South Vancouver Island Regional meeting
6.2 Grants Committee

The CCA has been in touch about all of the institutional grants and Laura Cheadle is currently doing follow-up.

6.3 Membership Committee

Dovelle Buie, Chair of the Membership Committee, did not report on the membership numbers since the renewals have just been sent out for the 2002-2003 membership year. Statistics will be submitted to the next regular meeting of the Executive.

Dovelle Buie informed the Executive that she has heard from the Saanich Peninsula Museums Society concerning their application for Institutional membership. Dovelle has sent them the new guide for institutional membership (Self Study Guide) for them to begin to work on completing.

Dovelle Buie said that she has sent a letter to Joan Newman with the Anglican Diocese of the Cariboo. The letter thanked the Anglican Diocese of the Cariboo for their membership.

Dovelle Buie reported that at their meeting on April 8, 2002, the Membership Committee was not able to address in any great detail the new Self Study Guide for new applications for Institutional membership. The Committee was working on the AGM mail-out. At the next meeting of the Membership Committee issues will be addressed. Update reports will be periodically submitted to the Executive.

The Executive decided that any lapsed institutional members will now be required to complete the Self Study Guide; renewal of institutional membership will not be automatic.

The Executive received further information and clarification from the CCA concerning hours of operation. The CCA has changed the hours of operation to be that an archives must have a commitment to continuous and regular (but not necessarily daily) operation and office hours. In other words, the reference to seven hours a week is no longer applicable. In light of this information, the Executive felt that the most recent application that was denied on this basis, the Cortes Island Museum and Archives Society, should be accepted.

Action: Dovelle Buie will contact the Cortes Island Museum and Archives Society to invite them to join the AABC as Institutional members.

6.4 Conference Program

Heather Gordon reported that she was not aware of how the conference workshop registration was proceeding. Heather Gordon will inquire and determine how the AABC workshop registration at the ACA conference is progressing.

Lara Wilson reported that she is in the process of coordinating a transportation plan for Vancouver Island members to come over to the mainland for the AABC’s AGM meeting and return the same evening.
Heather Gordon reported that she will be going to the Council of Presidents meeting on Wednesday May 22, 2002. Peter Johnson, chair of the PAAL Committee, is planning to attend the Public Awareness Forum meeting.

The Executive discussed this year’s AGM meeting and various procedural issues regarding conducting the meeting. Heather Gordon discussed some special announcements that will be made at the AGM including: the CAIN digitization equipment program will be outlined for the membership and the 2003 conference location.

The Executive did not have any information from Kamloops to discuss concerning the potential for the 2003 conference to be hosted by Kamloops. In light of this fact, the Executive felt uncomfortable with leaving the 2003 conference outstanding for the incoming executive members and was compelled to explore other location options. Further details will be discussed at the AGM.

The Executive discussed the recruitment for a Program Committee Chair for the 2003 conference.

6.6 Internet Committee

Heather Gordon reported that the letters concerning advertising on the AABC’s website have been sent to approximately thirty consultants or suppliers. Bill Purver has drafted a page for the advertisers.

Heather Gordon also reported that Ann Carroll will be in charge of a sub-committee in charge of the CAIN digitization equipment program.

6.7 Preservation Committee

Christine O’Donnell gave a brief update on the activities and membership of the Preservation Committee.

6.8 Institutional Standards Committee

Lara Wilson reported that she and Jane Turner attended the South Vancouver Island regional group meeting on March 20th at the University of Victoria. Jane Turner made a presentation to the group about the Self Study Guide.

Dovelle Buie reported that the Membership Committee will be reporting back regularly to the Executive concerning the distribution of the guide to interested institutional members; progress reports will also be communicated to the Institutional Standards Committee.

6.8 PAAL (Public Awareness Advocacy & Legislation) Committee

Carrie Stevenson reported that she is in regular contact with the Chair of the PAAL Committee, Peter Johnson.
6.9 Newsletter Editorial Board Committee

Heather Gordon reported that a new editor has not been identified. Heather Gordon will contact Blair Galston, Chair of the Nominations Committee, to get an update.

7. Other Business

8. Adjournment

Meeting was adjourned at 1:36 pm.

Next meeting is the Annual General Meeting on Thursday May 23, 2002. Location is at Simon Fraser University, Harbour Centre Campus in downtown Vancouver. 1400-1430, Segal Centre. Times of the meeting are 5:15 pm to 6:45 pm.
AABC Executive Committee
Meeting Minutes: 28 June 2002

Executive of the Archives Association of British Columbia
Location: Gulf of Georgia Cannery Society - Board Room

Present:

Lara Wilson, President
Erwin Wodarczak, Vice President
Kathy Bossort, Institutional Member-at-large
Carrie Eirene Stevenson, Treasurer
Erica Hernández, Secretary
Karen Blimkie, Financial Manager

Regrets:

Christine O’Donnell, Individual Member-At-Large

1. Approval of Agenda

Meeting was called to order at 1:15 pm.

Agenda amendments: Erwin Wodarczak moved to add the topic of Local Arrangements under the Conference Program Report (6.4). Lara Wilson moved to add a note of thank you to the Institutional Standards Ad Hoc Cmt for the conclusion of their work (6.7).

2. Approval of Minutes of 20 April 2002 Executive Meeting

The Minutes of the 20 April 2002 Executive Committee meeting were approved by the previous AABC Executive.

3. Business Arising

3.1 Secretary's Report

Award Distribution: Erica Hernández informed the Executive that the AABC has received three Notice of Award Assignments from the University of British Columbia. Two Willard Ireland Prizes (each in the amount of $200) were awarded to Sharon Leigh Walz and Kathleen Theresa Burns and one Archives Association of British Columbia Mary Ann Poylypchuk Memorial Prize (in the amount of $150) was awarded to Yau Min Chong. The Executive was concerned that two Willard Ireland Prizes had been awarded as only one is to be awarded per year.
Action: Lara Wilson will contact the UBC Awards Office regarding awarding procedure.

Santori Letter: Erica Hernández informed the Executive that a letter was received from Sandy Santori, Minister of Management Services, thanking past President Heather Gordon for her correspondence of April 22, 2002, regarding the final reports for the Community Archives Advisory Training programme. He also extended his appreciation to the AABC and its members for their commitment to the provincial community archives network. Lara Wilson informed the Executive that she had written S. Santori a letter of thanks for attending the opening of the ACA conference in May and will continue to keep him up to date on the Association’s activities.

SLAIS Thank-You Letter: Erica Hernández informed the Executive that a letter was received from Terry Eastwood, Associate Professor and Acting Director for the School of Library, Archival and Information Studies (SLAIS). This letter thanked the AABC for its recent donation to SLAIS programmes.

CCA Directory: Erica Hernández reported to the Executive that she has updated the AABC's current entry in the Canadian Council of Archives Directory of Archives. All information for this entry was taken from the AABC's website on June 27, 2002.

AABC Info: Erica Hernández reported to the Executive that the Canadian Almanac & Directory sent a copy of the AABC's listing information to be reviewed, updated and re-submitted. The Executive was asked for assistance in determining just how much information should be submitted.

Action: Erica Hernández is to update only the basic entry information and to leave the financial background information blank.

New Membership: Erica Hernández updated the Executive that Dovelle Buie, past Secretary, has informed the Cortes Island Museum and Archives Society that upon review, their institutional application was accepted. This Society is thrilled with their renewed membership status.

New Appointments: Lara Wilson informed the Executive of the following new Ad Hoc Standing Cmt appointments: Lisa Beitel to Conference Program Chair and Robert (Bob) Edwards to Newsletter Editor.

2003 Conference Location: Lara Wilson informed the Executive that the location for the 2003 AABC Conference (April 24th -26th) has been moved from Kamloops to Nanaimo, B.C.

4. Treasurer's Report

Financial Update from AABC Financial Manager, Karen Blimkie

Karen Blimkie provided the incoming Executive with a brief overview of the financial standing of the AABC for the years 2001-2003, including the action required to compensate for cutbacks made to the AABC's provincial funding:

Due to funding cutbacks, AABC monies were required to maintain programs throughout 2002-2003:

- Network Services Program - funding has not been affected, and this program continued to receive full support from the CCA (100% CAIN funded).
• Preservation Program - funding for this program was affected by provincial cutbacks and required $5,700 of AABC funds to supplement its CCA funding.

• Education Program - funding for this program was greatly affected by provincial cutbacks and the AABC was required to contribute $23,000 to the program to maintain its services and to secure matching funds.

• Total AABC monies required to maintain its programs throughout the 2002-2003 year was approximately $28,700.

Karen points out that such financial support cannot be indefinitely continued and so the AABC Executive was asked to consider the following financial plan for the 2003/2004 year:

• To refrain from granting the Preservation programme any hard dollar contributions from the AABC general fund for 2003/04.

• To cap the hard dollar contribution to the Education programme in 2003/04 at approximately $20,000, in order to maintain the General fund reserves for as long as possible.

AABC Financial Position: Carrie Stevenson reiterated Karen Blimkie's financial projection for AABC's programs. The finance committee has recommended a cap of $20,000 be put on the contribution of AABC direct monies to fund current programs. Lara Wilson moved to approve this recommendation of the Finance Committee. Erwin Wodarczak seconded this motion. All were in favour; motion was carried.

Action: Lara Wilson to speak to Chairs of AABC Contractors to ask them to produce budgets for the 2003-2004 year based upon the above recommendations for budgetary cutbacks.

Gaming Commission Update: Carrie Stevenson provided incoming members of the Executive with a brief introduction to the purpose of the AABC's gaming application. Direct access to gaming money can be requested for training, transportation and travel purposes, which would help alleviate the current drain on AABC funds. Kathy Bossort suggested that a strategic planning/training session for regional representatives could be organized for 2003-2004 for which gaming funds could be applied. She also suggested the application for award money, which could be forwarded on to UBC-SLAIS. Erwin Wodarczak suggested an additional application be made for funds towards the publication and distribution of Archives Week (November) material.

Action: Lara Wilson to approach the Education Cmt regarding the creation of a gaming application for funds for a strategic planning/training session for regional representatives to be held over two days in February 2003.

Audit Update (Handout Provided): Carrie Stevenson also passed along a suggestion made by the auditors who recommended that the purpose and goals of the AABC and its programs be included in any application made to either a funding or audit agency. This would allow an informed user to better understand what the mandate and functions of the AABC. Such information could be taken from the AABC website (see handout). With Executive approval, Karen Blimkie will include present this information (see handout) in the auditor's report. Executive approval granted. Carrie informed the Executive that the audit is now in progress, after approval at the AABC General Meeting. We can expect the results by the next meeting.
5. President's Report

Recent Meetings: Lara Wilson met with Provincial Archivist, Gary Mitchell on June 20, 2002. She also attended a recent South Vancouver Island Regional Meeting in Oak Bay at which Jan Turner made a presentation. On June 14th, 2002 Lara attended a Finance Cmt meeting. All meetings were informative and very enjoyable.

6. Committee and Program Reports

6.1 Education

Lara Wilson presented Jane Turner's Cmt report. Jane is incoming Education Chair, taking over from Linda Wills. As mentioned, Jan Turner made a presentation at the South Vancouver Island Regional Meeting, and to a small group of archival enthusiasts in Uclulet.

Recent Developments: Jan Turner is currently working on developing distance education and database courses for archivists. As well, she is setting up an introductory course to archival practice for interested members of the Spallumcheen Band. It is believed that the provision of such introductory courses will allow the AABC to generate some much needed revenue. Jan is also in the process of developing a professional development course for the 2003 AABC Conference in Nanaimo, and is looking to increase the active membership for the Education Committee.

6.2 Grants

Kathy Bossort, incoming Chair of the Grants Cmt, reported that her predecessor, Laura Cheadle, had nothing to report.

CAIN Funding: Carrie Stevenson mentioned that CAIN funding for the Itinerant Archivists positions have been delayed, and the AABC will likely not receive any monies until August.

6.3 Membership

Membership Stats Update: Erica Hernández, the liaison to the Membership Committee, reported that as of June 27, 2002, 178 AABC members have renewed their membership: this figure is slightly over the estimated halfway point in total membership renewals.

Erica Hernández presented the most recent membership statistics (June 27, 2002) as taken from the Membership database.

7 Honourary Life (same from May 2002 AGM)
1 Honourary Patron (same from May 2002 AGM)
72 Institutional (down 29 from May 2002 AGM)
28 Associate Institutional (down 13 from May 2002 AGM)
5 Sustaining (down 6 from May 2002 AGM)
40 Individual (down 47 from May 2002 AGM)
24 Student/Volunteer (down 29 from May 2002 AGM)

177 Members in total
(plus one "unofficial category" for our Newsletter - makes 178 members in good standing in the dbase)

2002-2003 Executive Committee minutes – Archives Association of British Columbia
The membership numbers reported at the AGM in May were as follows:

7 Honorary Life  
1 Honorary Patron  
101 Institutional  
41 Associate Institutional  
11 Sustaining  
87 Individual  
53 Student/Volunteer  
301 TOTAL

Membership Renewals and Mail-Out Update: During the first week in July, Dovelle Buie, Chair of the Membership Committee, and Chris Hives will be co-ordinating the mail out of membership Renewal Reminder Notices and Receipts and hard-copy newsletters. She will then separately send Renewal Reminder Notices and Receipts to those members who receive e-newsletters. Dovelle Buie expects to receive an additional 124 renewals after the reminder notices go out in the next few weeks, and is not worried about current renewals figures.

Survey Update: Erica Hernández presented the Executive with a hand-out listing the institutional members who have renewed so far and said "no" to the receipt of grant information via e-mail (a total of 26); as well as those renewed members who have said "yes" (a total of 46).

Bequests: Carrie Stevenson suggested that information on bequests be made available on the AABC website. It was felt more effort was needed to stress that this organization is a non-profit association and that tax receipts can be issued for all monetary donations over $20. Lara Wilson moved and Carrie Stevenson seconded the inclusion of this information on the website.

Action: Erica Hernández to take this suggestion to the Membership Cmt and to suggest the inclusion of a donation form in the next newsletter.

6.4 Conference Program

Erwin Wodarczak had nothing to report from Lisa Beitel, incoming Conference Program Chair, who is currently establishing this Cmt.

Local Arrangements: Erwin Wodarczak informed the Executive that Christine Meutzner, Chair Local Arrangements, has booked a banquet room for the AABC's 2003 Nanaimo conference. Her next step is to contact the Program Cmt to determine how many rooms are needed.

6.5 Internet

Erwin Wodarczak presented Heather Gordon's Cmt report.

Archives Marketplace: The Archives Marketplace, the new AABC website advertising initiative, was launched earlier this month with our first advertiser Archivia Enterprises. The Marketplace is located at http://aabc.bc.ca/aabc/marketplace.html. A second advertiser has been lined up and will be included upon payment.
**Network Co-ordinator Report:** Erwin Wodarczak informed the Executive that Bill Purver's quarterly report will be available in a few weeks as he has been kept very busy putting up new RAD descriptions on BCAUL. To date there are approximately 10,000 descriptions available on this site. Bill is also working on including series level descriptions on BCAUL and putting the BC Thesaurus on-line. The test version of the thesaurus is available at [http://pender.aabc.bc.ca/aabc/bcthesaurus.pdf](http://pender.aabc.bc.ca/aabc/bcthesaurus.pdf).

**CAIN Co-ordinator Report:** Erwin Wodarczak informed the Executive that Ann Carroll has sent a letter regarding the digitization equipment purchase program submission guidelines and timelines to all institutional members. The deadline for submissions is July 31, 2002. Ann also reported that once CAIN funds are received (most likely in August), Bill Purver and Heather Gordon will contact the two candidates for the Itinerant Archivist positions and send their contracts to the Executive for approval.

### 6.6 Preservation

Christine O'Donnell had nothing to report from the BC Archival Preservation Service.

### 6.7 Institutional Standards

**Congratulations:** Lara Wilson reported that this Cmt has completed its mandated publication and has since been dissolved. Lara thanked this Cmt for their hard work and for a job well done.

### 6.8 PAAL

**Poster Development:** Lara Wilson presented Peter Johnson's report. The PAAL Cmt has received a modest quote for Archives Week poster production by the City of Surrey and requires Executive approval to proceed. Erwin Wodarczak moved and Kathy Bossort seconded the motion to proceed with poster production.

**Archives Week:** On a June visit to Victoria, Carrie Stevenson and Barbara Towell met with BC Archives representatives and the Friends of the BC Archives. From this meeting it was determined that the BC Archives "Archives in Your Attic" event (Saturday November 23, 2002) will run in conjunction with the AABC's Archives Week. Assistance will be provided by the Friends of the BC Archives, and the event will be noted as an AABC initiative.

### 6.9 Newsletter Editorial Board

Erwin Wodarczak informed the Executive that due to time constraints, Bob Edwards has not yet been able to assume his duties as Newsletter Editor, so Chris Hives is continuing as Editor for the Summer Issue. Bob will take over in time for the next issue. The Summer Newsletter is being compiled and will be published in early July.

Lara Wilson presented a question for the Newsletter Editorial Board: Would it be possible to create the newsletter in a PDF file? Lara Wilson suggested that such a file may encourage members to print off the entire file at one time as currently a member must print off every article separately. The AABC would still need to produce hard copies for those members who did not have internet access; however, it was suggested that the Association may save on postage fees if such a format could be applied.
**Action:** Erwin Wodarczak to approach Bob Edwards with a request for information comparing the time and costs of making the AABC newsletter a PDF file vs. the time and costs of maintaining large-scale hard copy production and mail-out fees.

**7. Other Business**

"Archives Camp": Erwin Wodarczak presented the Executive with a flyer received in the AABC mailbox from the Monson Free Library Museum and Archives Institute in Massachusetts. Billed as an "Archives Camp" hosted at a rural boarding school. Erwin suggested that the AABC could use a similar thematic approach to its own future conferences.

**8. Adjournment**

Lara Wilson moved to adjourn the meeting, Erica Hernández seconded. Motion carried. Meeting was adjourned at 4:20 pm.

**AABC Executive Committee**
**Meeting Minutes: 21 September 2002**

Executive of the Archives Association of British Columbia
Location: Delta Museum and Archives - Delta, B.C.

**Present:**
Lara Wilson, President
Erwin Wodarczak, Vice President
Kathy Bossort, Institutional Member-at-large
Christine O’Donnell, Individual Member-At-Large
Erica Hernández, Secretary

**Guest:**
Karen Blimkie, Financial Manager

**Regrets:**
Carrie Eirene Stevenson, Treasurer

**1. Approval of Agenda:** Approved

Meeting was called to order at 1:47 pm.

**2. Approval of Minutes of 28 June 2002 Executive Meeting:**

Lara Wilson moved to approve the minutes. Kathy Bossort seconded the motion. Motion carried.

**3. Business Arising**
3.1 Secretary's Report

Award Distribution:
The Executive was concerned that two Willard Ireland Prizes had been awarded as only one is to be awarded per year. Lara Wilson contacted the UBC Awards Office regarding awarding procedure and this error has been corrected - only one prize was awarded.

Canadian Almanac & Directory:
Erica Hernández reported to the Executive that the AABC's basic entry information has been submitted.

Kudos from Fort Steele:
The following note of praise was included in the membership renewal form from Fort Steele:

"Dear Membership Committee...We do appreciate the advocacy and grant dispersal work that you do for us. These are very hard times so please keep up your efforts to advance the value of archives."  - Derryll White, Curator/Archivist, Southern Interior Region

4. President's Report

Strategic Planning Session -- February 2003:
The Executive determined that a Strategic Planning Session is needed regardless of whether gaming funding is received. Future directions for AABC programmes and services will be a topic at this meeting. Lara Wilson requested volunteers to co-ordinate this meeting.

Action: Kathy Bossort volunteered to co-ordinate the billeting arrangements and meeting site co-ordination. Erica Hernández offered to co-ordinate the agenda of this meeting.

Terry Reksten Memorial Fund -- distribution request from Evert Moes:
Notification of this fund was made available to AABC members. Lara Wilson will participate in the adjudication process.

Action: Lara Wilson will send Minister Santori a copy of the Fall AABC newsletter in order to keep him up to date on AABC activities.

ARMA Collaboration:
Lara Wilson was approached by ARMA regarding the potential joint facilitation of activities. Such activities could include the inclusion of Nanaimo-based ARMA members into our 2003 conference.

Action: Lara Wilson will inform the Conference Chairs about this offer of joint-based activities.

5. Treasurer's Report

Financial Update from AABC Financial Manager, Karen Blimkie
The AABC financial outlook was on-track until the CAIN cuts came into effect. Karen Blimkie presented financial statements for the month of August.

Motion: Lara Wilson moved to approve the financial statement presented by Karen Blimkie. Erwin Wodarczak seconded. Motion carried.
Charitable Returns
Karen Blimkie reported that the AABC's T30-10 - charitable return has recently been sent off via registered mail.

Grant Applications and Timing of Executive Involvement:
Kathy Bossort is meeting with the CCA during the last week of October. In light of recent cuts to CAIN funding, there is no benefit to requesting the compilation of draft grant applications from the various committees. If money is not available, the Education Committee will be hit hardest due to lack of matching funds. Therefore instead of preliminary planning, Karen suggests a meeting of the Education Committee to make some difficult decisions on how to handle up to a 50% reduction in funding (worst case scenario planning). If funding is available grant-writing Sub-Committees should be prepared to meet mid-Nov. to the beginning of Dec.; the Executive should meet after planning has been complete.

Conference Database Work:
Karen Blimkie reported that for the 2001 Victoria conference she did cheque entry and registrations and then sent these figures on to the conference co-ordinator. As money for this service may not be available this year due to CAIN cutbacks, the Executive must determine how to manage database work. This decision needs to be made in New Year.

Gaming Commission Update:
Lara Wilson completed and sent off a gaming application. Funds requested: $500 for Archives Week, $2,000 for publication and expenses, $3,500 for strategic planning of regional reps meeting in New Year (Feb. 2003). A total of $6,000 was requested; it was decided that a modest amount had a better chance of being approved.

6. Committee and Program Reports

6.1 Education

Resignation & Congratulations:
Lara Wilson announced the resignation of Jan Turner, AABC’s Education and Advisory Archivist. Her resignation, effective August 19, 2002 was submitted upon her appointment to a teaching position within the M.A.S. programme at U.B.C. The Executive would like to congratulate Jan on her recent appointment, and thank her for all her excellent work for the AABC and its members. Jane Turner, Chair of the Education Committee, is currently looking for a new contractor.

The Education Committee asks the Executive's approval of Francis Manbridge's appointment to the Committee.

Motion: Lara Wilson moved to approve this membership appointment. Christine O'Donnell seconded the motion. Motion carried.

Creation of Sub-Committee:
Jane Turner is hoping to establish a small sub-committee to act as a sounding board for new education curriculum.

Workshop Plans:
Jan Turner had planned a large workshop with a First Nations Band near Enderby. Now that she has left,
Patti O'Byrne has offered to facilitate this proposed 20 people/5 day workshop, only it will be condensed down to 3 days. If we do have Education & Advisory Archivist by this time, this workshop would be good starting point.

6.2 Grants

Membership:
Kathy Bossort reported that all members of the Grants Committee have been contacted and most will return from last year. One member is still outstanding and will confirm or deny their membership soon.

6.3 Membership

Membership Database:
Dovelle Buie has raised a number of concerns regarding the time demands required of the Membership Chair. The operation of this committee must be re-considered as the co-ordination of AABC membership is becoming overwhelming in terms of required time commitment. Dovelle Buie suggested asking Karen Blimkie to take on some of the financial responsibilities associated with Chair duties, such as cheque processing and issuing of receipts (tasks to be based upon a model utilized by the BCMA). Erica Hernández suggested the possibility of creating two Membership Chairs, or Co-Chairs, in order to divide up the work.

Action: Karen Blimkie to look into the possibility of co-ordinating these two activities into her work schedule.

Membership Stats Update:
7 Honourary Life
1 Honourary Patron
74 Individual
9 Sustaining
35 Student/Volunteer
38 Associate Institutional
94 Institutional
258 'Paid' members in total
[Unofficial category of Newsletter = 1]

With the inclusion of 20 students who will be granted free memberships sometime this month, AABC membership numbers will be up to 279.

Donation/Bequest Form:
Erica Hernández reported that the Finance Committee is still working on the format and content of a donation/bequest form. Once completed it will be forwarded on to the Membership Committee to be distributed with the next mailout.

Publication of Membership Directory:
The AABC Directory will be produced in October 2002 once student memberships have been received.

Institutional Membership:
Four Institutional Membership applications have been sent out although none have been returned.

2002-2003 Executive Committee minutes – Archives Association of British Columbia
Institutional Membership Survey Concerning E-Correspondence for Grants:
During the March 2002 spring mailing, pink query slips were sent out to members to ask them to consider agreeing to receive grant information electronically. Of the 89 members who received this letter, 54 said yes to receiving information electronically, while 35 said no or did not respond.

Membership to B.C. Historical Society:
Lara Wilson suggested that we renew our membership with the BC Historical Society. Karen Blimkie will renew this membership as soon as a renewal form is received.

6.4 Conference Program

Nanaimo Conference Planning:
Lisa Beitel met with Christine Meutzner on Vancouver Island last month to discuss conference plans. Lisa is currently brainstorming ideas for sessions and a conference theme around the idea of the plight of small institutions and how they can make their mark. With this theme in mind, sessions on funding and grants; user education; and digitization projects may be offered. She is still working on speakers and workshops - tasks which are also dependent on the hiring of a new Education and Advisory Archivist. Christine has booked reception, banquet and session rooms. The opening reception will be held in the Opera Room of the Dorchester Hotel on Thursday April 24, 2003 from 6pm to 8pm. The hotel's address is 70 Church St. Nanaimo.

Call for Conference Papers:
A call for conference papers will be issued in October.

Action: Lara Wilson is to extend invitations to The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia and Sandy Santori, Minister of Management Services to invite them to our upcoming conference.

6.5 Internet

CAIN Funding Cuts:
The AABC (along with every other provincial and territorial council) is being asked to cut 20% from the CCA grant funds approved for this fiscal year. The Internet Committee has already contacted the person responsible for each approved project to ascertain whether or not they have started their CAIN funded project and if so, how much money they have already spent and/or committed. The dollar figure the AABC is required to cut is $45,000.

The CAIN Equipment purchase programme will not be cut. All 2nd grant applications have been rejected outright; including the AABC's Itinerant Archivist programme. The CCA will not be able to relinquish available grant monies until they are notified by this Committee as to how these cuts are to be implemented. A deadline of September 27, 2002 has been set for the submission of CCA grant applications.

Heather Gordon has requested the following Executive authority: In order to meet the CCA deadline of Sept. 27th, she would like the Internet Committee to be empowered to decide its course of action for the reduction of grant monies as soon as the survey information has been compiled. This Committee will forward its recommendations to Lara Wilson and Erwin Wodarczak for final approval prior to CCA submission.
Motion: Erwin Wodarczak moved to give authority to Heather Gordon and the Internet Committee as outlined above. Christine O'Donnell seconded. Motion carried.

Action: Lara Wilson to contact CCA, asking how AABC can best express its support for CAIN and CCA to Heritage Canada.

Recommendations for Consideration:
1) Erwin Wodarczak proposed that the AABC begin lobbying the CCA for a change to the guidelines of the Control of Holding Special Projects programme. Recommendations for change should allow for a provincial global match similar to the one permitted in the CAIN guidelines. This change would allow for more flexibility in how grant monies could be spent.
2) Erwin Wodarczak proposed that the AABC change its application procedures for the 2003/04 year and submit CAIN grant applications to meet 2 requirements. The first application to request funding for the BCA Network and BCA Network operation requirements; while the second application would allow the AABC to hold 2 CAIN adjudications. This latter change would permit institutions to submit only 1 application.

Action: The Executive tabled these issues for now.

Website Content-Updating:
Erwin Wodarczak suggested that education and preservation contractors provide input to the "Archivists Toolkit" in an effort to maintain its relevancy.

Action: Christine O'Donnell and Lara Wilson to contact the Preservation and Education Committees and pass along this request.

Website Content-Design:
Erwin Wodarczak requested that the committees who request the uploading of specifically formatted special event pages be responsible for determining this new content. The Internet Committee should not be responsible for determining this content, rather, it should only be responsible for uploading the final product.

Action: Lara Wilson to contact Committee Chairs and inform them of this responsibility.

6.6 Preservation

CCI Workshop:
Rosaleen Hill recently hosted a CCI workshop at the Vancouver Public Library and all went well.

6.7 PAAL

Archives Week:
Peter Johnson reported that his Committee members have been working independently on Archives Week preparations since the last report:

- Barb Towell has completed planning and arrangements for an "Archives in Your Attic" event to be held Saturday November 23rd at the B.C. Archives.
• Peter Johnson has been working with Surrey Heritage Services’ Publicist, Dani Brown, to create an 'economy' 11'' x 17'' poster for mailing to all B.C. archives to publicize Archives Week.

• A total of 320 copies have just been printed by the City of Surrey printshop and will be available to AABC at a printing-only cost of 60 cents per poster.

• A new (and economic) "Archives Week" website is currently being prepared with Bill Purver's generous help.

• The Archives Week theme this year is "Celebrating 150 years of Public Education in B.C." Archives Week will run from November 17-23.

*Private Sector Privacy Legislation:*
On August 23, Lara Wilson and Richard Dancy (PAAL Committee) met with Chris Norman, Director, and Sharon Plater, Senior Advisor, of Corporate Privacy and Information Access Branch (CPIAB), Ministry of Management Services. This informal meeting was in response to an invitation to the AABC from Chris Norman, who is holding consultation meetings across the province regarding the proposed Private Sector Privacy Legislation. Among the issues discussed at the meeting were the scope of the legislation, retention, and disclosure as they pertained to private records held by archives. The meeting went well and Chris was receptive to our concerns. AABC will continue to update the membership on the legislation's progress, and welcome comments.

6.8 Newsletter Editorial Board

*Newsletter .pdf file:*
Bob Edwards asked the Executive to consider the possibility of changing the electronic format of the newsletter to a .pdf file in an effort to reduce the number of hardcopies that require printing and mailing. The Executive requires more information on this change in format.

*AABC Minutes:*
Bob Edwards has noted the inefficiency of inputing and tagging minutes twice - once for the website, and once for the newsletter. He is to contact Leslie Field for more information on this process.

7. Other Business

*Call for New Members:*
The Executive decided to submit a call for new members for the various AABC committees.

*Action:* Erwin Wodarczak to post this call to archival list-serves and on the AABC webpage. Erica Hernández to forward this call on to the BC-Muse list-serve.

*Greater Vancouver Regional Representative:*
Lynne Waller expressed an interest in becoming the AABC's Greater Vancouver Regional Representative.

*Motion:* Christine O'Donnell moved to accept Lynne Waller as a new regional representative. Erwin Wodarczak seconded the motion. Motion carried.
8. Adjournment

Lara Wilson moved to adjourn the meeting, Erwin Wodarczak seconded. Motion carried. Meeting was adjourned at 3:14 pm.

Next Executive Meeting:
Date: Saturday December 7, 2002
Time: 10:00 am
Location: UBC Main Library, Room 860 (across from UBC Archives office)

AABC Executive Committee
Meeting Minutes: 7 December 2002

Executive of the Archives Association of British Columbia
Location: Room 630, UBC Main Library, Vancouver, B.C.

Present:
Lara Wilson, President
Erwin Wodarczak, Vice President
Carrie Eirene Stevenson, Treasurer
Christine O’Donnell, Individual Member-At-Large
Kathy Bossort, Institutional Member-at-large
Erica Hernández, Secretary

Guest:
Lisa Beitel, Conference Program Committee Chair

1. Approval of Agenda: approved
Lara Wilson called the meeting to order at 10:44 am.

2. Approval of Minutes of 21 September 2002 Executive Meeting: approved

3. Business Arising

3.1 Outstanding Issues

Gaming Application
Lara Wilson reported that we are still awaiting the adjudication. Lara and Carrie completed an "Amendment to Application Form", as requested by the Gaming Policy and Enforcement Branch. The form indicates that upon dissolution, the AABC will transfer all unused gaming funds and assets purchased with gaming funds to the minister of Finance or another eligible charitable organization in BC.

Minister Santori
Lara Wilson sent the Minister a copy of the latest AABC newsletter.
CAIN Funding:
Lara Wilson has sent CCA the AABC's statement of intent for the BCAIN province-wide virtual exhibit project. She has not yet received word from Fred Farrell regarding the funding advocacy letter. Once received, this letter will serve to inform AABC's penned response to the CAIN cuts.

Action: Lara Wilson to contact Fred Farrell about this letter.

BC Historical Federation Membership
Lara Wilson reported that AABC's membership with this organization is up-to-date.

AABC Conference 2003 Invitations
Lara Wilson sent formal Conference invitations to Minister Santori and The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia. Minister Santori would most likely be unable to attend and no answer has yet been received from the Lieutenant-Governor.

CCA Control of Holdings Project
Lara Wilson reported that AABC held off on lobbying action for changes to CCA's Control of Holdings guidelines at this year's General Assembly (2002). The Internet Committee recommended we wait to see what happens in the New Year regarding funding.

Archivist's Toolkit
Lara Wilson reported that she had spoken to the Education Committee about maintaining the relevancy of the online Archivist's Toolkit.

Newsletter Production
Lara Wilson reported that the decision to produce the newsletter in a PDF file is still being deliberated.

Terry Reksten Fund Award
Lara Wilson reported that the Aldergrove Heritage Society won this competition. Lara recommended that an AABC representative meet face to face with the Friends of the BC Archives' Executive for the adjudication process.

3.2 Secretary's Report

BCMA Conference Report
Erica Hernández reported that the BCMA Conference (October) was very informative and offered many sessions that were of great use to the small institution.

Strategic Planning Session - February 2003
Erica Hernández reported that she has received only a couple of responses to her call for input into this year's session topics. She will therefore repeat a call for interest and hopes to have a session draft prepared by the end of December.

4. President's Report

Proposed ACA-AABC Mentorship Programme
Lara Wilson reported that the ACA Membership Committee (Chair, Jennifer Mohan) has offered to take on the activity of organizing and facilitating a local archivists mentorship program at SLAIS.
Surrey Archives, MINISIS and the BC Thesaurus
Lara Wilson brought the Executive up-to-date on this situation and informed them that a draft agreement has been drawn up which asserts AABC copyright over the content of the BC Thesaurus. Both Surrey Archives and MINISIS, which is adapting the Thesaurus for Surrey's new archives management system, have been informed of this necessary agreement.

BC Archives Integration into the RBCM
Lara Wilson discussed with the Executive AABC's response to this situation.

**Motion:** Lara Wilson moved that AABC write a letter outlining the Association's concerns regarding the integration, Erwin Wodarczak seconded the motion. Motion passed.

**Action:** Lara Wilson will draft letter.

5. Treasurer's Report

Financial Reports
Carrie Stevenson reported that AABC is up-to-date in compiling its financial statements for the 2002 year.

Archives Week Poster
Lara Wilson informed the Executive that she had authorized payment to Peter Johnson of the Surry Archives and PAAL Committee Chair for the production of the 2002 Archives Week poster.

BC Heritage Trust
Carrie Stevenson reported that the AABC may be able to secure future funding from monies offered by BC Heritage Trust.

General Fund Allocation
Carrie Stevenson proposed the separation of particular funds from the General Fund in an effort to maintain funds designated for particular programs. Her motivation for this separation was to ensure that future Executives were aware of past funding designations. The Executive would not support this proposal but suggested that more of an effort be given to maintaining good documentation of past events and future plans in order to assist future Executives.

Budget Approval
Carrie Stevenson reported that as money was saved from not being able to offer the Education and Advisory Service this year, money will be available for both the ANS and EAS programs for next year. She notes however, that this budget is not sustainable. The budget proposals for the 2003/2004 fiscal year were presented to the Executive. The ANS requires $17,900 in hard dollars. With this amount the ANS contractor will operate at almost 100% of 2002/2003 levels at 2.5 days per week - the minimum required by the Internet Committee. The EAS requests $4,500 and its contractor will operate at approximately 45% of 2002/2003 levels. Two BCAPS budget scenarios were presented: the first with the contractor operating at 75% of the 2002/2003 budget level; the second at 65% of the 2002/2003 budget level.

**Motion:** Carrie Stevenson moved to approve the 2003/2004 ANS budget. Erwin Wodarczak seconded. Motion carried.
Motion: Carrie Stevenson moved to approve the 2003/2004 EAS budget. Kathy Bossort seconded. Motion carried.

Motion: Carrie moved to approve BCAPs budget scenario #2 on a tentative basis - provided 10% of BCAPS funds can be moved to Control of Holdings. Christine O’Donnell seconded. Motion passed.

6. Committee and Program Reports

6.1 Education

2003/2004 Education Program
Jane Turner's report, presented by Lara Wilson. In the face of current fiscal realities, the Education Committee is planning to limit their 2003/2004 program to an average of two days per week. The Education Advisor will focus primarily on the development of distance education sessions, and will promote arrangement and description, and the development of finding aid systems. The Education Advisor will also tailor portions of the core curriculum to institutions and regional group meetings, so as to focus on local needs for demonstration, discussion and learning.

Given the current fiscal realities, the Committee recommended that the Executive get broad input from AABC members before the 2003 AGM on how best to restructure the AABC’s three programs (Network, Preservation and Education).

The Committee recommended the following changes to fees for core workshops:

Member Rates:
$45 for a one day workshop
$90 for a two day workshop
$135 for a three day workshop

Non-member rates, including a one-year individual membership in the AABC:
$95 for a one day workshop
$140 for a two day workshop
$185 for a three day workshop

Motion: Carrie Stevenson moved to approve this change in fees. Kathy Bossort seconded. Motion carried.

Institutional Members' Attendance at Specialized Workshops
The Education Committee proposed the following attendance policy for specialized workshops: "In order to ensure space for individual members at specialized workshops there will be a limit of one registrant per institution at institutional and associate member rates".

Motion: Lara Wilson moved to approve this change. Erwin Wodarczak seconded. Motion carried.

6.2 Grants

CCA General Assembly
Kathy Bossort represented the AABC at the CCA General Assembly on October 26-27, 2002. She
forwarded a report on the meeting's proceedings to the AABC Executive, Friday November 1, as well as attended the AABC Internet Committee meeting, November 6, to report specifically on CAIN.

Notification to Institutional Members
Kathy Bossort reported that all institutional members have been notified of the availability of, and changes to, the CCA guide and forms for the Control of Holdings program for 2003/2004. The deadline for receipt of applications is December 20, 2002.

Committee Members
The AABC Executive was asked to approve the Grants Committee membership list: Kathy Bossort, Chair; Ann Carroll; Laura Cheadle; Chris Hives; Francis Mansbridge; and Christine O'Donnell.

Motion: Lara Wilson moved to approve this membership. Carrie Stevenson seconded. Motion carried.

Adjudication of Control of Holdings Applications
The Grants Committee will adjudicate the CCA Control of Holdings program applications Monday, 6 January 2003 at the Delta Museum and Archives.

Past CCA Control of Holdings Monies
The AABC Executive asked the Grants Committee to report on the amount of money in Control of Holdings available for projects proposed by AABC institutional members over the past few years. Kathy Bossort provided the Executive with these past grant adjudication statistics for 2000/2001, 2001/2002, and 2002/2003.

6.3 Membership

Membership Statistics
Dovelle Buie's report presented by Erica Hernández. The latest membership statistics are as follows:

2002 AABC Membership Numbers
95 Institutional
40 Associate Institutional
7 Honourary Life
1 Honourary Patron
10 Sustaining
77 Individual
51 Student/Volunteer
281 TOTAL (282 Total = with the newsletter category)

2001 AABC Membership Numbers
100 Institutional
41 Associate Institutional
7 Honourary Life
1 Honourary Patron
10 Sustaining
87 Individual
53 Student/Volunteer
299 TOTAL (300 Total = with the newsletter category)

2002-2003 Executive Committee minutes – Archives Association of British Columbia
The current numbers include the new first year MAS students. Membership is down from 2001 by 9 members.

6.4 Conference Program

Conference Planning Update
Lisa Beitel presented the Conference Program report to the Executive. Conference plans are currently on schedule; letters of invitation have been sent off to potential plenary speakers; Jan. 15, 2003 is the next deadline for the submission of session papers. A conference write-up is to be included in the December 2002 Newsletter issue. Jane Turner has confirmed 2 of 3 workshops to be offered at the conference, including 2 proposed half-day workshops. Christine Meutzner has booked the sites for the opening reception and banquet, and has arranged for conference attendees to book rooms at the conference hotel for $69 per night. Entertainment for the special events is still being worked on. Pre-conference workshops will be held at the CIBC Arts Centre.

Travel Subsidy
The Executive informed Lisa Beitel that travel subsidies will be offered to all delegates who meet the AABC's travel subsidy requirements.

Registration Procedure
Lisa Beitel proposed the following change in conference registration procedure: Christine Meutzner will set up an ACCESS database to input conference registrant information and delegates will be asked to send their forms straight to Nanaimo. This information will then be localized at the conference site making registration issues easier to manage, as well as saving the time and cost of having Karen Blimkie do this work - as has been the past custom. All conference cheques will be sent to Karen Blimkie once received by Christine. The Executive was in agreement that this was an efficient and necessary change in registration procedure.

Conference Budget
Lisa Beitel presented the Executive with a proposed budget for the 2003 AABC Conference.

Motion: Lara Wilson moved to accept this budget. Christine O'Donnell seconded. Motion carried.

6.5 Internet

Digital Memories Program
Erwin Wodarzak presented the Internet Committee's CAIN application for the Digital Memories program. This proposal will essentially support the development of a province-wide exhibition initiative aimed at presenting the themes of ethnicity and culture in BC, genealogy and the family in BC, immigration and settlement in BC and Protest in BC to an audience base of kindergarten - grade 12 students. Support for this initiative will allow for the creation of a digital image database on a province-wide basis, as well, it will also assist individual archives in their own digitization process.

Itinerant Archivist
The Internet Committee has determined to resubmit their CAIN application for an itinerant archivist.
West Vancouver Community Archives Project

The West Vancouver Community Archives has recently received $1600 in funding for a re-description project. Once revised these new fonds descriptions will be included in BCAUL.

6.6 Preservation

Dorothy Lawson's report presented by Christine O'Donnell. The Preservation Committee is currently in-line with its planned budget and members are aware that additional budget cuts are looming.

Lara Wilson recommended the AABC publicize to its members the availability of CCA grants for preservation workshops.

Action: Christine O'Donnell to find out more on CCA grants and publicize this information to AABC members, if time allows.

6.7 PAAL

"Archives in Your Attic"

Carrie Stevenson reported that the November "Archives in Your Attic" event at the BC Archives was a success, with lots of public interest and media coverage. This Committee's intent is to hold it again next year.

Private Sector Privacy Legislation

Lara Wilson briefly reviewed the private sector privacy legislation brief drafted by Richard Dancy and amended by Ian Forsythe, which had been previously forwarded to all Executive members. The Executive was happy with this brief, and was informed that more AABC input may be required as this draft legislation is developed. This brief will be included in the next AABC newsletter.

6.8 Newsletter Editorial Board

Erwin Wodarczak presented the Board's report. Bob Edwards is currently looking to include student papers, an article by Gary Mitchell on the BC Archives / Royal BC Museum "merger", and private sector privacy legislation in the next newsletter. The Newsletter Editorial Board has plans to meet to discuss the possible revamping of the newsletter.

Action: Lara Wilson to send Bob Edwards samples of other institutional newsletters to contribute to this discussion on restructuring the AABC newsletter.

7. Other Business

Date for Strategic Planning Session

Kathy Bossort proposed holding the strategic planning session at the Delta Museum and Archives in March as opposed to February. This change in date would allow for easier road travel for participants from the Interior, as well, the ideas generated at this meeting would remain fresher in the minds of participants for the April AABC Conference. Kathy still has to determine an exact date for the March meeting.
8. Adjournment

Lara Wilson moved to adjourn the meeting. Erwin Wodarczak seconded. Motion carried. Meeting was adjourned at 2:00 pm.

Next Executive Meeting:
Date: Saturday January 11, 2003
Time: 10:30 am
Location: Room 630, UBC Main Library

AABC Executive Committee
Meeting Minutes: 11 January 2003

Executive of the Archives Association of British Columbia
Location: Room #830 Main Library, UBC - Vancouver, B.C.

Present:
Lara Wilson, President
Kathy Bossort, Institutional Member-at-large
Erica Hernández, Secretary
Carrie Eirene Stevenson, Treasurer

Regrets:
Christine O’Donnell, Individual Member-At-Large
Erwin Wodarczak, Vice President

1. Approval of Agenda: Approved

Lara Wilson called the meeting to order at 10:46 am.

2. Approval of Minutes of 7 December 2002 Executive Meeting: Approved

3. Business Arising

3.1 Outstanding Issues

Gaming Application

CAIN funding
Lara Wilson corresponded with Fred Farrell from CCA, and reports that the long awaited CCA advocacy letter to the Federal Government regarding CAIN funding cuts has not yet been done. It was hoped that this letter would serve to inform the AABC in its own penned response. Such assistance has been provided by ACA President Bryan Corbett, who provided Lara with copy of the ACA letter concerning CAIN funding cuts.
Action: Lara Wilson to contact the archival associations of Manitoba, Alberta and Ontario regarding any letters they may have drafted on the importance of CAIN funding and their concern over funding cuts.

BC Archives - RBCM Amalgamation
On behalf of the AABC, Lara Wilson wrote a letter in response to this sudden merger, and sent it off on December 23, 2002. After much discussion, the Executive decided that in order to properly gauge the impact of the situation, the AABC should contact the BCMA, the BCGS, the BCHF, and the Friends of the BC Archives.

3.2 Secretary's Report
Carrie Stevenson informed the Executive that the son of Chief Ron Ignace, Skeetchestn, and President of the Secwepemc Cultural Education Society of Kamloops passed away suddenly in December.

Action: Lara Wilson to send Chief Ignace condolences on behalf of the AABC.

4. President's Report

Website Donation Form
Lara Wilson suggested that the write-up on the donation form currently posted on the AABC website should be re-written to generalize the wording. This effort would ensure its availability to anyone, not just AABC members.

Action: Erica Hernández to ask the Membership Committee to look at rewording this section.

Submission to the ACA Bulletin
It was suggested that the AABC submit its letter regarding the Royal British Columbia Museum Trust to the ACA Bulletin.

Action: Lara Wilson will forward offer this letter for submission.

BC Heritage Week
The BC Heritage Society's annual Heritage Week will be held February 17-23, 2003.

Action: Lara Wilson to ask Erwin Wodarczak to request an electronic announcement of this event from the BCHS, in order to post it on the AABC website.

Letter re: Heritage Resource Centre
The Executive was in favor of sending a letter regarding the upcoming closure of the Heritage Resource Centre. The Heritage Resource Centre (in the Ministry of Community, Aboriginal and Women's Services, as part of the Heritage Branch) is a government library, which holds the permit reports and other research reports about archaeological, heritage and traditional use sites in BC. These reports are used by First Nations researchers, archaeologists and resource managers and are part of the government's legal records about heritage sites.
**Action:** Lara Wilson to ask Erwin Wodarczak to draft a letter regarding this closure to the CAWS Minister George Abbott, and The Honourable Stan Hagen Minister of Sustainable Resource Management. This letter will then be copied to the Union of B.C. Indian Chiefs.

5. **Treasurer's Report**

5.1 **Financial Statements**
Carrie Stevenson submitted financial statements for November 2002. December's statements will be forwarded to the Executive as soon as they are ready.

5.2 **Travel Subsidy**
Carrie Stevenson recommended that the Travel Subsidy form be revamped in order to encourage attendees to apply, and to submit economical applications. The Treasurer would like to ensure these guidelines are clearly stated and sent with any outgoing Conference package.

5.3 **Conference Speaker Fees**
Carrie Stevenson also stressed the need to ensure session speaker fees are confirmed in writing prior to conference. It was also suggested that all session technical requirements be established before the conference begins.

5.4 **CCA Reimbursement**
Lara Wilson has established the amount of money, which must be returned to the CCA. Karen Blimkie will cut a reimbursement cheque in this amount and submit it to the CCA.

5.5 **2003/04 Budget**
Carrie Stevenson informed the Executive that the 2003/2004 budget needed to be drafted in February. She then requested that any budgetary suggestions be sent to her by the end of January in preparation for February's Executive meeting.

5.6 **Grant Budget Analysis**
Lara Wilson presented the grant budget analysis compiled by Karen Blimkie. This analysis will be discussed in detail at the next Executive meeting along with time budget planning for the next fiscal year.

6. **Committee and Program Reports**

6.1 **Education**

*New Appointment*
Lara Wilson announced the appointment of Patti O'Byrne to the position of Education and Advisory Contractor Archivist. Ms. O'Byrne's contract runs Jan. 13 to March 31, 2003 and among her first tasks will be the finalization of the distance education program.

*Workshop Subscription*
Lara Wilson informed the Executive that the "Photographic Copyright" workshop is now fully subscribed.
6.2 Grants

*Adjudication of CCA Control of Holdings Application*

Kathy Bossort presented the adjudication results of 2003 CCA Control of Holdings applications. Deliberations were held at the Delta Museum and Archives on Jan. 6, 2003. Applications numbered 21 for a total funding request of $135,196.28. From these numbers it was obvious that the Control of Holdings monies were oversubscribed this year and as most of the applications received were very good it was very difficult to make decisions. With only $37,051.40 in CCA funds available, several institutions were asked to decrease the amount of funds being requested, and as a result 10 applications were accepted.

*Mandate Extension*

The Grants Committee is set to meet in early May to discuss membership drives. As well the Committee also needs to discuss the potential of enlarging its mandate to include general fund research.

6.3 Membership

*AABC Membership Update*

Dovelle Buie's report presented by Erica Hernández. Membership statistics are up slightly from Decembers report, however they are still lower than the previous year.

*Chairship Succession*

The Membership Committee is wondering if the Executive has discussed chairship succession. The Executive is to discuss new prospects for next year's chairship positions in Feb. Executive members were asked to create their own list of candidates.

**Action:** Lara Wilson to email a list of all available positions to the Executive for their consideration.

6.4 Conference Program

*Conference Program*

Lara Wilson presented Lisa Beitel's report on local arrangements and conference programming. Lisa Beitel has contacted Karen Blimkie regarding the new registration procedure for the Conference. As agreed at the last executive meeting, registrations will be mailed directly to Nanaimo Community Archives, allowing us to save on postal costs and cut-down on the number of people handling the registration forms and cheques, thereby also saving time. Christine Meutzner will set up a registration database and will take care of the corresponding registration paperwork. Once this is done, the cheques will then be forwarded to Karen for deposit in the appropriate AABC accounts.

The announcement for the 2003 conference, along with a call for papers and a preliminary program, has been issued. The deadline for submitting papers is January 15.

*The Honourable Iona Campagnolo, Lieutenant-Governor of British Columbia*

Lara Wilson informed the Executive that an RSVP has not yet been received from the Lieutenant-Governor's office.

**Action:** Lara Wilson to contact the Lieutenant-Governor's office to establish her attendance at this years conference.
6.5 Internet

*CAIN Applications*
CAIN applications are still being reviewed by CCA, which requested further information regarding some parts of the application. Heather Gordon consulted with the rest of the Committee, and drafted and forwarded a response to CCA.

*Archives Marketplace*
Heather Gordon and Bill Purver have re-drafted the web-advertising letter for the Archives Marketplace, and that will be sent next week. Heather is also ready to begin soliciting help to draft a BCANS business plan, beginning in late January or February.

6.6 Preservation

No report at this time.

6.7 PAAL

*Planned Giving Proposal*
Barb Towell asked the Executive to consider her suggestion for the development of a planned giving strategy. Ms. Towell noted that given the recent cuts to the AABC's operational budget, and the fact that the AABC has charity status, the Association can, and should, look for new funding sources in an organized and comprehensive manner. As part of her Advocacy Committee duties for the next year, Ms. Towell proposed that she could begin research and study into a Planned Giving Program, which would emphasize the AABC's educational and non-profit status. She also suggested using the AABC Newsletter and the Webpage as an integral part of the consistent promotion of this proposed program. The development of this strategy would take the form of two stages:

*Stage One:* Research and Study into Program feasibility. At the end of this stage, Ms. Towell would present the Executive with a report of her findings.

*Stage Two:* The Executive would consider the report, and recommend implementation or revision.

To begin this endeavor, Ms. Towell requires the purchase of at least one reference book on planned giving. The Executive was in favor of Ms. Towell's proposal for the development of a Planned Giving Program and is grateful to Barb Towell for the offer of her time towards this project.

**Action:** Lara Wilson moves to support the purchase of the requested book. Kathy Bossort seconded. Motion passed.

*Archives Week - CBC Vancouver*
Peter Johnson has received word from Geoff Wong of CBC Vancouver expressing his interest in Archives Week. This interest includes the potential of teaming up with CBC Vancouver in the production of a 50th anniversary CBC program, and promotion for Archives Week 2003. The Executive is very supportive of this potential.

**Action:** Lara Wilson to contact new chair to request that PAAL begin planning for this event.
Archives Week - AMIA
The Association of Moving Image Archivists is having its annual international conference in Vancouver the same time as Archives Week 2003. The Executive decided that the AABC should perhaps gear this year's Archives Week theme towards this conference.

**Action:** Lara Wilson to contact Peter Johnson and PAAL regarding this theme development.

### 6.8 Newsletter Editorial Board

Newsletter Editor Bob Edwards has sent all newsletter documents to Leslie Field for first mockup. Once complete, it will be submitted for the President's review.

### 7. Other Business

**AABC Regional Representatives**
The Executive was unclear as to what the Terms of Reference were for the Regional Representatives.

**Action:** Lara Wilson to ask Jane Turner to outline the existing Terms of Reference for the Regional Representatives.

**Strategic Planning Session**
Kathy Bossort informed the Executive that the date for the Strategic Planning Session has been confirmed as March 29, 2003 at the Delta Museum and Archives Board Room. Session attendees will consist of Regional Representatives and Committee Chairs.

Regional Representatives should be encouraged to hold meetings prior to this Strategic Planning Session in order bring their regional opinions to the forum. As well, they should be asked to encourage the AABC members within their regions to fill out the pending survey.

Session topics to include:
1. Future direction of the functions and services of the AABC
2. Future role of Regional Representatives and their participation in the dissemination of archival information to community members. (TOR changes, institutional standards)
3. Effective means of ensuring communication between members, within committees and between committees.

**Membership Survey**
The Executive determined the need to survey AABC institutional and associate institutional members regarding the future direction of programs and services. Survey to be mailed to Carrie Stevenson at her home where she will tally the results. The survey format will consist of yes and no questions, ratings from 1-5, some room for comments, and will be a length of no more than 3 pages.

**Action:** Erica Hernández to prepare a draft survey for Executive review.

### 8. Adjournment

Lara Wilson moved to adjourn the meeting. Erica Hernández seconded. Motion carried. Meeting was adjourned at 2:07pm
Next Executive Meeting:
Date: Saturday February 22, 2003
Time: 10:00 am
Location: Room #830, UBC Main Library

AABC Executive Committee
Meeting Minutes: 22 February 2003

Executive of the Archives Association of British Columbia
Location: Room #830 Main Library, UBC - Vancouver, B.C.

Present:
Lara Wilson, President
Erwin Wodarczak, Vice President
Erica Hernández, Secretary
Carrie Eirene Stevenson, Treasurer
Kathy Bossort, Institutional Member-at-large
Christine O’Donnell, Individual Member-At-Large

1. Approval of Agenda: Approved
Lara Wilson called the meeting to order at 11:15 am.

2. Approval of Minutes of 11 January 2003 Executive Meeting: Approved

3. Business Arising

3.1 Outstanding Issues

CAIN funding
Lara Wilson contacted Loryl MacDonald (AAO), Ian Moir (NWTCA), Tim Hutcheson (SCAA), and Jo-Ann Munn Gafuik (ASA) regarding their individual provincial/territorial council responses, or plans to respond, to potential CAIN funding cuts and changes to guidelines. Most other p/t councils had not yet sent letters to Heritage Canada. Erwin Wodarczak mentioned that the recent federal budget had proposed a 5 year cycle of review for all federally-funded plans.

Action: Lara Wilson to contact Fred Farrell, ACA within the next few weeks to monitor the progression of their response.

Letter of Condolence
Lara Wilson informed the Executive that on behalf of the AABC she sent Chief Ron Ignace, Skeetchestn, and President of the Secwepemc Education Society of Kamloops, and his family a card of condolence for the loss of his son.

BC Heritage Week
Erwin Wodarczak informed the Executive that he had received an electronic announcement of this event from the B.C. Heritage Society and has posted it on the AABC website.
**Letter re: Heritage Resource Centre**
Lara Wilson spoke with Kim Lawson (Librarian, Union of B.C. Indian Chiefs) who suggested that AABC and BCLA send a joint letter of response regarding our concerns over information management in the federal government, and the closure of the Heritage Resource Centre. Lara Wilson is awaiting a response from the BCLA regarding this suggestion.

**AABC Gaming Application**
Lara Wilson reported that the AABC's Gaming Application has been turned down. Under section 3.8.1(b) of the Terms and Conditions for Direct Access Grants ([http://www.pssg.gov.bc.ca/gaming/publications/terms-conditions/pdf/T_CsDA.pdf](http://www.pssg.gov.bc.ca/gaming/publications/terms-conditions/pdf/T_CsDA.pdf)) we do not qualify for funding if we have more than 50% of our previous year's operating expenses on hand in the form of unrestricted cash on investments. As well, internally restricted/committee funds must be for expenditures to be realized within 3 years of its original designation. As the AABC's 2002 balance sheet shows cash and cash assets at 57% of the 2001 operating expense we do not qualify for gaming funding.

Further to the strict time deadlines associated with this application process, Lara Wilson suggested that the President's work address, and not the General AABC PO Box, be submitted on any future gaming applications. She also suggested that the results of this year's application be re-visited by the new Executive.

**Letter re: BC Archives-RBCM Amalgamation**
Lara Wilson reported that our letter to Minister Abbott was received on January 3, 2003. According to the Minister's Administrative Assistant, their office had hoped to have a response issued by January 27. As their office is currently behind in its correspondence, a response is hoped for sometime next week.

**3.2 Secretary's Report**

**AGM Notice of General Meeting**
Erica Hernández informed the Executive that she is in the process of receiving and compiling end of year reports from Chair, Regional Representative and Executive members into the AGM Notice of General Meeting. The deadline for receipt of reports is set for Monday February 25th. Notices will be sent to members on the 3rd of March along with the Conference programme.

**City of Vancouver Archives**
Erica Hernández would like to extend the AABC's thanks to the City of Vancouver Archives for their generous permission to include a photo of Nanaimo's Bastion (ca. 1894) on the front cover of the 2003/04 AGM Notice.

**Clarification of Fee Allocation**
Erica Hernández requested clarification for the allocation of fees associated with the costs of duplication and postage for the combined AGM Notice and Conference Programme mail-out package.

**Action:** Carrie Stevenson to look into this allocation.

**4. President's Report**

**The Passing of Kent Haworth**
The AABC Executive expressed it sincere condolences over the recent passing of Kent Haworth in

2002-2003 Executive Committee minutes – Archives Association of British Columbia
December of 2002. Kent will be remembered for his tremendous efforts towards the enrichment of the Canadian archival community. In fact one of his last acts was for his profession - a strong letter supporting British Columbia's integrated Archives and Records Management programme in light of the recent amalgamation with the RBCM Crown Trust.

BCLA/AABC/ACA Student Mentorship Programme - Update
Lara Wilson reported that our contribution to this programme is currently on hold until the ACA Executive approves this initiative.

BC Archives Update
Lara Wilson reported that fees are being reviewed government-wide. AABC is concerned about introduction or increase of fees at BC Archives, including fees for Freedom of Information requests.

Kathy Bossort raised the question: Does the collections mandate of the new BC Archives conflict with the collections mandate of community archives with regards to personal records?

The Executive was made aware that this amalgamation was a fait accompli - no input from the provincial archival community was sought, nor could it have prevented this predetermined political outcome. The Executive awaits our reply from Minister George Abbott.

CCA General Assembly
The CCA has requested that provincial and territorial councils send strong representatives to the 2003 General Assembly in Ottawa. This individual must be identified prior to next General Assembly meeting.

Action: Erica Hernández to contact Wendy Hunt to determine if the AABC constitution and by-laws require amendment in order to allow a member other than the Institutional Member-at-Large (Executive or otherwise) to attend the General Assembly.

5. Treasurer's Report

Insurance Coverage for Directors
Carrie Stevenson suggested to the Executive that this coverage should be re-assessed by the newly elected Treasurer to ensure competitive rates are maintained.

Facilitation of Membership Invoicing and Receipts via Karen Blimkie
The Executive discussed the possibility of making Karen Blimkie responsible for the task of issuing membership invoices and receipts. This re-structuring would therefore remove some responsibility from the shoulders of the Membership Chair.

Motion: Carrie Stevenson moved to support a trial run of this task re-allocation for a period of 6 months. After this term, a progress report will be requested and this situation will be re-evaluated. Kathy Bossort seconded. Motion carried.

2003-2004 Budget
Carrie Stevenson presented the Executive with the proposed budget for the coming year.
**Motion:** Carrie Stevenson moved to approve the budget on the condition that more information on "publication expense" was provided and the contract renewal; Erwin Wodarczak seconded. Motion carried.

6. Committee and Program Reports

6.1 Education

*Education and Advisory Archivist Update*
Lara Wilson reported that Patti O'Byrne has settled in well and is doing a wonderful job. Patti is planning to attend the following AABC Regional meetings in March: Greater Vancouver, East Kootenay-Columbia, and the Okanagan. She has handled 21 education queries to date and is currently working with Jan on curriculum development and distance education.

*Travel Subsidy Form - Amendment*
The Executive was informed of Jane Turner's proposal to facilitate the initial claim assessment for the conference and strategic planning session. If the proposal is accepted, Bill Purver and Lisa Beitel would have to be informed that the address line on the travel subsidy form would need to be changed to Jane's home address.

**Motion:** Lara Wilson moved to accept this proposal. Kathy Bossort seconded. Motion carried.

6.2 Grants

*AABC CCA Grant Adjudication*
Kathy Bossort reported that the AABC's adjudication package has been sent to Ottawa. She has also sent letters to all applicants informing them of the adjudication decisions.

6.3 Conference Program

*The Honourable Iona Campagnolo, Lieutenant-Governor of British Columbia*
Erwin Wodarczak informed the Executive that the Honourable Iona Campagnolo has submitted her RSVP and will be able to attend the Nanaimo conference. It is presumed that we will receive more information regarding required protocol for this event.

*Conference Program & Registration Form*
Lara Wilson informed the Executive that Lisa Beitel has almost completed the conference registration form, and that this form and the conference program will be mailed out March 3.

*Roundtable Moderator*
Lara Wilson informed the Executive that she will act as moderator at the conference roundtable session that will be held prior to the AGM.

2004 AABC Conference
The Executive discussed potential host cities for the 2004 AABC Conference.

**Action:** Erwin Wodarczak to speak with Francis Mansbridge regarding the possibility of having North Vancouver host next year's conference.
6.4 Membership

*Membership Update*
Dovelle Buie's report presented by Erica Hernández. Membership statistics for 2002 are now frozen as membership applications are now being processed for 2003.

6.5 Internet

*Archives Marketplace*
Heather Gordon reported that she has sent second round web advertising letters to 16 vendors in an effort to promote the Archives Marketplace site. Heather Gordon and Bill Purver have been brainstorming re: BCAIN business plan and website and she intends to these plans with the Internet Committee this spring.

*Special Events Page*
Erwin Wodarczak proposed the following change be made to the overall design of the AABC website: "Archives in News" to be replaced by a "Special Events" page. Through this changeover members would be encouraged to send institutional special events for posting to this page.

**Motion:** Erwin Wodarczak moved to accept this proposal. Lara Wilson seconded. Motion carried.

*ACT-Cinemage Server Access*
Erwin Wodarczak reported receiving a proposal from ACT-Cinemage which would provide AABC members access to ACT-Cinemage web server ($5000 value) in exchange for a comparable tax receipt. This server access would allow archives around the province to virtually exhibit photographs via a searchable database format. The following Executive questions were raised: Who will provide maintenance for this database, as well as funds for a maintenance budget? How will member institutions be approached with such a proposal and what will their individual responsibilities be? What would future plans for this endeavor consist of if this agreement was no longer valid?

**Motion:** Erwin Wodarczak moved to approve the continuation of talks with ACT-Cinemage. Lara Wilson seconded. Motion carried.

6.6 Preservation

*Committee Update*
Dorothy Lawson's report presented by Christine O'Donnell. The Preservation Committee doing well and Dorothy is currently working on her end of year report. This Committee is interested in recruiting new members.

6.7 Newsletter Editorial Board

*Newsletter Update*
Erwin Wodarczak reported that the Winter 2003 edition of the AABC Newsletter was completed two weeks ago.
6.8 PAAL

Private Sector Privacy Legislation
Lara Wilson informed the Executive that draft legislation for provincial privacy legislation will be tabled this spring. AABC has not been asked for further consultation.

7. Other Business

Nominations, Elections and Appointments
The Executive discussed vacancies in the positions: Vice President, Individual Member-at-Large, Treasurer and Chair of Finance Committee, Membership Chair, Nominations and Elections Chair, PAAL Chair

Strategic Planning Session

Session Facilitator
Lara Wilson informed the Executive that 2 facilitators are currently being considered for the position of session facilitator. Discussion ensued regarding the merits of each and a decision was reached. Lara Wilson requested Executive approval to go ahead and contact and contract the chosen facilitator.

Motion: Kathy Bossort moved to approve this request. Carrie Stevenson seconded. Motion carried.

Action: Lara Wilson to arrange the contract with the chosen facilitator.

Session Agenda
The proposed agenda for this session was once again discussed and it was determined that Lara Wilson and Erica Hernandez will solidify this draft and the day's schedule.

1. Presentation of AABC's financial reality
2. Discussion of survey outcome and future direction of the functions and services of the AABC.
3. Future role of Regional Reps (TOR, new role)
4. Effective means of ensuring communication between members, within committees and between committees (continuity, shared workload).

Action: Lara Wilson and Erica Hernandez will solidify draft agenda.

Refreshments and Accommodation
Erica Hernández has secured morning and afternoon snacks for the delegates. Snacks donated by Snow Cap Enterprises, Ltd. of Richmond. Kathy Bossort has been giving delegates direction for accommodations, and has even offered to billet one Rep.

Kathy Bossort informed the Executive that Lux's Deli is willing to cater lunch for the one-day session for $5.50 per person (24 person maximum). This price includes sandwiches and 2 kinds of soup. Cost approved by Executive. Kathy Bossort also requested to obtain a lunch quote that included beverages.

Initial Survey Feedback
Carrie Stevenson has only received an estimated 17 responses. As a result Erica Hernández to notify participants that an extension of one week will be granted in an effort to encourage additional responses.
**Newsletter and Website Revenue**
Heather Gordon proposed the following means for the collaborative generation of newsletter and website revenue. For those vendors currently advertising in either or both media, this proposal would implement one increased fee for both media. Carrie Stevenson suggested that the financial management of this new fee structure could be the responsibility of the Finance Committee (i.e. invoicing and accounting); whereas, the actual solicitation of accounts should be the responsibility of a new joint committee comprised of Internet, Newsletter and Finance Committee members. The Executive agreed to discuss this proposal at the March Strategic Planning session.

**AABC Record Storage**
Erwin Wodarczak reported that UBC Archives is currently housing 20-25 boxes of AABC records that have been set for destruction and 10 scheduled for retention. The Archives is also housing an outdated fax machine and laptop on behalf of the AABC. Erwin Wodarczak would like Executive approval to proceed with the scheduled destruction, and to take the outdated equipment to a consignment shop and get what we can for it. The Executive approved both proposals.

**Action:** Lara Wilson to contact BC Archives regarding the AABC records transfer.

**Heritage Trust**
Lara Wilson asked for a volunteer to determine if the Heritage Trust offered any grant programs we might be eligible for.

**Action:** Erica Hernández volunteered.

**8. Adjournment**

Lara Wilson moved to adjourn the meeting. Erwin Wodarczak seconded. Motion carried. Meeting adjourned at 3:30pm.

**Next Executive Meeting:**
Date: Monday, April 7, 2003
Time: 12:30 pm
Location: Board Room, Gulf of Georgia Cannery Society

**AABC Executive Committee**
**Meeting Minutes: 7 April 2003**

Executive of the Archives Association of British Columbia
Location: Gulf of Georgia Cannery Society Boardroom.

**Present:**
Lara Wilson, President
Erwin Wodarczak, Vice President
Erica Hernández, Secretary
Carrie Eirene Stevenson, Treasurer
Kathy Bossort, Institutional Member-at-large
Regrets:
Christine O’Donnell, Individual Member-At-Large

1. Approval of Agenda: Approved

Lara Wilson called the meeting to order at 12:45 pm.

2. Approval of Minutes of 22 February 2003 Executive Meeting: Approved

3. Business Arising

3.1 Outstanding Issues

CAIN funding
Lara Wilson informed the Executive that to date, there has been no word from Fred Farrell, regarding CCA response to CAIN funding cuts. She also clarified that none of the provincial/territorial councils she contacted had sent written responses to these cuts. All seem to be waiting for direction from the CCA. The Executive decided to hold off on the creation of a letter.

Action: Lara Wilson to contact Fred Farrell to try to determine the CCA's position on this topic.

Heritage Resource Centre Closure
Lara Wilson informed the Executive that a joint letter of response was unable to be drafted with the BCLA regarding the closure of the Heritage Resource Centre. As a result she issued the AABC's response in a letter dated March 20, 2003. A following BCLA letter of response was clear in reiterating the AABC's concerns as well as their own.

Lara Wilson informed the Executive she had responded to an inquiry from Golder Associates, who had been retained by the Union of BC Indian Chiefs to prepare a report on the changing landscape of the BC heritage sector. This firm requested information on AABC's position regarding these changes. Lara Wilson submitted copies of our official letters re: the amalgamation of the RBCM and BC Archives, and the closing of the BC Heritage Resource Centre as well as AABC position on the proposed changes to the Document Disposal Act.

BC Archives/RBCM Amalgamation
Lara Wilson reported to the Executive that a disappointing reply letter was received from Minister Abbott on March 4, 2003. This response, issued in a form letter format, did not acknowledged any of concerns, either as a professional association, or regarding protection of the documentary heritage of the province.

Action: Lara Wilson will draft a reply to this form letter.

CCA General Assembly
Erica Hernandez contacted Wendy Hunt regarding the procedure by which the Executive could allow a member (Executive or otherwise) other then the Institutional Member-at-large to attend the General Assembly. Wendy determined that according to CCA Bylaws, articles 5 and 6, the AABC President would be required to write to the National Archivist advising that in the absence of the Institutional
Member-at-Large, the AABC requests that a designate attend on behalf of the AABC at a specific meeting. Upon receiving permission from the National Archivist, the chosen designate can be any member of the AABC, and they will possess the rights and obligations of a CCA director only for the duration of the meeting for which the request was made.

2004 AABC Conference
Erwin Wodarczak informed the Executive that Francis Mansbridge, North Vancouver Archives, has offered to host next year's conference.

AABC Record Storage
Lara Wilson contacted BC Archives regarding the transfer of 11-12 boxes of AABC records from UBC Archives to BC Archives. This transfer was completed on March 29, 2003. Receipt for this deposit has been received and is to be filed with President's papers. There was, however, some discrepancy over the current status of these transferred records.

Action: Lara Wilson to contact David Madison for clarification of this transfer: are these records considered a "deposit" or an "accession"?

3.2 Secretary's Report

Heritage Trust
Erica Hernandez reported that the Heritage Trust has been terminated by the Provincial Government. On March 24, 2003 the Heritage Society of B.C. signed a Memorandum of Understanding with the Ministry of Community, Aboriginal and Women's Services, and the Land Conservancy, to establish a new British Columbia Heritage Legacy Fund. The primary purpose of the fund will be to support heritage conservation at the community level throughout B.C. The provincial government is making an initial contribution of $5 million which will be managed by the Vancouver Foundation. No word on funding applications to this new Fund is available at present. A print-out of information from the Heritage Society of B.C's web-page was provided for consideration by the Executive.

4. President's Report

Heritage Society of B.C.
Lara Wilson is in the process of contacting the Society in order to inform them of our existence and willingness to assist them in any way possible as they set up their granting programme. She will be strongly reminding them of our professional role in maintaining the documentary heritage of this province.

Strategic Planning Session
Lara Wilson thanked all participants of this session; the Delta Museum and Archives for the use of their facility; Snowcap Enterprises Ltd. for their donation of goodies, and all those helped set up and/or clean up the meeting room. This session was a valuable step in our overall consultation process. She noted that one of the most significant points that arose during the meeting was the important role played by the Regional Reps- both at present, and in any future coordination of province-wide restructuring initiatives. The Executive was in agreement that holding this type of meeting on a yearly basis would be very beneficial to entire association - assuming of course funding was available.

2002-2003 Executive Committee minutes – Archives Association of British Columbia 35
Contracts
Lara Wilson informed the Executive that all Contractors, including the newly hired EAS contractor, Linda Wills, have signed their contract agreements for 2003/2004. These contracts are to be filed in the President's records for this year.

5. Treasurer's Report

Cheque Signing Authority
Carrie Eirene Stevenson informed the Executive that it must determine a new cheque signing authority. It was decided that incoming Executive would determine this authority.

Storage of Semi-active Records
Carrie Eirene Stevenson informed the Executive that at present Karen Blimkie is storing all AABC financial records in her house. These semi-active records need to be retained for 7 years prior to disposition, however their sheer bulk is becoming increasingly difficult for Karen to manage. It was determined that the incoming Treasurer would go through Carrie's financial records and those held by Karen and cull any duplicates. Once completed, the new Executive would determine a more appropriate storage site (i.e. either at someone's home or in a records centre).

6. Committee and Program Reports

Erwin Wodarczak informed the Executive that he is in the process of receiving and compiling all program reports in preparation for their required submission to the CCA by the end of April.

6.1 Education

Education Archivist
Lara Wilson welcomed the new EAS contractor, Linda Wills as our "Education Archivist". Linda will be working 14 hours/week and can be contacted by phone or email from 9am-5pm, Monday to Friday. The Executive thanked Patti O'Byrne for her excellent work on behalf of the AABC, (Jan.-March 2003) and noted that she will continue to teach education courses for the AABC as needed. Good luck Patti!

Conference Workshops
The EAS is putting on the following 3 workshops for upcoming AABC conference: "Managing Archival Photos"; "Archivally Sound Finding Aid Systems"; and "Website Lite: Establishing Web Access to Photographs".

6.2 Grants

CCA Application Response
Kathy Bossort informed the Executive of the receipt of a letter from the CCA notifying us of their review of our recommended applications. Kathy will notify all applicants regarding their application status. The letter included no mention of CAIN funding.
6.3 Membership

**Honorary Membership**
The Executive discussed the procedure by which life achievement awards and honorary life memberships would be awarded at the upcoming conference.

**Action:** Erwin Wodarczak to determine appropriate gifts to distribute in recognition of life achievement award.

**Action:** Erica Hernández to contact Wendy Hunt for clarification on the procedures for the nomination of honourary membership.

**Membership Report**
Dovelle Buie's report presented by Erica Hernández. There is no statistical report from the Membership Cmt at this time as renewals have only recently begun.

6.4 Conference Program

**Response from the Lieutenant-Governor**
Lara Wilson reported that The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia will be unable to attend this year's conference reception.

**Roundtable Content**
The Executive discussed the purpose and specific topics to address during the scheduled Roundtable Session: "Where do we go from here? The future of the British Columbia archival community."

**Action:** Lara Wilson to outline a presentation of the AABC's financial situation.

**Action:** Carrie Eirene Stevenson to create a concise overhead graphic illustrating the Associations financial status.

**Action:** Kathy Bossort to create a concise overhead graphic illustrating the the disposition of BC funding from CCA Regular and CPCAR financial programs to AABC service programs and institutional members over the past four years, including this year.

6.5 Internet

Heather Gordon's report presented by Erwin Wodarczak.

**Dedicated Image Server**
Erwin Wodarczak informed the Executive that the AABC has issued a tax receipt to ACT Cinemage in exchange for access to the ACT-Cinemage web server. Heather Gordon is preparing a write-up on this donation for the next newsletter. A meeting between ACT-Cinemage and the Internet Cmt has been scheduled for Friday April 11 to discuss a business plan.

6.6 Preservation

Dorothy Lawson's report presented by Lara Wilson.
Committee Membership
The Preservation Cmt requires at least one more member and has determined that an incoming member familiar with electronic and digital records would be highly desirable as there is much need for advice in this area.

Workshop Organization
Dorothy Lawson requires a need for the clarification of responsibility for the organization of workshops (i.e. How many workshops are desired? Is their organization the responsibility of the Preservation contractor, or the Education Archivist?).

Site Visits
The Preservation Cmt is currently considering limiting site visits beyond the first, which allows the Advisor to make an assessment of an institution. The follow-up of some special project, or as part of some other event are also appropriate occasions.

Committee Update
The Preservation Program is on time and on budget.

6.7 PAAL
Peter Johnson's report presented by Lara Wilson.

Archives Week Collaboration
The Association of Moving Image Archivists (AMIA) conference is in Vancouver during 2003 Archives Week. Lara Wilson suggested coordinating the theme of their conference with Archives Week. Peter Johnson recommends the development of Geoff Wong's interest in a partnership between CBC Vancouver and the AABC for Archives Week. A formal partnership proposal should be made by the AABC about 6 month's before this year's Archives Week.

Action: Lara Wilson to inform the PAAL Committee that a partnership proposal needs to be drafted as soon as possible.

Privacy Legislation Update
Lara Wilson informed the Executive that she and Richard Dancy met with Sharon Plater from Ministry of Management Services - Corporate Privacy and Information Access Branch, to discuss the changes to the Document Disposal Act. As the changes are in draft form, the substance of these changes is confidential. The PAAL committee will keep the membership informed once the bill is introduced in the Legislature. The Corporate Privacy and Information Access Branch will continue to consult with the AABC on any upcoming archives-related legislation for which it is responsible.

6.8 Newsletter Editorial Board

Newsletter Update
Erwin Wodarczak informed the Executive that the next issue in currently in development.
7. Other Business

Associate Members Survey
Participants of the Strategic Planning Session determined that Associate Members should be tallied as well (due to a technical oversight these members had been forgotten in the initial survey distribution). Completed surveys are to be sent out to members after the Conference and AGM, responses to be sent to Kathy Bossort.

Conference Committees
The Executive agreed to allow the four members of the Conference Program and Local Arrangement Cmts attend the conference for free; however they will be required to pay their attendance to workshops and the banquet. This decision was based on their dedication over the past year to the organization of the conference; as well as, on their anticipated facilitation of the conference, which will inevitably limit their active attendance at sessions.

Motion: Lara Wilson moved to wave conference fees for the four members of the Conference Program and Local Arrangement Cmts. Erica Hernández seconded this motion. Motion carried.

Conference Attendance
Due to family commitments, Erwin Wodarczak will not be in attendance at this year's conference.

Nominations and Elections Chair
Lara Wilson reported that the nomination of Jennifer Mohan to the position of Nominations and Elections Chair was approved by the Executive via email.

Manual for Small Archives
Erwin Wodarczak reported that the AABC has only 1 copy of the Manual left; as a result the Executive must determine whether more print copies should be ordered, or if we are to provide only the on-line version to the public.

Motion: Lara Wilson moved to present the Manual in .pdf format and forego the suggestion of a reprint. Kathy Bossort seconded this motion. Motion carried.

Continuity of AABC Executive
Kathy Bossort proposed the Executive develop a Procedures Manual for incoming Executive members. This Manual would include detailed job descriptions for all positions in an effort to ensure communication and consultation between all members of the Association.

Kudos to Lara Wilson!
The Executive expressed its gratitude to Lara Wilson, outgoing President, for all her hard work and dedication over the past year. Her tremendous energy, diplomacy and forethought have served to lead the Executive and, indeed the Association, through some very rough waters. Thank you Lara!

8. Adjournment
Lara Wilson moved to adjourn the meeting. Erica Hernández seconded. Motion carried. Meeting adjourned at 3:35pm.
AABC Executive Committee minutes – May 2003 to April 2004

May 30, 2003 page 1
August 25, 2003 page 7
September 28, 2003 page 15
November 2, 2003 page 21
December 1, 2003 page 27
January 18, 2004 page 33
February 15, 2004 page 40
April 18, 2004 page 45

AABC Executive Committee
Meeting Minutes: 30 May 2003

Executive of the Archives Association of British Columbia
Location: Gulf of Georgia Cannery Society Boardroom.

Present:
Erwin Wodarczak, President
Christine Meutzner, Vice President
Lisa Beitel, Secretary
Jian Liu, Treasurer
Sion Romaine, Individual Member-at-large

Regrets:
Kathy Bossort, Institutional Member-At-Large

Guests:
Karen Blimkie

1. Approval of Agenda: Approved

Erwin Wodarczak called the meeting to order at 3:25 pm.

2. Approval of Minutes of 7 April 2003 Meeting: Approved, pending spelling corrections

3. Business Arising

3.1 Financial Report

Karen Blimkie presented 6 budget reports for the month of April 2003, including the AABC Audit Sheet; AABC General Fund; Statement of Revenue and Expenses; BCAPS; Education and Advisory Service; and Archival Network Service. For the benefit of new Executive members, Karen explained the various statements and funding sources. Karen will continue to prepare these statements every month and Jian Liu will report on them at the Executive meetings.

Action: Jian Liu will send out an email to all Committees regarding their yearly budget allocation and rules of use.

Erwin Wodarczak inquired about the status of applying for Gaming Commission money. Although the AABC missed this year's deadline (May 1, 2003), an application will be worked on in the spring for 2003-2004 Executive Committee minutes – Archives Association of British Columbia
2004 money. Application restrictions state that you cannot get funding for programs already sponsored by government money, so we may have to set-aside some money for 2004 programs in order to lower the amount of our 'unrestricted funds'.

**Action:** Executive and Karen Blimkie to work on 2004 application in the fall.

### 3.2 Conference Roundtable Report

On behalf of Kathy Bossort, Lisa Beitel presented the Roundtable Report based on notes taken by Erica Hernandez and Kathy Bossort on April 26, 2003 at the AABC Conference.

**Action:** All Executive members will read the minutes and discuss them at the next meeting.

### 3.3 CAIN Update

Erwin Wodarczak reported on recent events surrounding the rejection of the four CAIN applications sent in by British Columbia, two from the AABC. It appears that the Canadian Heritage branch adjudicated the applications, by-passing CAIN in the process. Heather Gordon and Ann Carroll solicited reaction from other members of the Internet Committee regarding the change of adjudication and put together a list of questions for Fred Farrell, CCA President. The email sent by Ann to Fred Farrell on May 27, 2003 included questions asking for the explanation of the adjudication process, who was involved, and the future funding of CAIN. No response from Fred has yet been received. Heather has spoken with Louise Charlebois about the rejected applications outside of B.C. which don't seem to follow any decision pattern. Louise stated that a list of rejected projects will be produced and that any attempts to change any adjudication decision would be futile. Heather will keep the Executive up to date on the situation and would like to know the formal response the AABC is going to take as this is the first year that the AABC had been completely rejected from receiving any CAIN monies. The Executive decided that Ann should wait until Tuesday, June 3rd for a response from Fred Farrell. If none is received by that date, she should follow up with an email asking for a request for response on the email sent May 27, 2003. If no response is heard from Fred Farrell by Friday, June 13, 2003, the AABC will send a formal letter to the CCA.

**Action:** Christine Meutzner will contact Ann Carroll and inform her of the response deadlines. Christine will also ask Ann and Bill Purver to contact their provincial counter-parts to see what their reactions to the CAIN adjudication process are. If no response is heard from Fred Farrell by June 13, 2003, the Executive will draft a formal letter to the CCA.

### 4.0 President's Report

#### 4.1 Erwin Wodarczak reported on outstanding items in progress from the last Executive Committee meeting.

*CCA and cuts to CAIN funding*

Lara Wilson was trying to get in touch with Fred Farrell, CCA President, regarding the CCA's position on cuts to CAIN funding. Lara was also in the progress of contacting other provincial associations to gauge their reactions to funding cuts. In light of recent CAIN news, this item has been superceded.
**BC Archives / RBCM Amalgamation**

The AABC received a form letter from Minister Abbott on March 4, 2003 that did not respond to the one sent by the AABC addressing our concerns over the amalgamation of BC Archives and RBCM. In reply, the AABC will be sending another letter to Minister Abbott.

**Action:** Lara Wilson will finish the draft of this letter and send it to the new Executive for comments. The letter will then be sent to Minister Abbott.

**AABC Records Storage**

David Mattison, BC Archives, has sent Erwin Wodarczak a temporary receipt for the transfer of 12 boxes of AABC records sent from UBC Archives. The records have not been accessioned and will remain un-processed until an accession decision is made. David Mattison will provide access to the records if the Executive requires them.

**U.K. Society of Archivists**

Lara Wilson was contacted by the U.K. Society of Archivists who wanted to use the AABC membership list to send out information about their new journal publication. As AABC membership information is private, Lara did not allow it, but offered to include information about their journal in an upcoming AABC Newsletter. The U.K. Society of Archivists decided to use other means of promotion.

4.2 Erwin Wodarczak presented an update on the BC Archives/Royal BC Museum merge. There is now a statement on the BC Archives website that states that the Crown Trust was established April 1, 2003 so there is no way to get the BC Archives back. It is now referred to as "Archives Services" and the archival holdings are part of the Royal BC Museum collection. The records management component has been severed from the Archives and exists as a Corporate Records Management Branch. The service plan document detailing this and other information can be found at: www.royalbcmuseum.bc.ca/corporateservices/serviceplan03-04-04-05-2.pdf.

5.0 Treasurer's Report

5.1 Jian Liu thanked Karen Blimkie for her presentation on the current Finance Reports. Prior to the meeting, Jian met with both Karen Blimkie and Carrie Stevenson to go over past procedures for the Treasurer's position. Jian predicts that most of the committee work can be completed as per last year's trend (primarily by email and with one formal meeting). Jian also inquired about past resolutions that stated required members of the Finance Committee. Erwin Wodarczak stated that last year's committee was made up the current Treasurer; the President; the immediate past President; the past Treasurer; and any other interested AABC members. Jian would like to start looking for someone who would be interested in joining the committee who would then take over as Chair in two years.

**Action:** Jian Liu will contact Carrie Stevenson (past Treasurer) and Lara Wilson (past President) to see if they will join the 2003-2004 committee. Jian will look through past minutes to see if there are any other major Finance Committee related decisions.

5.2 Jian Liu proposed research into the Director's Insurance Policy held by the AABC. This was a project proposed by the past Treasurer, Carrie Stevenson, but was not acted upon last year. Erwin Wodarczak would like to get more background information on this project before any policy review is done. If required, Erwin suggested that Lynne Waller could be contacted to review the policy and
contact other associations to ask what they have as insurance amounts. Based on Lynne's recommendations, the policy could be then be reviewed by the AABC Executive in an informed fashion.

**Action:** Jian Liu to obtain a copy of the Director's Insurance Policy and meet with Carrie Stevenson to discuss the rationale for this project.

5.3 5.3 Jian Liu was asked by Carrie Stevenson, past Treasurer, to look into the status of culling past financial records that are currently being stored at Karen Blimkie's house. As these records must be kept for 7 years, they will continue to remain there. For accountability, Jian has asked that it be recorded that Karen Blimkie will hold all of the original financial records, the official records of the AABC, while Jian will keep and work with copies of the records in her capacity as current Treasurer.

### 6.0 Committee and Program Reports

#### 6.1 Education

*Travel Subsidy Re-imbursement*

Erwin Wodarczak reported on recent emails from Jane Turner which stated that the Travel Subsidy fund was oversubscribed from the recent AABC Conference. In order to accommodate the requests and ensure monies still left over in the fund for future 2003 workshops, Jane asked for the Executive's permission to reduce the total subsidy to 70% and reduce the maximum hotel subsidy from $70 to $50 per night. All Executive members were informed of this proposal and were in agreement of the proposed changes. Karen Blimkie also agreed that this was a sound financial decision.

*Archives Advisor Summit Meeting, ACA Conference, Toronto*

Erwin Wodarczak received an email stating that a Roundtable Meeting for Archives Advisors was going to be held at the upcoming ACA Conference in Toronto. Erwin forwarded this information to Jane Turner who was already scheduled to attend the conference and will attend the meeting. Linda Wills is also interested in attending this meeting but this will be dependent upon obtaining funding to attend the conference.

#### 6.2 Grants

On behalf of Kathy Bossort, Lisa Beitel stated that there is nothing new to report.

#### 6.3 Membership

Lisa Beitel reported that she has spoken with both Dovelle Buie (past Chair) and Jana Buhlmann (new Chair) who are working together to update the membership database before full duties are transferred to Jana on June 2, 2003. The current membership statistics are as follows: Individual: 39; Student/Volunteer: 24; Sustaining: 6; Institutional: 72; Associate Institutional: 33; Honorary Life: 8; Honorary Patron: 1; Newsletter: 1. Total membership to date is 184 members and there are 154 members who still have not renewed their membership for 2003-2004.

Dovelle asked Lisa to ask the Executive if there is a way to streamline or advance Committee Chairs funds to offset major costs (i.e. the photocopying and mailing incurred by Membership and Newsletter Cmts.) that have to be borne the Chairs until they are reimbursed. Providing it is feasible with Karen
Blimkie, the Executive thinks that a reasonable solution would be to advance committees such as Membership and Newsletter some of the funds to offset large expenditures.

**Action:** Lisa Beitel will contact Committee Chairs and put together a monthly time line of major costs incurred by Committees. She will present this information to Karen Blimkie (cc. Jian Liu) to see if an advance (in the month where the cost is made) is possible.

### 6.4 Conference

Christine Meutzner proposed that we refund half of the conference registration fees paid by Ramona Rose, who as one of the AABC Regional Representatives, was unable to attend the conference due to illness. The Executive agreed to refund Ramona $66.00 (half of her $132.00 registration fee).

**Action:** Karen Blimkie will send a refund cheque in the amount of $66.00 to Christine Meutzner who will then send it to Ramona Rose.

On behalf of the Program Committee and the Local Arrangements Committee, Lisa Beitel presented the final report and budget for the 2003 AABC Conference (see attached). Lisa will write up an article to appear in the summer Newsletter that will include photographs of the Lt. Governor at the Opening Reception. All 2003 conference records have now been compiled and Lisa will store them until they are passed on to the 2004 Conference Committees.

Erwin Wodarczak made a move of thanks to Lisa Beitel, Christine Meutzner, Sion Romaine and Glenn Dingwall for all their hard work and for arranging all of the sessions, food and entertainment that made for a very successful Conference.

Erwin Wodarczak reported that the North Vancouver Museum and Archives will be hosting the 2004 Conference and that conference committees should be in place by the end of the summer in order to start planning in September.

**Action:** Erwin Wodarczak will contact Francis Mansbridge and all Executive members will brainstorm suggestions for people to serve on the 2004 Conference Committees.

### 6.5 Internet

On behalf of Heather Gordon, Christine Meutzner presented a report on the Internet Committee. The Committee has been working with Ann Carroll on recent CAIN developments as reported earlier. In June Bill Purver will be doing some 'prototype' work using donated media server software as this was an expected project whether or not CAIN funding was received. Heather will schedule the next committee meeting in June or late July, depending on when the AABC hears back from the CCA and will be discussing the next steps of the Internet Committee in terms of funding issues and when, if, and how to replace our aging servers.

### 6.6 Preservation

Sion Romaine was unable to get a hold of Dorothy Lawson so there is nothing to report on at this time.
6.7 PAAL

*Bill 38 - Personal Information Privacy Act*
Erwin Wodarczak presented an update on the work by Lara Wilson and Richard Dancy during the draft stages of Bill 38. Erwin worked with Lara and Richard drafting a response to the bill that was send to AABC members stating that the AABC supports Bill 38 in general because it expands the principal of archives, however, Section 35, Paragraph 2 allows for the destruction of records rather than having them severed or sent to an archives. It is hoped that a change to this paragraph will be made before the Bill is finalized or when the Bill is reviewed in the future.

*Archives Week Collaboration*
Peter Johnson (past Chair) will arrange a meeting with Geoff Wong at CBC to further develop partnership ideas for news stories or interviews that would run during Archives Week.

**Action:** Peter Johnson will inform the Executive when the meeting with Geoff Wong from the CBC has been arranged.

Laura Cheadle is planning the next meeting of the PAAL Committee for June.

6.8 Newsletter Editorial Board

Christine Meutzner reported that the Spring newsletter was recently sent out on Arcan-L. Erwin Wodarczak will forward Christine some recent newsletter-related emails from Bob Edwards, Newsletter Editor.

**Action:** Erwin Wodarczak will forward Christine Meutzner emails from Bob Edwards, Newsletter Editor.

7.0 Other Business

7.1 2004 Conference Workshop

Erwin Wodarczak presented an email from Evelyn McLellan from the City of Vancouver Archives who has proposed to do a workshop on administering access to archival records under FOIPPA. The Executive thinks that this would be a wonderful addition to the 2004 Conference Program.

**Action:** Erwin Wodarczak will forward Evelyn's email to Jane Turner, Education Chair, for workshop consideration at the 2004 Conference.

7.2 B.C. Arts Council Funding

Erwin Wodarczak reported that Bill Purver has looked into the use of this funding and found that it is not really appropriate for the AABC.
7.3 Fire at Nelson Museum and Archives

Erwin Wodarczak reported on recent emails on the Archives BC list-serve that have talked about the recent fire at the Nelson Museum and Archives. The Executive has decided that the AABC should send a letter of support to the museum.

**Action:** Erwin Wodarczak, on behalf of the AABC, will draft a letter of support to the Nelson Museum and Archives.

7.4 BC Heritage Society

Erwin Wodarczak reported that he received a copy of the Annual Report of the BC Heritage Society and noted a number of granting funds that could be available to the AABC. As a provincial association, the AABC is not well known to the Heritage Society and it is suggested that we take an "advertising" approach to introduce ourselves and inquire if the AABC is eligible to apply for any of the funds.

**Action:** Christine Meutzner will draft a letter to Rick Goodacre, Executive Director of the BC Heritage Society, stating that we are interested in working with them and inquire about the possibility of applying for funds. Erwin Wodarczak will ask Bill Purver to unofficially contact Graham Turnbull for more information.

7.5 Greater Vancouver Regional Representative

Sion Romaine inquired about the status of finding a new AABC representative for the Greater Vancouver Region as the position is currently empty. Erwin Wodarczak stated that there has been some discussion in the past to restructure and sub-divide the region because it has so many institutions and archivists representing different interests (i.e. corporate, religious). Erwin suggested that Lynne Waller could be approached for suggestions on the issue.

**Action:** Sion Romaine will contact Lynne Waller to see if she has any suggestions for restructuring the Greater Vancouver Region or finding a new representative.

8.0 Adjournment

Erwin Wodarczak moved to adjourn the meeting. Lisa Beitel seconded. Motion carried. Meeting adjourned at 6:00 pm.

**AABC Executive Committee**  
**Meeting Minutes: 25 August 2003**

Executive of the Archives Association of British Columbia  
Location: Gulf of Georgia Cannery Society Boardroom.

**Present:**  
Erwin Wodarczak, President  
Christine Meutzner, Vice President  
Lisa Beitel, Secretary  
Jian Liu, Treasurer
Siôn Romaine, Individual Member-at-large
Kathy Bossort, Institutional Member-At-Large

1. Approval of Agenda: Approved

Erwin Wodarczak called the meeting to order at 3:30 pm.

2. Approval of Minutes of 30 May 2003 Meeting

Approved by Christine Meutzner, seconded by Erwin Wodarczak

3. Business Arising

3.1 Conference Roundtable Report

Kathy Bossort presented the minutes taken from the Roundtable held at the 2003 Conference. Kathy is concerned that there seems to be some confusion surrounding issues discussed at the Roundtable and suggested that the Executive provide some type of clarification for members. There also appears to be some confusion as to how education programs and workshop fees are allocated in the budget. Kathy would like to see this resolved at the upcoming AABC budget-planning meeting.

**Action:** Erwin Wodarczak will summarize issues discussed during the Roundtable and provide relevant background information where applicable. If possible, this will be included in the Fall Newsletter (September 15th) or it will be posted to the AABC list-serve.

At the Roundtable the Executive also promised to send out the Institutional Membership Questionnaire to Associate members. The results from these surveys will be compiled with those surveys returned in March and were analysed by Kathy and Carrie Stevenson.

**Action:** Lisa Beitel and Kathy Bossort will send out the Institutional Membership Questionnaire (with cover letter) to Associate Institutional Members by September 15. Kathy will compile and summarize the results.

3.2 Conference Travel Subsidy Reimbursement

Carrie Stevenson has approached the Executive with concerns over the recent adjudication of CCA Travel Subsidy funds from the 2003 conference. Primarily, she is concerned with the reduction of the subsidy amount (from 100% to 70%); the decision process taken by the Executive; and what will happen if there is money left over in the Travel Subsidy account at the end of the year. The Executive originally handled Carrie's concerns with email discussions (see attached) and consulted both Jane Turner and Karen Blimkie prior to reaching what they felt was a conscientious and fair decision. Erwin Wodarczak has also confirmed with Jane Turner that the subsidy monies paid out during the 2003 conference were in line with past conference travel reimbursements. If there is money left over in the fund at the end of the year, the Executive proposes that it will be distributed to those who applied for travel subsidies during the past year. Jane Turner will be consulted as monies may be distributed as a straight percentage, equal share, or based on the original subsidy amount requested.
**Action:** Erwin Wodarczak will contact Carrie Stevenson and inform her that the Executive stands by its original decision supporting the decreased subsidy amount and that at the end of the year any remaining monies will be distributed to subsidy applicants.

4. President's Report

4.1 BC Archives/Museum Merge - Letter from George Abbott

Erwin Wodarczak reported that a letter was received from George Abbot in response to the AABC letter sent on June 16, 2003. Mr. Abbot's letter explained the background of the BC Archives/Museum merge and stated that a number of elements of the BC Archives will remain the same; i.e. website, URL, public access procedures, the scheduling and transfer of records, and preservation functions. Although "Provincial Archivist" has been removed from the Document Disposal Act, Gary Mitchell is still involved in the process and the Archives now has a statutory mandate.

4.2 Nelson District Museum fire

Erwin Wodarczak reported that on behalf of the AABC, he sent a letter of support to Shawn Lamb in regards to the fire that damaged the Nelson District Museum. Kathy Bossort recently visited the Kootenays and reported Shawn was very appreciative of the letter and that although cleanup was still underway, the museum was open again.

4.3 Heritage Society Legacy Fund

Erwin Wodarczak reported that he received a letter from Rick Goodacre in response to the AABC's inquiry into applying for Legacy Fund monies. Unfortunately, it is not possible, quoting Mr. Goodacre: "Supporting the archives program is not a priority of past funding and we are not able to do so with reduced funding this year".

4.4 Heritage Resource Centre Library Closure

Erwin Wodarczak reported that he received a letter in response to the AABC's concern over the closure of the Heritage Resource Centre Library. Although the library is now closed, the collection has been divided and access to the resource materials is still available: archeology permits and materials have been moved to the Ministry of Sustainable Resources Management; while all other information has been transferred to BC Archives.

4.5 2003 AABC Scholarship Prizes to UBC Development Association

Erwin Wodarczak reported that receipts have been received from the UBC Development Association for the 2003 scholarship prizes offered by the AABC.

4.6 AABC records stored at BC Archives

Erwin Wodarczak reported that Gary Mitchell has inquired about the status of the AABC records currently being stored at the Provincial Archives in Victoria because ownership has not been transferred yet, thus impeding their arrangement and description. The AABC Constitution states that the BC Archives is the official repository of the AABC records.
**Action:** Erwin Wodarczak will send an email to Gary Mitchell stating that the ownership of the AABC records has been officially transferred to BC Archives.

### 4.7 2003 CCA General Assembly

Erwin Wodarczak reported that the CCA has contacted him requesting the name of the AABC delegate who will be attending the CCA General Assembly in October. The Executive believes that in order to have a strong voice at this meeting, the delegate will need to have a knowledgeable background regarding AABC issues and concerns and feel comfortable bringing forward the AABC mandate. Kathy Bossort also suggested that the delegate should meet with committee chairs (specifically the Internet Committee and Ann Carroll) and the Executive before they attend the meeting. Lara Wilson was suggested as a possible representative.

**Action:** Erwin Wodarczak will approach Lara Wilson and see if she is interested in attending this meeting on behalf of the AABC.

Erwin has also completed a request by the CCA to update the AABC contact information.

### 4.8 J. Chicanot - Strategic Planning Meeting

Erwin Wodarczak was contacted by Lara Wilson who was informed by Mr. Chicanot that he had not received his payment as Facilitator of the 2003 AABC Strategic Planning Meeting. Karen Blimkie confirmed that a cheque was mailed, but never cashed, indicating that in all probability it had gotten lost in the mail. A stop payment was issued on the original cheque and new one has been issued and sent to Mr. Chicanot.

### 4.9 "Sustainable Archives: Self-Study Guide for Institutional Membership"

Erwin Wodarczak reported that Jane Turner and her committee have completed the guide titled "Sustainable Archives: Self-Study Guide for Institutional Membership" and it is now available on the AABC website.

### 4.10 AABC/ACA Mentoring Program

Erwin Wodarczak reported that Jennifer Mohan, on behalf of the ACA, has contacted him with a proposal for a joint AABC/ACA Mentoring Program. The proposal letter invites the AABC to participate for one year in a trial program and states that the ACA will handle all of the advertising and organization of the program. The Executive thinks that this is a good program idea but would like some more clarification as to what the AABC's involvement would be - i.e. "advertising" space in the Newsletter and/or posting information on the AABC list-serve.

**Action:** Erwin Wodarczak will contact Jennifer Mohan for further clarification.

### 4.11 AABC membership for new SLAIS students

Erwin Wodarczak has been approached by Jennifer Mohan inquiring if someone from the Membership Committee will be visiting new and returning SLAIS students offering them AABC membership. Membership is free for first year students.
**Action:** Lisa Beitel will ask Jana Buhlman to see if someone from the membership committee is available to talk to the SLAIS students.

### 4.12 Terry Reksten Award

On behalf of the AABC, Erwin Wodarczak will be helping adjudicate applicants for this award. He has just received the submission packages and will be reviewing them over the next couple of weeks.

### 4.13 CAIN Funding

Erwin Wodarczak reported that Heather Gordon drafted a letter to George Abbott requesting the reinstatement of provincial funding as it was one of the reasons why the AABC didn't receive any CAIN grant monies this year. The letter was sent in mid July and no response has been received yet. Heather will talk to Ann Carroll and discuss the possibility of sending another letter.

### 5 Treasurer's Report

#### 5.1 Upcoming Finance Committee Meeting

Jian Liu reported that a Finance Committee meeting is going to be held on Thursday, August 28. Member of this year's committee include Lara Wilson, Erwin Wodarczak, Carrie Stevenson, Karen Blimkie, Heather Gordon, and Chris Hives. Issues on the agenda include:

1. review of the current financial status
2. review of the March 31, 2003 audited statements
3. review of the Director's Insurance Policy (what to review, policy amount, who will do review)
4. AABC financial records - who and what will be kept
5. Use of the Reserve Funds - Jian would like to find a new young member for the committee who will have a role in making finance decisions for the 2005-2006 budget and will later take over as Treasurer

#### 5.2 July 2003 Financial Statements

Kathy Bossort has proposed that the budget format be adjusted so that it shows a breakdown of workshop fees for the EAS and Preservation programs (instead of one combined figure currently shown in the budget).

**Action:** Jian will look into adjusting the budget format to show a breakdown of workshop fees for the EAS and Preservation Programs.

### 6. Committee and Program Reports

#### 6.1 Education

Erwin Wodarczak reported that Jane Turner has compiled "Guidelines for Application to Travel Subsidy Fund". These guidelines will be included with the Travel Subsidy form application and will be posted on the web. A copy of the guidelines is attached to these minutes.
Evelyn McLellan's conference workshop proposal was forwarded to both Jane Turner and Francis Mansbridge (will be working on the 2004 Conference). As Jane coordinates the workshops presented at the conference, she is the appropriate person to be in contact with Evelyn about workshop ideas.

**Action:** Erwin Wodarczak will ask Jane Turner to contact Evelyn McLellan regarding her workshop proposal.

### 6.2 Grants

Kathy Bossort stated that there is nothing to report at this time from the Grants Committee.

### 6.3 Membership

Lisa Beitel reported that she submitted a proposal to Karen Blimkie requesting an advance of monies for major costs incurred by the Secretary, Newsletter and Membership Chairs. This would cover expenditures such as mailing the newsletter, AGM copying, and the membership directory mailout. Karen has approved Lisa's proposal and requested that guidelines be put in place. The Executive agreed with this request and will try this procedure for one year on a trial basis. Guidelines for the process include that monies must be requested from Karen one month in advance (via email) and all final receipts must be sent to Karen within 2 weeks of the receipt date in order to reconcile monies owed. The monetary advance will be based on an approximation of 2002 expenses.

**Action:** Lisa Beitel will draft guidelines for the advance of monies and submit it to Karen Blimkie for approval. Lisa will also liaise with the Newsletter and Membership Chairs and discuss the new procedure with them.

Lisa also reported that the Membership Committee is currently evaluating the Institutional Membership application submitted by St. Margaret's School. This is the first application received by the committee using the new "Sustainable Archives: Self-Study Guide for Institutional Membership". They are not ready to make a recommendation yet and have asked Jane Turner and Linda Wills to help them with the evaluation. Lisa has also offered to review the submission if they would like input from a member of the Executive.

Maintenance of the Membership database has become a bit problematic since Marnie Burnham has gone on maternity leave. Jana Buhlmann, her co-chair does not have MS Access software on her computer and must rely on Marnie to update the database from home, making it difficult to have an up-to-date membership list. Jana and Dovelle Buie (past Membership Chair) have proposed that a more practical solution would be to contract-out one person to maintain the database (aprox 4-8 hours per month). This would ensure continuity of the membership records and alleviate the problem of when a committee member doesn't have the appropriate software. Christine Meutzner suggested that perhaps Karen Blimkie could do this since she is already maintaining other AABC databases. Karen's contract would have to be reviewed and if she is interested, additional negotiations to adjust her contract would have to take place.

**Action:** Jian Liu will email Lara Wilson to get a copy of Karen Blimkie's job description.
6.4 Conference

Christine Meutzner reported that all conference records have been given to Lisa Beitel who is storing them at the Gulf of Georgia Cannery. Lisa will contact Francis Mansbridge and have the records sent to North Vancouver Museum and Archives. Archivists working in North Vancouver should be contacted to serve as committee members.

Action: Christine Meutzner will contact Francis Mansbridge and confirm if he is willing to be the Chair of the Local Arrangements Committee. She will also discuss with him possible committee members.

6.5 Internet

Christine Meutzner reported that she has talked to Heather Gordon about the means to obtain funds to replace our aging media servers. Christine has asked Bill Purver to prepare a breakdown of costs for new servers that can be incorporated into future grant proposals.

Christine has printed out the application forms for the Direct Access Program Grant (Gaming Commission Grant) and is confident that the AABC meets the eligibility requirements. Our application can be used to request money for technical equipment. The Finance Committee will have to be involved in the application process because we will need to submit a 2-year proposed budget and restructure some of our accounts.

Action: Lisa Beitel will forward Jian Liu and Erwin Wodarczak the Direct Access Program Grant documents so they can be discussed at the upcoming Finance meeting. Christine Meutzner will complete a draft copy of the application and work with the Finance Committee to get all required supporting documents.

6.6 Preservation

Siôn Romaine reported that he attended the July 4th committee meeting. Minutes from the meeting are attached. Committee members also suggested that workshop fees could be raised as they would reflect the quality of education and teaching that the workshops currently offer. The Committee will work on submitting a formal proposal to the Executive.

6.7 PAAL

Erwin Wodarczak reported that he attended the July 25th committee meeting. Four main items were discussed at the meeting:

1. Archives Week - Lara Wilson will see if there will be a formal proclamation for Archives Week; Laura Cheadle is following up with Peter Johnson on joint efforts with AMIA and the CBC; the PAAL Committee is working on a "How to Kit" for community archives so that they can do their own events in conjunction with Archives Week

2. CAIN Funding Cuts - PAAL is asking the Executive to endorse an article that will be posted on the main page of BCAUL that will inform users about CAIN cuts and encourage them to contact their MP's and MLA's. Lara Wilson is drafting the article and will submit it to Erwin Wodarczak for Executive approval.
3. Bill 38 - Lara Wilson and Richard Dancy are following up on the AABC response to Bill - 38 asking for further clarification of "business purposes" as written thus far in the Bill. Lara will also be setting up a meeting with Chris Norman and Sharon Plater
4. Fundraising - Barb Towell is keen on using her fundraising skills and will be working with Lara Wilson and Carrie Stevenson on ideas

6.8 Newsletter Editorial Board

Christine Meutzner has contacted Bob Edwards as Committee Liaison. After the Fall Issue we will no longer have a Technical Editor and after the Spring Issue next year, Bob's term as Editor is finished. In the next couple of months, we need to find someone who is interested in serving as the Editor and/or Technical Editor.

**Action:** Christine Meutzner will contact Bob Edwards and see if he is interested in serving as both Editor and Technical Editor for the upcoming newsletter issues.

6.9 Regional Representatives

Siôn Romaine reported that he received reports from Joan Cowan (Okanogan); Sister Margaret Cantwell (South Vancouver Island); Val Hughes (Central and North Vancouver Island); and Kitimat (BC Northwest). These reports are attached.

Siôn also reported that the Greater Vancouver region still does not have a representative. He will contact the other regional representatives and Vancouver institutions and inquire as to the strategies/ideas that can be used to break up the district into smaller, more manageable sub-districts.

**Action:** Siôn Romaine will contact the other regional representatives and Vancouver institutions discuss strategies that were/can be used to break up the Greater Vancouver district into sub-districts.

7. Other Business

7.1 Executive Travel Subsidy Budget

Erwin Wodarczak reported that Karen Blimkie has proposed that a $100 limit per trip be exercised for Executive members when traveling to meetings (specifically Christine from Nanaimo and Siôn from Seattle). The Executive has agreed to this limit and will maintain conservative use of these funds over the next year in order to keep the Executive Travel Subsidy Budget within check.

**Action:** Erwin Wodarczak will follow this up with Christine Meutzner who was absent at this point of the meeting.

8. Adjournment

Erwin Wodarczak moved to adjourn the meeting. Lisa Beitel seconded. Motion carried. Meeting adjourned at 7:05 pm.
AABC Executive Committee
Meeting Minutes: 28 September 2003

Executive of the Archives Association of British Columbia
Location: Gulf of Georgia Cannery Society Board Room.

Present:
Erwin Wodarczak, President
Christine Meutzner, Vice President
Lisa Beitel, Secretary
Jian Liu, Treasurer
Siôn Romaine, Individual Member-at-large
Kathy Bossort, Institutional Member-At-Large

1. Approval of Agenda: Approved

Erwin Wodarczak called the meeting to order at 2:40 pm.

2. Approval of Minutes of 25 August 2003 Meeting

Approved by Erwin Wodarczak, seconded by Siôn Romaine

3. Business Arising

3.1 Conference Roundtable Report

Erwin Wodarczak reported that he is still working on summarizing issues discussed during the Conference Roundtable. He will try to have it completed for submission in the Fall newsletter, if not, it will be posted on the AABC list-serve.

Action: Erwin Wodarczak to complete a summarization of issues discussed in the Roundtable report.

3.2 Conference Travel Subsidy Reimbursement

Erwin Wodarczak reported that he emailed Carrie Stevenson in regards to her concerns about the adjudication of the travel subsidy reimbursement from the 2003 Conference. Erwin has not heard anything back from her at this time.

3.3 AABC Records at BC Archives

Erwin Wodarczak reported that he contacted Gary Mitchell and confirmed that the ownership of the AABC records has been officially transferred to the BC Archives. The Executive is now awaiting the formal paperwork from the BC Archives.
3.4 2003 CCA General Assembly

Erwin Wodarczak reported that Lara Wilson has agreed to represent the AABC at the upcoming CCA General Assembly meeting in Ottawa.

3.5 AABC/ACA Joint Mentoring Program

Erwin Wodarczak reported that he has confirmed with Jennifer Mohan via email the role of the AABC in the Mentoring Program. The ACA has recently approved the guidelines of the program and the AABC is awaiting our copy.

3.6 E. McLellan Conference Workshop Proposal

Erwin Wodarczak reported that Jane Turner has contacted Evelyn McLellan in regards to her proposal to teach a workshop at the upcoming AABC conference. At this time Jane has declined Evelyn's proposal as the Education Committee is planning a similar workshop to be given by Ian Forsyth from SFU (to be confirmed).

3.7 Executive Travel Subsidy Budget

Erwin Wodarczak reported that he has confirmed with Christine Meutzner that a $100 limit per trip be exercised for Executive members when travelling to Committee meetings.

4. President's Report

4.1 Executive Liaison Duties -- PAAL and Education Committees

Erwin Wodarczak reported that in light of his impending parental leave from work, Christine Meutzner will be taking over the liaison responsibilities for PAAL and Education Committees from October 2003 - April 2004.

**Action:** Erwin Wodarczak will inform Laura Cheadle and Jane Turner that Christine Meutzner will be taking over Executive liaison duties and will forward the Executive his home contact information.

4.2 2003 CCA General Assembly Prep Meeting

Erwin Wodarczak reported that a CCA General Assembly prep meeting was held earlier today (September 28, 2003) from 1:00 - 2:30pm. The meeting included the Executive, Lara Wilson, Heather Gordon (Internet Cmt.), and Dorothy Lawson (Preservation Cmt.). Jane Turner was unable to attend the meeting, but did send along concerns of the Education Committee. Main issues discussed at the meeting included:

a) concerns re the future of the "network or network" system - will this be supported or eliminated in favour of a direct-funding application process
b) the AABC would like a response from the CCA regarding the CAIN adjudication process and criteria. Was the availability of provincial matching funds a deciding factor? If yes, will this be continued in the future for other funding projects?

c) what will be included in the AABC report that will be presented at the CCA General Assembly
4.3 Letter to George Abbott re: Lack of Provincial Funding for Archives (CAIN funding)

Erwin Wodarczak reported that a second letter was drafted by Heather Gordon and Ann Carroll and sent to George Abbott regarding the lack of provincial matching funds for archives and asking for reinstatement of funds. To date, no response has been received for either letter. The letters were also cc'd to Gary Mitchell, Fred Farrel, Gordon Campbell, Pauline Rafferty and Sandy Santori.

4.4 Email from Gary Mitchell re: funding for archives in light of Kettle Valley Railway destruction

Erwin Wodarczak reported that he had received an email from Gary Mitchell who noted that provincial money was going to be made available for the restoration of the Kettle Valley Railway Tresses and asked if we could use this to ask why similar money is not available for archives. Erwin forwarded this email on to Laura Cheadle for further discussion. In keeping with this discussion, the Executive feels that this is not the correct forum to approach the government for archives funding.

4.5 2003 Letter of Thanks from Glenn Dingwall re: Mary Ann Pylypchuk Memorial Award

Erwin Wodarczak reported that the AABC received a letter of thanks from Glenn Dingwall who was the recipient of the 2003 Mary Ann Pylypchuk Memorial Award during the second year of his studies at SLAIS.

4.6 Terry Reksten Award Adjudication

Erwin Wodarczak reported that the adjudication of the Terry Reksten Award has been completed and will be awarded shortly.

5 Treasurer's Report


Jian also reported on the August 28, 2003 Finance Committee Meeting (a copy of the minutes is attached). A number of items from the Finance Committee were brought forward for the Executive's approval including:

1. Motion to set aside $35,000 from general reserve into a restricted savings fund. This money would ensure that the AABC has enough money to keep programs going for 2-3 months in the advent that the AABC has to suspend operations and would also provide a cushion for cash flow purposes if we encountered a delay in receiving CCA moneys. Restructuring our banking accounts in this fashion will also allow us to apply for gaming funds.

   **Action:** The Executive agrees with this motion, but would like some clarification as to what type of fund (Contingency or Development) the money should be put into.

2. The Director's Insurance Policy currently held by the AABC will expire on January 12, 2004. Jian presented reasons for re-insuring this policy and keeping the policy amount at equal to or no more than the current insured amount (1 million dollars).
Action: The Executive agrees with the recommendation by the Finance Committee to re-insure the policy at its' current amount. Karen Blimkie will take care of this when the current policy expires in January 2004.

3. Jian has confirmed that Karen Blimkie, AABC Financial Manager, will keep all of the finance records.

4. Jian presented a motion from Karen Blimkie who has proposed a return to an annual review of the AABC financial records rather than the annual audit. The accounting process for AABC monies is becoming more straightforward and there is less money coming into the association. Switching to a review would cost approx. $3,000 as compared to an audit that costs aprox $5,000 annually.

Action: The Executive agrees that we should switch to an annual review instead of an annual audit. AABC members will be informed of this at the 2004 AGM.

6. Committee and Program Reports

6.1 Education

Erwin Wodarczak reported that the AABC distance education workshop has been launched on the AABC website as of September 9, 2003. The program uses a resources binder for small archives and the lessons are set up as modules so they can be completed at the participants' own pace. Fees for the workshop are paid upfront and include 1-year membership to the AABC. Linda Wills provides both regular mail and email correspondence and when completed, the participants receive a certificate for the program.

Action: The Executive would like to thank the Education Committee and the Education Advisor for all of their dedicated work over the past couple of years to get his new program set up and off the ground.

6.2 Grants

Kathy Bossort stated that there is nothing to report at this time from the Grants Committee.

6.3 Membership

Lisa Beitel reported that she and Kathy Bossort sent out the membership survey to the 44 Associate Institutional Members on September 22, 2003. The submission date for completed surveys is October 15, 2003 and Kathy will be tabulating the survey results.

Lisa reported that on behalf of the Membership Committee, Yau Min Chong will be speaking to SLAIS students in the next week about joining the AABC.

Lisa reported that she has drafted a document titled "Guidelines for the Advance of Funds - Membership, Secretarial & Newsletter Costs" which has been approved by Karen Blimkie. These guidelines with an explanatory email have been sent to both Jana Buhlman (Membership) and Bob
Edwards (Newsletter). There has been some correspondence regarding the guidelines (primarily for further clarification) and the process will be performed on a trial basis over the next year.

On behalf of the Membership Committee, Lisa presented the recommendation to approve the application by St. Margaret's School Archives for Institutional Membership (see attached email from Jana Buhlmann). The Executive agrees with the Committees' decision and would like to ensure that it is made clear to St. Margaret's the concerns identified by the Membership Committee regarding future funding and the completion of RAD-compliant descriptions.

**Action:** Lisa Beitel will inform the Membership Committee that the Executive has approved the application of St. Margaret's School Archives for Institutional Membership pending the identification of concerns regarding future funding and the completion of RAD-compliant descriptions.

Lisa reported on the on-going issues regarding the maintenance of the Membership database. Lisa has emailed Jana Buhlmann with specific questions about the database and will use this as a basis to email Karen Blimkie and inquire if she is 1.) able and 2.) willing to take on updating the membership database.

**Action:** Lisa Beitel will email Karen Blimkie and ask if she will maintain (update) the Membership database.

Lisa also reported that in light of access problems to the Membership database (approximately 50 renewals need to be updated) the AABC Membership Directory, usually sent out in the beginning of October, will be late this year. The Executive has decided that it is better to have it complete and sent out later than to send it out with incorrect information.

**Action:** Lisa Beitel will contact the Membership Committee and ask them to post a message to the list-serve explaining the delay in the mailing of the Membership Directory.

### 6.4 Conference

Christine Meutzner reported that she has confirmed with Francis Mansbridge that he will be the Chair of the Local Arrangements Committee. His other committee members are the new West Vancouver Archivist Lois Enns and the new Assistant Archivist at the North Vancouver Museum and Archives. They are looking into booking conference space at Capilano College.

Christine reported that to date there is no Program Committee. The Executive brainstormed names of people who could serve on this committee.

**Action:** Christine Meutzner will contact Francis Mansbridge and discuss with him possible Program Committee members. Erwin Wodarczak will ask Alan Doyle who is working at the UBC Archives and Lisa Beitel will get in touch with Yau Min Chong who will be speaking with SLAIS students this week.

### 6.5 Internet

Christine Meutzner reported that Bill Purver has prepared a breakdown of costs for new media servers required by the AABC (including Cinemage quote for $7,500). Christine will use this information to fill out the Direct Access Program Grant (Gaming Commission Grant) that is due May 2004. The Internet
Committee has identified new servers as a priority and in light of this, Bill did not complete a prototype report on uploading photographs to BCAUL.

**Action:** Christine Meutzner will complete a draft copy of the application and work with the Finance Committee to get all required supporting documents. Christine will also look into alternate funding sources such as the Vancouver Foundation.

### 6.6 Preservation

Siôn Romaine reported that there is nothing new to report at this time. The next Preservation Committee meeting will be held in October (date and place to be announced).

### 6.7 PAAL

Erwin Wodarczak reported that Archives Week, aptly titled "Sound and Vision: Preserving Audio-Visual Archives" will be held November 16-22, 2003 to coincide with the AMIA Conference in Vancouver. The showcase event "Home Movie Day" will be held November 16 at the CBC Studios downtown where the public will be invited to bring their home videos for screening and learn how to preserve them. Archives Week announcements and information is being worked and when ready will be posted on-line.

Erwin reported that Lara Wilson has completed an article about CAIN cuts and how it is affecting archives. The article, intended to target and broaden the awareness of non-archivists using BCAUL asks people to write to their local MLA's and Sheila Copps. Erwin has forwarded this letter to the Executive and Heather Gordon for input and all have agreed that its content is appropriate. The Executive feels that this should be posted on-line before Lara goes to the CCA General Assembly.

**Action:** Erwin Wodarczak will forward Lara's letter to Bill Purver who will post it on the cover page of BCAUL. Christine Meutzner will ask Bill Purver if he has any contacts to have a possible article published in the Vancouver Sun.

Erwin reported that Lara Wilson, Richard Dancy and Debra Barr met with Chris Norman and Sharon Plater regarding Bill 38. The wording of the legislation is now set as it will be presented to legislature next month. However, we still might have a role in influencing the Interpretive Guide that accompanies the legislation.

### 6.8 Newsletter Editorial Board

Christine Meutzner reported that she contacted Bob Edwards regarding reasons why the newsletter was late. As Bob has two more issues left as Editor, a new Editor needs to be appointed. If possible, the new Editor could work with Bob on the Winter Issue, therefore overlapping responsibilities to get a sense of what needs to be done. The Technical Editor has also announced his resignation after the Fall newsletter.

**Action:** Christine Meutzner will contact Bob Edwards and see what his plans are for the Winter Issue. Erwin Wodarczak will also confirm with Leslie Field his plans.
6.9 Regional Representatives

Siôn Romaine reported that he posted a memo on the AABC list-serve calling for suggestions about a Greater Vancouver representative. He has had very little response back to date and the Executive discussed the likelihood of operating without a regional representative for Vancouver. Erwin Wodarczak reported that he put a call for a Greater Vancouver Regional Rep. in his President's Report that will be included in the upcoming AABC newsletter.

7. Other Business

7.1 Lisa Beitel reported on the email sent to the AABC email address by Elsie Wollaston titled "Canadian Deacidification Facility: Vancouver Discussion Opportunity". The contents of the email are inviting input from BC archivists regarding interest in a US Pacific Northwest deacidification facility (rather than one based in Ottawa) and what type of demand they would place on it. The Executive decided that this email should be forwarded to Rosaleen Hill and Dorothy Lawson for comment.

Action: Lisa Beitel will forward the original email to Rosaleen Hill and Dorothy Lawson for comment.

8. Adjournment

Erwin Wodarczak moved to adjourn the meeting. Kathy Bossort seconded. Motion carried. Meeting adjourned at 4:50 pm.

AABC Executive Committee
Meeting Minutes: 2 November 2003

Executive of the Archives Association of British Columbia
Location: Gulf of Georgia Cannery Society Board Room.

Present:
Erwin Wodarczak, President
Christine Meutzner, Vice President
Lisa Beitel, Secretary
Jian Liu, Treasurer
Siôn Romaine, Individual Member-at-large
Kathy Bossort, Institutional Member-At-Large

1. Approval of Agenda: Approved

Erwin Wodarczak called the meeting to order at 2:10 pm.

2. Approval of Minutes of 28 September 2003 Meeting

Pending changing of wording in 4.2.c. from "report that will be presented at the roundtable" to "report that will be presented at the CCA General Assembly". Approved by Kathy Bossort, seconded by Erwin Wodarczak.
3. Business Arising

3.1 CCA General Assembly Report - Lara Wilson

Erwin Wodarczak reported that due to illness, Lara Wilson was unable to attend today's Executive meeting as previously scheduled. Lara will be submitting a report to the Executive based on her trip to Ottawa to attend the CCA General Assembly. Per Lara's email, highlights from the meeting included:

1. Control of Holdings money has been cut by 20%
2. CPCAR funding is the same as last year
3. Lara Wilson was appointed to the CCA Board
4. CCA has sent out a draft copy of a survey for comments to provincial associations. Lara, Erwin and Christine will edit and send comments to CCA
5. No update or news on CAIN (now renamed Archives Canada) and Heritage Canada has not revealed the 20 point grading system they used to adjudicate funds this year

3.2 Canadian Deacidification Facility

Lisa Beitel reported that she forwarded the email from Elsie Wollaston to Rosaleen Hill and Dorothy Lawson on September 29, 2003. Rosaleen has already been in contact with Sue Bigelow and Sue will be in contact with the Preservation Technology representatives to set up a meeting. Rosaleen will keep the Executive posted with any forthcoming details.

3.3 Restructuring Bank Accounts

Jian Liu has contacted Karen Blimkie and confirmed that $35,000 from the general reserve will be put aside into a restricted saving fund named "Development Fund". This will be kept as a minimal reserve.

3.4 Summary of Conference Roundtable Report

Erwin Wodarczak reported that he is still working on summarizing issues discussed during the Conference Roundtable. Once completed, it will be posted on the AABC list-serve.

Action: Erwin Wodarczak to complete a summarization of issues discussed in the Roundtable report.

3.5 Archives Workshop on Privacy Legislation

Jian Liu reported that the Privacy Commissioner has been contacted in order to set up a Privacy Legislation workshop focussing on Archives application. Jane Turner is working with the Commissioner's office to formalize a date and location in either January or February 2004.

4. President's Report

4.1 Privacy Legislation Conference

Erwin Wodarczak reported that no one from the Education Committee or PAAL Committee is available to attend the upcoming Privacy Legislation Conference. Erwin will post a notice to the list-serve advertising 'first-come-first-served' discounted conference registration, however, in exchange for
discounted registration, they will have to provide a report to the Executive and submit an article for the Winter 2004 newsletter.

**Action:** Erwin Wodarczak will post a notice on the AABC list-serve advertising 'first-come-first-served' registration to the Privacy Legislation Conference.

### 4.2 MAP Program Grant Funding

Erwin Wodarczak reported that Heather Gordon contacted him about an opportunity to apply for funding from the MAP program. She suggested that we could use our rejected CCA application and try to see if we could get funding for our web server and virtual project. Although applying for this money might be a long shot, it is at least an attempt to secure funds from a previously unsuscribed program.

**Action:** Erwin Wodarczak will work with Heather Gordon to submit the application for MAP Program funds.

### 4.3 Letter from George Abbott

Erwin Wodarczak reported that the AABC received a letter from George Abbott in effect stating that provincial funding for archives programs will not be reinstated anytime in the near future. Erwin submitted the content of the letter to be included in the upcoming newsletter for the information of the entire membership.

### 4.4 Revenue Canada "Charitable Status" Report

Erwin Wodarczak reported that he has received an email from Karen Blimkie stating that he has received confirmation from Revenue Canada/Canada Customs and Revenue Agency that the AABC's annual charitable return filed last month was accepted as filed and that things are in order for another year.

### 4.5 ACA/AABC Mentorship Program

Erwin Wodarczak reported that the ACA has finished setting up the pilot mentoring program and in support, the AABC has posted an announcement on our website.

### 5 Treasurer's Report

Jian Liu presented the September 30, 2003 Financial Statements. Kathy Bossort has asked for further clarification of what "workshops other" included on the Statement of Revenue and Expenses by Fund unaudited means. Christine Meutzner also inquired as to how the accounts are set up (savings or chequing) and suggested that if they are chequing, that they could be switched to savings accounts to gather more interest.

**Action:** Jian Liu will clarify the details of what "workshops other" includes and will confirm what type of account (chequing or savings) are set up.

Jian Liu also reported that she will soon set up a meeting with Karen Blimkie, Erwin Wodarczak and Christine Meutzner to prepare budgets for programs/grant applications and to review year to date results.
versus current budgets. At the December 1, 2003 Executive meeting, she will present the meeting results for Executive review.

6. Committee and Program Reports

6.1 Education

Christine Meutzner presented Linda Will's Quarterly Report (see attached). She also reported that she has had a request from Jane Turner regarding budget figures for next year.

6.2 Grants

Kathy Bossort reported that Lara Wilson informed her that the AABC has a delinquent grant report for 2003-2004 due to the CCA. Kathy has written a letter to the Director of the White Rock Museum and Archives requesting that their final report be sent.

**Action:** Kathy Bossort will follow up correspondence with the White Rock Museum and Archives and ensure that their 2003-2004 grant report is sent to the CCA as soon as possible.

Kathy reported that there are changes to the Control of Holding Grant guidelines. Lara Wilson has sent a request to the CCA for further clarification and Kathy will communicate these changes to the membership in the next couple of weeks.

**Action:** Kathy Bossort will inform the membership of changes to the Control of Holding Grant guidelines as soon as information is available from the CCA.

Kathy has completed a compilation of the results from the Associate Institutional Members Survey (see attached). She received 10 responses back from the 44 surveys that were sent out in September by Lisa Beitel.

Kathy presented a report she created based on past grant allocations from the last 3 years (see attached). This report was welcomed by the Executive and will be used during the budget allocation discussion at the end of the meeting.

6.3 Membership

Lisa Beitel reported that St. Margaret's has been notified that the Executive has approved their acceptance as a full institutional member of the AABC.

Jana Buhlman, Co-chair of the Membership Committee has sent out a message on the list-serve notifying members that the 2003/2004 Membership Directory will be delayed this year. Marnie Burnham is currently working on completing all of the updates and the Membership Committee will be working with Dovelle Buie to have the directory completed and mailed out by the end of November.

The Membership Committee has had a few inquiries from Associate Institutional Members who are in the process of completing the self-study guide for full Institutional Membership.
Lisa reported that over the past month she has been actively engaged in a conversation with the Membership Committee and Karen Blimkie in order to find a viable solution to maintain the Membership database. Marnie Burnham has suggested that a position titled "Membership Coordinator" be created with the responsibility of maintaining the database for a 2-year term. The Executive also discussed contracting Karen Blimkie to complete this work, but in light of budget restrictions, moved to support the creation of a Membership Coordinator.

**Action:** Lisa Beitel will contact the Membership Committee and inform them of the Executive's decision and will formally ask Marnie Burnham if she would be willing to assume the role of Membership Coordinator for the remainder of 2003 and 2004. On behalf of the Executive, Lisa will continue to provide any assistance to the Membership Committee regarding database work and the production of the Membership Directory.

### 6.4 Conference

Christine Meutzner reported that Francis Mansbridge is contacting Capilano College as a potential conference site. However, to date, she does not have any confirmed members for the Program Committee. Lisa Beitel stated that in light of program planning and budget deadlines, that if no Program Committee members can be found by December 1, 2003, the conference might have to be cancelled and scheduled merely as a one-day workshop/AGM. The Executive agreed that a 'call for committee members' should be sent out on the list-serve to underscore the dire situation of looking for a conference program committee.

**Action:** Christine Meutzner will post a 'call for program committee members' to the AABC list-serve.

### 6.5 Internet

Christine Meutzner reported that AABC website user numbers have increased. She has talked to Heather Gordon who has expressed concerns over the financial requirements of the Internet Committee. Software maintenance for the AABC is paid up with Cinemage until December 31, 2005 and SFU (who hosts the server) is paid up until 2004. In order to maintain the current status of service, these fees must be taken into account when planning future budgets.

### 6.6 Preservation

Siôn Romaine reported that the Preservation Committee is awaiting budget numbers in order to plan for next year.

### 6.7 PAAL

Erwin Wodarczak reported that events tentatively scheduled during Archives Week including 'Home Movie Day' and the production of an Archives Week poster have been cancelled due to limited planning time (see attached email from Laura Cheadle).

Lara Wilson, Debra Barr and Richard Dancy have put together an entry that will be included in the Interpretive Guide that will accompany Bill 38 legislation. Erwin Wodarczak moved a vote of thanks to Lara, Debra and Richard for all of their hard work and dedication representing the AABC and putting together an entry for the Interpretive Guide. Seconded by Christine Meutzner.
Erwin reported that Lara Wilson will be leaving the PAAL Committee because she has been appointed the board of the CCA.

6.8 Newsletter Editorial Board

Christine Meutzner reported that Bob Edwards will be stepping down as Editor of the Newsletter after the Winter 2004 issue as his two-year term is over. Christine will contact Leslie Field to see if he is interested in being both editor and technical advisor of the newsletter.

Action: Christine Meutzner will contact Leslie Field regarding his future involvement with the newsletter.

6.9 Regional Representatives

Siôn Romaine reported that he has nothing to report from the Regional Representatives at this time.

7. Other Business

7.1 Western Councils Joint Meeting

Erwin Wodarczak reported that he received an email from Jo-Ann Munn Gafuik about setting up a meeting between the western provincial associations to discuss provincial lobbying. The Executive is unsure if anything productive will come out of such a meeting at this time and we do not have any extra budget funds to send someone. However, the Executive feels that there might be merit in such a meeting at a future date (perhaps combined with an ACA conference) with the involvement of the Provincial Archivist.

Action: Erwin Wodarczak will inform Jo-ann Munn Gafuik of the Executive's decision and will forward her email to Gary Mitchell for comment.

7.2 Reassessing the AABC - Independent Consultant

Kathy Bossort proposed that the AABC look at hiring a consultant to evaluate the future of the AABC. This person would assess the present situation of the association (structure, function, services) and propose future funding directions and fundraising options. Money for this contract could be allocated from the reserves as part of the 2004-2005 budget. The Executive feels that Kathy's idea has merit and Erwin has asked Kathy to write up a formal proposal to be send to the Executive, Committee Chairs and to Regional Reps. for consideration.

Action: Kathy Bossort will write up a proposal for hiring a contractor to evaluate the AABC and present it to the Executive, Committee Chairs and Regional Reps.

7.3 2004-2005 Budget Planning

Erwin Wodarczak presented figures allocated by the CCA to BC for 2004/2005:
-Control of Holdings, Special Projects, Training: $67,712.00
-CPCAR: $ 49,400.00
Grand total for BC: $117,112.00

2003-2004 Executive Committee minutes – Archives Association of British Columbia 26
The Executive has agreed to move 10% of CPCAR funds to regular programs as done last year. (moved by Kathy Bossort, seconded by Erwin Wodarczak). The Preservation Committee will be advised that their budget for 2004-2005 will remain at status quo. The Executive discussed a number of options as to the allocation of the remaining funds (lower by 20% this year) and has decided to set aside approximately half of the regular program money to fund member institutions through Control of Holdings grants.

Christine Meutzner will contact Education and ANS Program Chairs who will be asked to prepare budget scenarios based on allocations of the remaining funds. Jian Liu, Karen Blimkie, Erwin Wodarczak and Christine Meutzner will then review submitted budgets prior to the 2004-2005 budget being finalized.

**Action:** Christine Meutzner will contact Education, ANS, and Preservation Program Chairs and request that they submit tentative budgets by November 17, 2003.

8. Adjournment

The next Executive meeting is tentatively scheduled for Monday, December 1, 2003 at the Delta Museum and Archives in Ladner, BC. Erwin Wodarczak moved to adjourn the meeting. Kathy Bossort seconded. Motion carried. Meeting adjourned at 5:45 pm.

**AABC Executive Committee**
**Meeting Minutes: 1 December 2003**

Executive of the Archives Association of British Columbia
Location: Delta Museum and Archives -- Board Room -- Ladner, B.C.

**Present:**
Erwin Wodarczak, President  
Christine Meutzner, Vice President  
Lisa Beitel, Secretary  
Jian Liu, Treasurer  
Siôn Romaine, Individual Member-at-large  
Kathy Bossort, Institutional Member-At-Large

1. Approval of Agenda: Approved

Erwin Wodarczak called the meeting to order at 11:10 am.

2. Approval of Minutes of 2 November 2003 Meeting

Pending edits identified by Kathy Bossort, approved by Christine Meutzner, seconded by Erwin Wodarczak.

3. Business Arising
3.1 CCA General Assembly Report - Lara Wilson

Erwin Wodarczak presented Lara Wilson's report from the CCA General Assembly, noting that Heather Gordon is also on the CCA Evaluation Advisory Committee. Kathy Bossort suggested that Erwin and Lara work together to put together a 'timeline of CCA activities' outlining the issues/activities to be addressed, when actions should be taken and noting dates when the AABC should be involved.

*Action:* Erwin Wodarczak moved to accept Lara Wilson's CCA report with sincere thanks and will ask Lara if she can prepare a version of the report for inclusion in the upcoming newsletter/aabc list-serve. Seconded by Siôn Romaine.

3.2 Privacy Legislation Conference

Erwin Wodarczak reported that Bob Stewart from the United Church Archives attended the Privacy Legislation Conference. As stipulated in return for receiving discounted registration, Bob has submitted a conference report to the Executive (see attached). Jian Liu noted that there is one clarification re: non-profit organizations that needs to be adjusted, and pending this correction, the Executive accepts the report.

*Action:* Erwin Wodarczak will contact Bob Stewart and pending correction, ask Bob to submit his Privacy Legislation Conference report for inclusion in the upcoming newsletter.

3.3 Western Councils Joint Meeting

Erwin Wodarczak reported that Jo-Ann Munn Gafuik has asked the AABC to reconsider its original decision declining attendance at the December 8 Western Councils Joint Meeting in Edmonton. The ASA has offered to pay the airfare costs so that an AABC representative can be at the meeting. Based on schedules, Lisa Beitel is the only Executive member who could possibly attend the meeting.

*Action:* Lisa Beitel will confirm with her Manager if she can attend the upcoming meeting in Edmonton. If able, she will confirm meeting and travel details with Jo-Ann Munn Gafuik and prepare a report outlining the current status/concerns of the AABC.

3.4 Clarification of "Workshops Other"

Jian Liu reported that she has contacted Karen Blimkie in order to clarify what falls under "Workshop Other" included on the Statement of Revenue and Expenses by Fund Unaudited. As noted by Karen, this category is used for Workshop Expenses which do not fall under the regular Educ & Advisory program or BCAPS. Sponsored workshops and the CCI workshop are the main items which fall into this category.

3.5 Contractor/Task Force to Assess the AABC

Kathy Bossort proposed to set up a Task Force rather than hire a contractor to assess the AABC as a Task Force would be cheaper and provide for continuity and better sharing of knowledge between the membership (an ideal Task Force would be comprised of people with memory of the Association). A budget could be allocated to the Task Force to cover any travel costs and provide for secretarial support.
to complete their report. Alternately, the Task Force could be formed to create guidelines/mandate for the assessment and be involved in the consultant selection process.

The Executive agrees that this is an important project to follow-up on and has set deadlines so that an informed decision can be made at the February 2004 Executive meeting. Christine Meutzner is confident that we could apply for sustainability grants to fund this project.

**Action:** Kathy Bossort will draft "Terms of Reference" for the proposed AABC assessment and Christine Meutzner will get quotes from consultants by the end of December. Erwin Wodarczak will summarize the pro/cons of striking a Task Force or hiring a Consultant and with information from Kathy and Christine, will circulate a document to the Executive, Regional Reps, and Committee Chairs for comment in early January.

### 3.6 2004/2005 AABC Budget Allocation

Erwin Wodarczak presented Karen Blimkie's 2004/2005 Grant Analysis report based on grant options submitted by the ANS and Education Committees. Using this report and other information provided by the committees, the Executive proposed the allocation of 2004/2005 grant funds as follows:

- **Institutions:** $36,334.50 (funds from CCA)
- **Education:** $21,150.00 ($18,000.00 from CCA, $3,150.00 from AABC reserves)*
- **ANS:** $43,766.10 ($18,317.50 from CCA, $25,448.60 from AABC reserves)*

*Note: These budget amounts reflect grant options submitted by both the Education and ANS Committees.

Christine Meutzner motioned to accept the proposed 2004/2005 budget/grant allocation. Seconded by Erwin Wodarczak. All in favour.

**Action:** Christine Meutzner will contact the Education and ANS committee regarding budget allocations and offer some recommendations discussed by the Executive that could potentially maximize committee budgets.

The Executive discussed a proposal to increase 2004/2005 membership rates in an incremental fashion. Siôn Romaine also proposed that the AABC website could be re-structured so that non-members have restricted access to sections, while members have full access (via password) to all areas of the website.

**Action:** Erwin Wodarczak will research current membership rates for different associations and come up with a proposal for presentation at the AGM.

### 4. President's Report

#### 4.1 2004-2005 CCI Workshop Catalogue

Erwin Wodarczak reported that the AABC received a copy of the 2004-2005 CCI Workshop catalogue with the invitation for the AABC to host subsidized workshops. Siôn Romaine stated that Rosaleen Hill has also received a copy of this catalogue and didn't think that there were any appropriate preservation workshops at this time.
**Action:** Erwin Wodarczak will forward the 2004-2005 CCI Workshop Catalogue to Jane Turner for information and the opportunity to follow-up on any relevant education workshops.

### 4.2 BC Historical Federation Membership Renewal

Erwin Wodarczak reported that the AABC received its 2004 membership renewal form from the BC Historical Federation.

**Action:** Erwin Wodarczak will forward the membership renewal form to Jian Liu and Karen Blimkie for payment.

### 4.3 Land Conservancy -- Membership Package

Erwin Wodarczak reported that the AABC received a membership information package from the Land Conservancy.

**Action:** Christine Meutzner will review the membership information package and determine if it is relevant for the AABC to become a member.

### 4.4 2004 Heritage Society of BC Posters

Erwin Wodarczak reported that the AABC received 5 posters from the Heritage Society of BC for their 2004 Heritage Week titled "Defending Canada: Heritage of Canada's Military Places".

### 4.5 2003 Archives Week Proclamation

Erwin Wodarczak reported that the AABC received a Proclamation for Archives Week (2003) accompanied by a cover letter from George Abbott.

**Action:** On behalf of the AABC, Erwin Wodarczak will write a thank you letter to George Abbott. He will also look into ways of scanning the document and posting it on the AABC website.

### 4.6 BC Historical News Archives Column

Erwin Wodarczak reported that he has been approached by Sylvia Stopforth, Editor of the BC Historical News Archives Column, to submit an article on the current status of the BC Archival community to be included in the February 2004 issue.

**Action:** Erwin Wodarczak will write an article (based on his Presidential Report for the Winter newsletter) for submission in the upcoming February 2004 issue of the BC Historical Federation newsletter.

### 4.7 Recruiting plans for upcoming vacancies in Vice-President/President Executive positions

Erwin Wodarczak presented four recruitment options for upcoming President/Vice-President vacancies including:
a) recruit positions as normal and get someone (with prior Executive experience) to serve as President for 1 year
b) recruit positional as normal, Christine Meutzner moves into President and then resigns, the new executive has to find someone
c) Erwin Wodarczak resigns from current Executive and Christine Meutzner moves into President, find someone to serve as new Vice President who would then move immediately into President
d) recruit Vice President as normal, Erwin remains as President for a second year (however this is unconstitutional and Erwin can't serve as President for second year)

Erwin has talked to Heather Gordon, Chris Hives and Lynn Waller about these options and the Executive agrees with their opinion that the best choice is option A.

**Action:** Erwin Wodarczak will make some inquiries to potential Chairs and see if they are interested, or could recommend someone to serve as President for one year (2004/2005).

### 4.8 CCA Evaluation Advisory Committee Report

Erwin Wodarczak presented Heather Gordon's CCA Evaluation Advisory Committee report (see attached).

### 5 Treasurer's Report

Jian Liu presented the October 30, 2003 Financial Statements. She reported that there has been a revision to the Executive Committee expense account as Karen Blimkie mis-posted a $200.00 charge. This has since been adjusted and is reflected in the October statement.

The Executive also inquired about different types of term deposits and rates that could be used in order to get the maximum interest for $20,000.00.

**Action:** Jian Liu will ask Karen Blimkie what options are available for the best term deposit rate.

### 6. Committee and Program Reports

#### 6.1 Education

Christine Meutzner reported that Jane Turner, on behalf of the Education Committee, has submitted budget reports (including different scenarios) to be considered during 2004 budget planning by the Executive.

#### 6.2 Grants

Kathy Bossort reported that she has sent Institutional Members a letter regarding the availability of CCA Control of Holdings grant funds. This information has also been posted on the AABC website.

Kathy presented and asked for approval of the names on the Grant Adjudication Committee. The 2004 Committee will consist of Kathy Bossort, Siôn Romaine, Val Billesburger, Sylvia Stopforth, Chris Hives and Barb Towell.
Action: The Executive approved the names put forth by Kathy Bossort to serve on the 2004 Grant Adjudication Committee.

6.3 Membership

Lisa Beitel reported that the Membership Committee has completed the 2003/2004 Membership Directory and will be mailing it out in the next couple of days. Also included in the mailout were any last renewal receipts, and the newsletter for those members who receive it in hard copy.

Marnie Burnham has migrated the database to ACCESS 2000 (the issue was that Dovelle Buie has been assisting Marnie and Jana and couldn't view the database if they needed her to, as she only has ACCESS 97).

The Membership Committee has received an application from the Union of BC Indian Chiefs Resource Centre for full institutional membership. Jana is in the process of circulating the application with the hope that the committee can meet in December to discuss and forward a recommendation to the January Executive meeting.

Yau Min did the AABC presentation to the MASers in October, alongside Jennifer Mohan for the ACA.

6.4 Conference

Christine Meutzner reported that as a result of the "Conference SOS" she put out on the list-serve, the Program Committee now has 6 members: Lisa Codd, Anthea Seles, Susan Hart, Lois Enns, and Deirdre Brocklehurst. They will be meeting with Francis Mansbridge to confirm details and get going on program planning. Capilano College has been booked as the conference venue.

6.5 Internet

Christine Meutzner reported that Heather Gordon, on behalf of the ANS Committee, has submitted budget reports (including different scenarios) to be considered during 2004 budget planning by the Executive. Bill Purver has also submitted his quarterly report.

6.6 Preservation

Siôn Romaine presented the Preservation Committee Report dated November 23, 2003 (see attached). Siôn reported that the Preservation Committee would like clarification regarding services that non-members can access (i.e. preservation services and all parts of the AABC website).

6.7 PAAL

Christine Meutzner stated that there is nothing new to report at this time from the PAAL Committee.

6.8 Newsletter Editorial Board

Christine Meutzner reported that the Fall 2003 newsletter is now available on the AABC website. Christine has contacted Leslie Field and he is not interested in serving as Newsletter Editor or Technical
Advisor. Christine will ask members of the Newsletter Editorial Board if they are interested in serving as Editor. Siôn Romaine has indicated that he might be interested in becoming the Newsletter Editor.

**Action:** Christine Meutzner will contact members of the Newsletter Editorial Board and see if they are interested in serving as either Newsletter Editor or Technical Advisor.

### 6.9 Regional Representatives

Siôn Romaine reported that Anthea Seles has agreed to be the Greater Vancouver Regional Rep.

### 6.10 Constitution and Bylaws

Lisa Beitel reported that Wendy Hunt will no longer be serving as Committee Chair for the Constitution and Bylaws Committee. Lisa has contacted Jennifer Mohan, Chair of Nominations and Election, and let her know that we will need to find a new chair for the 2004/2005 Constitutions & Bylaws Committee.

### 7. Other Business

#### 7.1 Electronic approval of Executive Minutes

Siôn Romaine inquired if minutes from the Executive meeting could be approved electronically rather than delayed-approval at the next meeting. This change will expedite the time between the Executive meeting and posting the minutes to the web and provide our membership with timely information/decisions made by the Executive. It will also help to streamline the Executive meetings.

**Action:** Lisa Beitel will contact Bill Purver to see if there are any past precedents regarding this.

### 8. Adjournment

The next Executive meeting is tentatively scheduled for January 18 or 19, 2004. Final date and location will be confirmed in early January 2004. Erwin Wodarczak moved to adjourn the meeting. Christine Meutzner seconded. Motion carried. Meeting adjourned at 3:10 pm.

**AABC Executive Committee**
**Meeting Minutes: 18 January 2004**

Executive of the Archives Association of British Columbia
Location: Gulf of Georgia Cannery -- Board Room -- Steveston, B.C.

**Present:**
*Erwin Wodarczak*, President
*Christine Meutzner*, Vice President
*Lisa Beitel*, Secretary
*Jian Liu*, Treasurer
*Siôn Romaine*, Individual Member-at-large
*Kathy Bossort*, Institutional Member-At-Large
1. Approval of Agenda: Approved

Erwin Wodarczak called the meeting to order at 3:15 pm.

2. Approval of Minutes of 1 December 2003 Meeting

Pending edits identified by Christine Meutzner, approved by Kathy Bossort, seconded by Christine Meutzner.

3. Business Arising

3.1 CCA Christmas Card

Lisa Beitel reported that the CCA sent a Christmas card to the AABC, care of Lara Wilson. Lara has forwarded the card to Lisa to be included with the Executive minutes.

3.2 Western Councils Joint Meeting

Lisa Beitel presented her report from the Western Councils Joint meeting that was held on December 8, 2003 in Edmonton (see attached). At this meeting she gave a presentation on the status of the AABC and participated in the development of a funding proposal that was sent to the CCA Board requesting federal government support for archives programs, training and grant opportunities. The outcome of this report is pending and Lisa will keep the Executive apprised of any developments.

As a positive way to build political support, the AABC has decided to follow other provincial associations that require grant recipients to write a letter of appreciation to their local MP and MLA when they first receive their grant funding and then a second follow-up letter at the completion of the grant.

Action: Kathy Bossort (Grants Committee Chair) will draft a letter on behalf of the Executive to local MLA and MP recognising 2004 AABC grant recipients. As part of the grant recipient information packages, Kathy will add that institutions are also required to write a letter to their local MP and MLA regarding their grant project.

3.3 Contractor/Task Force to Assess the AABC

Kathy Bossort presented a proposal outlining the purpose, activities and end results of a Task Force to assess the AABC. With some minor revisions, the Executive agreed that this document should be forwarded to the Regional Reps. and Committee Chairs for their comments. If there is support from this level, then the proposal will be posted to the AABC website with an advertisement for task force members and then further discussed in a round-table forum at the upcoming conference.

Action: Kathy Bossort will prepare a final version of the proposal and send it to the Executive. Erwin Wodarczak will then forward it to the Committee Chairs and Siôn Romaine will forward to the Regional Representatives for comment.
3.4 AABC Membership Fees

Erwin Wodarczak presented a list of proposed membership fee increases. Compared to other local professional associations, the AABC membership fees are less and a slight raise in fees will help meet rising costs that the AABC is incurring. With each new and renewed membership, members should be made aware as to the benefits of their AABC fees. The Executive agrees that this should be discussed in further detail with the entire membership and will be added to the AGM agenda.

**Action:** Erwin Wodarczak will prepare a report on the membership figures to be presented at the AGM. Lisa Beitel will contact the Membership Committee and see if they will prepare a document on membership benefits that can be included with the 2004 membership renewal forms.

3.5 Electronic Approval of Executive Minutes

Lisa Beitel reported that the practice of electronically approving Executive minutes in order to expedite their posting to the website is working okay. If there are any topics that an Executive member wishes to discuss in further detail (or in person), the approval of the minutes will be delayed until discussion at the next Executive meeting.

3.6 Land Conservancy -- Membership Package

Christine Meutzner reported that she has reviewed the membership package for the Land Conservancy and does not think that membership with this type of organization fits our mandate.

3.7 2003 Archives Week Proclamation

Erwin Wodarczak reported that the Archives Week Proclamation has been scanned and forwarded to Bob Edwards for inclusion in the on-line newsletter. On behalf of the AABC, Erwin also wrote a letter of thanks for Minister George Abbott.

3.8 BC Historical News Archives Column

Erwin Wodarczak reported that he is currently working on writing an article for the BC Historical News "Archives column" and will submit it by the January 31, 2004 deadline.

3.9 Executive Position Nominations For 2004/2005

Erwin Wodarczak reported that he is still working with Jennifer Mohan in order to find someone who would be willing to serve as AABC President for 2004-2005.

3.10 CCA Survey

Erwin Wodarczak reported that he completed and sent off a copy of the CCA survey on behalf of the AABC, noting that a final version of the survey would be forthcoming to the CCA after completion of three questions with Executive input. In order to answer the outstanding financial questions in part 1, it was decided to use this year's budget figures as a guideline.
Action: Erwin Wodarczak will complete the remaining financial questions and Kathy Bossort will look through the grant files to see if they are any other helpful financial figures. Once completed, Erwin will send off a revised version of the survey to the CCA.

3.11 AABC Fund Raising Report

Erwin Wodarczak presented a report prepared by Carrie Eirene Stevenson and Barb Towell entitled "Developing a Fundraising Program for the AABC". If the Task Force proposed earlier in the meeting (item 3.3) is eventually struck, this report will be forwarded to them for consideration.

Christine Meutzner moved for a vote of thanks for both their hard work and the report prepared by Carrie and Barb. Seconded by the Executive.

3.12 Committee Annual Report Deadline

Lisa Beitel reported that in preparation for the upcoming AGM, she will be contacting the Regional Reps and Committee Chairs requesting year-end reports by February 20, 2004. Lisa will be contacting the Conference Committee and as in years past, will try to co-ordinate the mailing of the AGM package with the conference registration package in early March.

4. President's Report

4.1 Darryl Evans, BC Freedom of Information and Privacy Association

Erwin Wodarczak reported that he sent a thank you letter to Darryl Evans of the BC Freedom of Information and Privacy Association for arranging the recent workshop and for providing a reduced registration rate for the AABC that Bob Stewart was able to take advantage of.

4.2 FOI Public Hearings

Erwin Wodarczak reported that he forwarded an invitation from the Victoria FOI Committee to the AABC list-serve about upcoming public hearings in Vancouver from January 20-22, 2004 regarding recent changes to the FOI Act.

Action: Erwin Wodarczak will contact Lara Wilson and Richard Dancy regarding the status of the Act and inquire if it is appropriate for the AABC to submit something during the public hearings.

4.3 CCA Program Review

Erwin Wodarczak reported that a Review Committee from the CCA will be contacting current and past members of the AABC Executive and a select number of AABC member institutions to discuss the CCA grant process. The results of these interviews will be included in the overall CCA review that is currently underway.

4.4 Canadian Historic Places Initiative Booklet

Erwin Wodarczak reported that the AABC mailbox received a booklet on Canada's Historic Places Initiative.
5 Treasurer's Report

Jian Liu presented the November 30, 2003 and December 31, 2003 Financial Statements and reported that all budgets from these statements are on schedule for the year.

5.1 Term Deposit Rates

Jian reported that $20,000.00 has been put into a 1 year term deposit (cashable Dec. 2004) at an interest rate of 2.25%. The remaining AABC funds have been put into a 30-day cashable term deposit with 1% interest rate.

5.2 General Fund Draft Budget For 2004/2005

Jian presented a draft budget for the General Fund as prepared by Karen Blimkie. Jian explained that the draft budget is based on last year's budget with some minor changes. These changes include a reduced amount in revenue from "Workshop Fees" due to the deceased service level by AABC's Education Advisory Services program, a reduction in budget for each regional representative, and an addition of a budget item for Archives Week. Christine and Lisa also inquired into the Newsletter Production costs and how this amount ($4,000) could be reduced if the newsletter went entirely electronic.

Action: Lisa Beitel will add discussion of newsletter costs/change to an electronic version of the newsletter to the upcoming AGM agenda.

5.3 Director's Insurance Policy 2004/2005 Renewal

Jian presented a report on the status of the Director's Insurance policy that is currently up for review (the expired 2003 policy has been extended to January 23, 2004 to cover this renewal period). Jian informed the committee that the current insurance carrier has twice indicated that AABC can not be offered the same policy as it had in the past two years because of changes to our financial standing due to provincial funding cuts and the spending of our revenue for the fiscal year 2003-2004. Instead, AABC has been offered a package that is more expensive but has limited insurance as compared to past years. Karen Blimkie and Jian are negotiating with our current Insurance Company in an attempt to have AABC covered under the same policy for the upcoming year. Jian explained that if the insurance carrier could change its decision to maintain the 2003 coverage for AABC for the upcoming year, that would be great. If not, Jian asked if the Executive wishes to shop around and get quotes from other insurance agencies.

Action: Jian Liu and Karen Blimkie will keep negotiating with our current Insurance Company to see if they will maintain the 2003 coverage for a minimal rate increase. Jian and Karen have been given Executive approval to contact other insurance companies to get rate quotes.

5.4 Travel Subsidy Funds

Jian reported that Karen Blimkie was inquiring about the division of the remaining Travel Subsidy funds to 2003 conference applicants who only received 75% reimbursement.

Action: Lisa Beitel will contact Jane Turner and Karen Blimkie and confirm that after all applications are processed from the Privacy workshop in January 2004 any remaining Travel Subsidy funds will be redistributed to conference applicants.
6. Committee and Program Reports

6.1 Education


Christine also presented Jane Turner's recommendations for 2004/2005 Travel Subsidy Guidelines. Specifically, in order to fairly disburse the $2,000 in funds (expected to be cut 40% from this year's amount of $5,000) Jane proposed: 1. subsidies would only apply to full day workshops (not half day workshops); 2. members could only apply for a maximum of $100 per workshop (used to reimburse for both accommodation or travel).

These guidelines would provide approximately 20 members with assistance. If approved, Jane would like to circulate these guidelines to members with the conference registration package so that members understand the changes before they make plans to attend the conference and/or workshops. The Executive agrees that these are fair guidelines for the division of Travel Subsidy funds.

**Action:** Christine Meutzner will inform Jane Turner that the Executive has approved of the proposed changes to the Travel Subsidy guidelines.

6.2 Grants

Kathy Bossort presented a report on the adjudication of the 2004-2005 Control of Holdings Financial Programme applications. Twelve institutions were recommended for funding and will be sent to the CCA for final adjudication. These institutions will be notified by letter shortly. See attached report.

Post adjudication (grants and all programs) there is $418.72 left from the total amount of CCA funding. Kathy Bossort submitted a recommendation to allocate this money back to ANS Special Projects. Motion approved by Christine Meutzner and seconded by Kathy Bossort.

6.3 Membership

Lisa Beitel reported that Jana Buhlman and Marnie Burnham are concerned about the costs spent on the producing and mailing a hard-copy version of the 2004/2005 Membership Directory as they have since received emails regarding contact information changes and applications from new members who are now not included in the directory. They propose that the option of an electronic version of the directory be discussed at the upcoming AGM.

**Action:** Lisa Beitel will add this topic to the AGM agenda and talk to Bill Purver regarding the requirements for setting up an electronic membership directory on the AABC website.

6.4 Conference

Christine Meutzner reported the Conference Committee has placed a call for papers on the AABC website and are actively working on session and local arrangements planning. Erwin Wodarczak
reported that on behalf of the AABC, he has written a letter to Iona Campagnolo inviting her to attend the conference.

6.5 Internet

Christine Meutzner presented Bill Purver's report on AABC website statistics comparing April-December 2002 to 2003 that show website hits are up by 63,250. See attached report.

6.6 Preservation

Siôn Romaine reported that Rosaleen Hill has put forth a request to host a CCA workshop on Magnetic Media, with final confirmation and details to follow.

6.7 PAAL

Christine Meutzner stated that there is nothing to report at this time.

6.8 Newsletter Editorial Board

Christine Meutzner reported that she will be talking to members of the Newsletter Editorial Committee to see if anyone is interested in serving as Editor.

6.9 Regional Representatives

Siôn Romaine stated that there is nothing to report at this time.

6.10 Constitution and Bylaws

Lisa Beitel stated that there is nothing to report at this time.

7. Other Business

None at this time.

8. Adjournment

The next Executive meeting is scheduled for Sunday, February 15, 2:00 pm - 5:00 pm at the Gulf of Georgia Cannery Boardroom, Steveston.

Kathy Bossort moved to adjourn the meeting. Siôn Romaine seconded. Motion carried.

Meeting adjourned at 6:00 pm.
AABC Executive Committee
Meeting Minutes: 15 February 2004

Executive of the Archives Association of British Columbia
Location: Gulf of Georgia Cannery -- Board Room -- Steveston, B.C.

Present:
Erwin Wodarczak, President
Christine Meutzner, Vice President
Lisa Beitel, Secretary
Jian Liu, Treasurer
Siôn Romaine, Individual Member-at-large

Absent:
Kathy Bossort, Institutional Member-At-Large

1. Approval of Agenda: Approved

Erwin Wodarczak called the meeting to order at 2:45 pm.

2. Approval of Minutes of 18 January 2004 Meeting

Pending comments from Kathy Bossort, approved by Erwin Wodarczak, seconded by Siôn Romaine.

3. Business Arising

3.1 Contractor/Task Force to Assess the AABC

Erwin Wodarczak reported that there was mixed feedback from the Committee Chairs and Regional Reps regarding the formation of a Task Force. A number commented on the feasibility of finding members to sit on the Task Force or felt that many of the proposed issues to be studied by the Task Force had already been identified through past joint meetings and last year's conference roundtable. Based on this feedback, the Executive has decided that the Task Force will not be formed. However, the Executive feels that some of the proposed Task Force goals could be transferred to the new Executive for action.

Lisa Beitel moved a vote of thanks to Kathy Bossort for preparing an outline and proposal for the Task Force. Seconded by Erwin Wodarczak.

3.2 Travel Subsidy Funds

Erwin Wodarczak reported that he has confirmed with Jane Turner that there is $440.00 left in the 2003/2004 Travel Subsidy fund. This money will be split proportionately between the 2003 conference subsidy applicants who received a reduced refund.
3.3 AGM Package Mailout

Lisa Beitel reported that she has contacted all of the Committee Chairs and Regional Reps and requested that year-end reports be submitted to her by Friday, February 20. She is currently working on the AGM package and will be participating in a joint mailout with the Membership and Conference Committees on March 6, 2004 that will include the AGM package, conference registration package, and membership renewal forms.

**Action:** Lisa Beitel will circulate the AGM Agenda to the Executive for final approval once items are finalized.

3.4 Newsletter Format and Budget

Christine Meutzner proposed that the newsletter format be switched to electronic format as the mailing and printing of the hardcopy newsletter is a budget item that costs $4000.00 per year. The Executive agrees that an electronic newsletter is the most cost efficient and proposes that it should be run for a trial period of 1 year (4 issues) and that the upcoming March 15, 2004 edition should include an insert letting the membership know about the trial period that will start with the next newsletter. Comments regarding the format change can be directed to the Newsletter Editor or the Executive, and at the end of the trial period, the format will be decided. Christine also proposed that the newsletter budget for 2004/2005 be reduced from $4000.00 to $500.00 to cover any administrative expenses of the Newsletter Committee.

**Action:** Christine Meutzner will contact Bob Edwards and will ask him to include an insert regarding the electronic format trial period in the March 2004 newsletter.

3.5 Contractor's Agreements

Erwin Wodarczak reported that he, together with programme committee chairs, has been working on the renewal of the AABC's contractors' agreements. Karen Blimkie has been sent a new contract for her signature, while new contracts with Linda Wills, Bill Purver and Rosaleen Hill are still to be finalized.

3.6 Executive position nominations for 2004/2005

Erwin Wodarczak reported that he is still working with Jennifer Mohan in order to find replacements for the outgoing Executive members.

3.7 CCA Update from Lara Wilson

Lisa Beitel presented a CCA update from Lara Wilson. At this time the CCA is still working on tabulating the Archives survey and the CCA Board has received and is reviewing the "What the West Wants" report. Lara will be travelling to Ottawa in March to participate in the adjudication of the CCA grants. In light of the recent Auditor General's report concerning the status of Canadian archives, museums and heritage sites, Lara recommends that the AABC write a letter supporting the ACA and CCA responses to the Minister of Heritage and Prime Minister.

**Action:** Erwin Wodarczak will draft a letter from the AABC supporting ACA and CCA responses and after Executive approval, will send it to the Minister of Heritage and the Prime Minister.
4. President's Report

4.1 Canadian Heritage Grant Adjudication Guidelines

Erwin Wodarczak reported that he received a copy of the 20 points used by Canadian Heritage to adjudicate the 2004 grants. The criteria is based on an expansion of the CAIN guidelines with more emphasis on marketing and sustainability.

4.2 CCA Survey - Executive Interview

Erwin Wodarczak reported that the CCA contacted past president Heather Gordon to discuss AABC funding and program history. Heather deferred the interviewer to Erwin Wodarczak as the current president to answer financial questions but Erwin was never contacted by the CCA.

4.3 Heritage Week Posters

Erwin Wodarczak reported that the Heritage Week posters sent to the AABC were successfully distributed to AABC members through a first-come-first-serve basis via the list-serve.

4.4 Conference Invite to Lt. Governor

Erwin Wodarczak reported that he received a letter from the Lt. Governor's office declining attendance at the upcoming AABC conference in April due to scheduling. Christine Meutzner has informed the Conference Committee of her response.

4.5 BC Historical Federation Conference

Erwin Wodarczak reported that the AABC has received a conference registration package and workshop information for the upcoming BC Historical Federation conference that will be held in Nanaimo in May. The Conference Committee has asked Erwin to forward this information to the AABC membership.

Action: Erwin Wodarczak will post a message regarding the conference to the AABC list-serve and include appropriate links to the BC Historical Federation conference website.

5 Treasurer's Report

Jian Liu reported that Karen Blimkie is currently working on the January 2004 financial statements and they will be sent out to the Executive electronically on February 20.

Jian and Karen have negotiated renewal of the Director's Insurance Policy so that the AABC has comprehensive coverage for one year at a cost of $1800.00. This policy will expire on January 12, 2005 and at that time the Executive will have to decide to stay with the same company or to shop around and find a new insurance company.

Jian has contacted all of the Regional Reps and has confirmed that none of them have any reimbursements to send in for the 2003/2004 committee year (the budget allows for $100 per Representative).
Action: Jian Liu will prepare a final budget for Executive approval and present it at the next Executive
meeting.

6. Committee and Program Reports

6.1 Education

Christine Meutzner stated that there is nothing to report at this time.

6.2 Grants

Lisa Beitel reported that the Grants Committee sent out letters to the CCA grant applicants informing
them of their adjudication results. Kathy Bossort has sent off the successful applications to the CCA in
Ottawa for final adjudication in March.

6.3 Membership

Lisa Beitel reported that the Membership Committee is preparing membership renewal forms for the
upcoming joint mailout on March 6.

Lisa contacted Bill Purver regarding the possibility of setting up an electronic Membership Directory
that would be available on the AABC website. Bill has identified a number of issues and costs that
would have to be considered including new server software; new hardware; security/firewall concerns;
and finding/hiring someone to maintain the directory electronically and handle password maintenance.
With these concerns identified, the Executive feels that it is not a sound decision to go ahead with
setting up an electronic membership directory on the website at this time.

6.4 Conference

Christine Meutzner reported that conference planning is coming along smoothly and has assisted Francis
Mansbridge with some questions regarding the banquet. The Executive has confirmed that there are no
planned special presentations at the banquet dinner this year.

Christine has confirmed that Barb Towell will present the fundraising report prepared by herself and
Carrie Stevenson at the Roundtable scheduled for April 24.

Christine presented the 2004 Conference Budget as prepared by the Conference Committee. They have
requested a slight increase in conference registration fees - $5 for all categories (based on last year's
price) and a $25 increase in the 2 day non-member fee. Christine Meutzner moved to accept the
proposed budget as presented, seconded by Lisa Beitel.

Action: Christine Meutzner will let the Conference Committee know that their budget and fee increase
has been approved and that Barb Towell will be making a presentation on the Fund Raising report
during the Roundtable session at the conference.

6.5 Internet

Christine Meutzner stated that there is nothing to report at this time.
6.6 Preservation

Siôn Romaine reported that Dorothy Lawson and Rosaleen Hill are working on the Preservation Committee year-end report. Rosaleen will be attending the CCA Preservation meeting in Ottawa at the end of February and asked the Executive to forward her any ideas for preservation research as this will be discussed at the meeting.

6.7 PAAL

Christine Meutzner stated that there is nothing to report at this time.

6.8 Newsletter Editorial Board

Christine Meutzner reported that she has talked to members of the Newsletter Editorial Committee and there is no one interested in serving as Newsletter Editor. Siôn Romaine has agreed to take on the role of Newsletter Editor for one year and will be talking to Bob Edwards, Chris Hives and Bill Purver regarding past and present newsletter procedure and the possibility of moving towards a pdf version.

Erwin Wodarczak moved a vote of thanks to Siôn Romaine for taking on the role of Newsletter Editor. Seconded by Jian Liu.

6.9 Regional Representatives

Siôn Romaine stated that there is nothing to report at this time.

6.10 Constitution and Bylaws

Lisa Beitel stated that there is nothing to report at this time.

7. Other Business

None at this time.

8. Adjournment

The next Executive meeting is scheduled for Sunday, April 18, 1:00pm - 4:00pm at the Gulf of Georgia Cannery Boardroom, Steveston.

Siôn Romaine moved to adjourn the meeting. Erwin Wodarczak seconded. Motion carried.

Meeting adjourned at 4:45 pm.
AABC Executive Committee
Meeting Minutes: 18 April 2004

Executive of the Archives Association of British Columbia
Location: Gulf of Georgia Cannery -- Board Room -- Steveston, B.C.

Present:
Erwin Wodarczak, President
Christine Meutzner, Vice President
Lisa Beitel, Secretary
Kathy Bossort, Institutional Member-At-Large

Absent:
Jian Liu, Treasurer
Siôn Romaine, Individual Member-at-large

1. Approval of Agenda: Approved

Erwin Wodarczak called the meeting to order at 1:10 pm.

2. Approval of Minutes of 15 February 2004 Meeting

Approved by Erwin Wodarczak, seconded by Christine Meutzner.

3. Business Arising

3.1 AGM Schedule

Lisa Beitel presented the schedule for the upcoming AGM and the Executive reviewed their responsibilities for the meeting. Christine Meutzner will make sure that the meeting stays on schedule between 1:30pm - 3:30pm.

3.2 Bury Media - Request for Membership Information

Lisa Beitel reported that after consultation with the Executive, Jana Buhlmann (Membership Chair) responded to Bury Media that it is not a policy of the AABC to provide the contact information of its members for the purpose of solicitation, and that our membership has not provided consent for the use of their contact information for purposes outside those of the Association. The Executive agreed that if there are further requests for member information, the party will be forwarded to institutional contact information that is available via BCAUL.

3.3 Fundraising Report

Erwin Wodarczak reported that he will be presenting the Fundraising Report prepared by Carrie Eirene Stevenson and Barb Towell at the AGM. Erwin will provide a sign-up list so that interested people can receive an electronic copy of the full report.
The Executive also agreed that unsolicited reports sent to the Executive should be sent to the relevant AABC Committee/Committee Chair for comment and committee approval before formal submission to the Executive.

4. President's Report

4.1 AABC Contractor's Agreements

Erwin Wodarczak reported that contracts have been renewed for 2004-2005 with Karen Blimkie, Linda Wills, Bill Purver and Rosaleen Hill.

4.2 CCA Review

Erwin Wodarczak reported that the AABC was chosen as a case-study for the on-going CCA review. Erwin completed a detailed electronic questionnaire sent by Arthur Rabinovitch, but found that it was difficult to answer some of the questions because the survey had been designed for archival institutions not a provincial association. In his response, Erwin expressed appreciation for CAIN funding, the impact of funding to the AABC, and how the change in CAIN funding criteria effected BC applications.

4.3 AABC Support for Auditor General's Report

Erwin Wodarczak reported that on behalf of the AABC he drafted a letter supporting the CCA's response to the recent report by the Auditor General. After review by the Executive, the letter was sent to the to the Minister of Heritage and cc'd to Paul Martin and Fred Farrell at the CCA.

4.4 CCA Grant Status

Erwin Wodarczak reported that he received an email from Ottawa regarding the successful adjudication of the 2004/2005 BC submissions for CCA grant funding. Erwin has since informed the applicants and noted that the CCA will be contacting some institutions for further clarification regarding their applications.

4.5 Invitation to attend ACA Roundtable

Erwin Wodarczak reported that the AABC Executive has received an invitation to attend a roundtable on archival advocacy that is going to be held at the upcoming ACA conference in Montreal. At this time no one from the Executive will be attending the ACA conference.

4.6 Canadian Customs and Revenue Agency "Roadshow"

Erwin Wodarczak reported that the AABC mailbox received an information package for the upcoming Canadian Customs and Revenue Agency "Roadshow" that will be having sessions on Registered Charities.

Action: Erwin Wodarczak will forward information about the "Roadshow" to Karen Blimkie.
4.7 AABC Program Year End Reports

Erwin Wodarczak reported that he has received a copy of the 2003/2004 Network Services Final Report as prepared by Heather Gordon and Bill Purver for submission to the CCA. Erwin has contacted Jane Turner and Dorothy Lawson for their program year-end reports that will be submitted to the CCA by the end of April.

4.8 Direct Access & Gaming Funds

Erwin Wodarczak reported that he and Jian Liu received an email from Karen Blimkie regarding a 2004 application for gaming funds. Karen has reviewed the application guidelines and feels that an application this year would be unsuccessful because our reserves are too high.

4.9 Membership Fee Increase Proposal Report

Erwin Wodarczak presented a proposal for increasing 2005/2006 membership fees (see attached). His report outlined two proposals 1) an across the board fee increase for all membership categories and 2) a proportional increase of fees based on member income. The Executive supports the first proposal and Erwin will prepare a final proposal document that will be included in the conference packages.

Action: Erwin will present the proposal for consideration at the upcoming AGM.

5 Treasurer's Report

On behalf of Jian Liu, Lisa Beitel presented the January 31, 2004 and February 29, 2004 financial statements (see attached).

Lisa Beitel presented the final version of the 2004-2005 General Budget for approval by the Executive (see attached). Christine Meutzner moved to accept the budget (with revisions noted as of March 24, 2004). Seconded by Erwin Wodarczak.

6. Committee and Program Reports

6.1 Education

Christine Meutzner presented the Education and Advisory Service Year End Report April 2003-March 2004 prepared by Linda Wills (see attached).

Christine reported that she has informed Jane Turner that her recommendation to increase the fee of the on-line distance education course was approved by the Executive.

Christine reported that Linda Wills will be leading a workshop on Archives at the upcoming BC Historical Federation conference. The BCHF conference committee is concerned that they might loose conference attendees because Val Hughes has scheduled Linda to lead an AABC workshop the following day. The BCHF has asked if handouts from the AABC workshop will be made available to BCHF conference attendees. The Executive agrees that this is appropriate for this one-time request and will make sure that an AABC copyright notice is added to the bottom of the handouts.
Action: Christine Meutzner will write a letter to Val and Linda reminding them that the AABC tries to work with other organizations in regards to scheduling workshops and other events. Christine will ask Linda Wills to forward copies of the AABC workshop handout so that they can be made available at the BCHF conference.

6.2 Grants

Kathy Bossort reported that the status of the CCA grants has been now been adjudicated (see comments in President's Report).

6.3 Membership

Lisa Beitel presented the Membership Committee report prepared by Jana Buhlmann (see attached). The Executive discussed the recommendations put forth by the Membership Committee regarding the applications for Institutional Membership. The Union of BC Indian Chiefs Resource Centre (UBCIC) has been approved for Institutional Membership and the Membership Cmt. has suggested that they work with the Education Archivist to develop an appraisal and processing plan. The submission by the Anglican Synod of the Diocese of BC Archives was not complete and thus not approved for membership at this time. Linda Wills will be working with them to revise their application for future re-submission.

6.4 Conference

Christine Meutzner reported that the Local Arrangements Committee and the Program Committee are busy completing final details for next week's conference.

6.5 Internet

Christine Meutzner presented the Fourth Quarter Report (January 2004-March 2004) for the Archival Network Service Program as prepared by Bill Purver (see attached).

6.6 Preservation

Siôn Romaine, executive liaison for the Preservation Committee, not being present, Erwin Wodarczak noted that there was nothing to report at this time.

6.7 PAAL

Christine Meutzner stated that there is nothing to report at this time.

6.8 Newsletter Editorial Board

Erwin Wodarczak reported that Leslie Field has agreed to continue as Technical Editor. The Newsletter will be published in electronic form only for a one-year trial period. Leslie will do the HTML coding while Siôn Romaine will convert the newsletter to PDF for the website.
6.9 Regional Representatives

Erwin Wodarczak reported that he has received a letter from Sister Margaret Cantwell resigning as Regional Representative for the South Vancouver Island Region. Erwin will inform Siôn Romaine of the open vacancy.

6.10 Constitution and Bylaws

Lisa Beitel stated that there is nothing to report at this time.

6.11 Nominations

Erwin Wodarczak reported that he has been working with Jennifer Mohan to secure nominations for the following outstanding positions: President, Vice-President, Secretary and PAAL Chair. Interested candidates have been found for Institutional Member At Large and Chair of the Constitutions & Bylaws Committee.

7. Other Business

None at this time.

8. Adjournment

The in-coming Executive will schedule the next Executive meeting after the AGM.

Erwin Wodarczak moved to adjourn the meeting. Christine Meutzner seconded. Motion carried.

Meeting adjourned at 3:40 pm.
AABC Executive Committee minutes – May 2004 to April 2005

AABC Executive Committee
Meeting Minutes: 15 May 2004

Executive of the Archives Association of British Columbia
Location: University of Victoria Archives -- McPherson Library -- Victoria, B.C.

Present:
Anthea Seles, Vice President
Linda Nobrega, Secretary
Krisztina Laszlo, Institutional Member-At-Large
Siôn Romaine, Individual Member-at-large

Regrets:
Christine Meutzner, President
Jian Liu, Treasurer

Guest:
Lara Wilson

1. Approval of Agenda: Approved

Anthea Seles called the meeting to order at 1:05 pm.

2. Approval of Minutes of 18 April 2004 Meeting

Approved by Anthea Seles, seconded by Krisztina Laszlo.

3. Business Arising

3.1 Current State of the CCA -- Lara Wilson

Lara Wilson, CCA Board member, provided the new Executive with a short report on matters relating to Canadian Council of Archives activities.

Lara reported that Library and Archives Canada's (LAC) evaluation reports on the CCA's grant funding for regular programs and Archives Canada (CAIN) will likely be released soon on the LAC website. These evaluation reports were prepared by LAC in response to the government-wide review of grants and contribution authorities, the renewal of which must take place before March 31, 2005 in accordance with the Treasury Board Policy on Transfer Payments. The CCA is hopeful that, with the support of the Canadian archival community and LAC, these granting authorities will be renewed. The CCA will keep 2004-2005 Executive Committee minutes – Archives Association of British Columbia
the AABC up to date on any developments, and may call on the AABC and our allies in the research communities to support our case for renewal.

Lara reported that the results from the CCA’s 2003/04 survey of councils and institutions will be available shortly on the CCA website.

Lara also briefly reviewed AABC's services (Network, Education, Preservation) and the role of the CCA funding streams.

The CCA will be holding its summer Board meeting, 28-30 June in Charlottetown, PEI. If members of the archival community have questions or issues they would like the Board to address, please contact the Secretariat or any Board member with your concerns.

3.2 Fundraising White Paper

There was some discussion regarding the White Paper, "Developing a Fundraising Program for the AABC", and the potential feasibility of implementing these recommendations. Anthea Seles, Vice-President, noted that the committee structure did not include a member of the executive. Overall the report was commended for highlighting the fact that the AABC cannot rely on CCA funding as a means of supporting mission critical activities.

The Vice-President recommended that the executive examine the White Paper at length in order to determine the best course of action for the AABC and present potential avenues to its membership.

4. President's Report

Nothing to report at this time.

5 Treasurer's Report

On behalf of Jian Liu, Linda Nobrega presented the reports for the month ending March 31, 2004 (see attached).

The reports presented:

6. Archives Association of British Columbia. Balance Sheet - as at March 31, 2004 (Unaudited)

Linda Nobrega moved to accept the budget. Seconded by Siôn Romaine. Moved.
6. Committee and Program Reports

6.1 Education

6.2 Grants

Krisztina Laszlo stated that there is nothing to report at this time.

6.3 Membership

6.4 Conference

6.5 Internet

6.6 Preservation

Siôn Romaine reported that clarification should be made on the AABC website stating that only members of the AABC may access services provided by the preservation contractor, Rosaleen Hill.

6.7 PAAL

6.8 Newsletter Editorial Board

6.9 Regional Representatives

6.10 Constitution and Bylaws

6.11 Nominations

Due to the late call of the Executive Meeting many of the committees were not contacted. Executive sends an apology.

7. Other Business

7.1 The Executive encouraged Jennifer Mohan to continue campaigning for a President.

7.2 On behalf of Jennifer Mohan, Anthea Seles submitted for consideration a draft letter to be sent to the Minister and Premier in regards to the amendment of the Vital Statistics Act. Executive moved that the letter be sent out on the AABC listserv to encourage members to lobby the minister concerning the amendments to the Vital Statistics Act. Moved by Krisztina Laszlo, seconded by Siôn Romaine.

**Action:** Anthea Seles will complete the first paragraph pertaining to the AABC and forward the letter to the listserv.
8. Adjournment

Next meeting is tentatively scheduled for 25 July 2004.
Siôn Romaine moved to adjourn the meeting. Krisztina Laszlo seconded. Motion carried.
Meeting adjourned at 2:05 pm.

AABC Executive Committee
Meeting Minutes: 7 July 2004

Executive of the Archives Association of British Columbia
Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

Present:
Anthea Seles, Vice President
Linda Nobrega, Secretary
Jian Liu, Treasurer

Regrets:
Christine Meutzner, President
Krisztina Laszlo, Institutional Member-At-Large
Siôn Romaine, Individual Member-at-large

Guest:
Karen Blimkie

1. Approval of Agenda: Approved

Anthea Seles called the meeting to order at 6:35 pm.

2. Approval of Minutes of 15 May 2004 Meeting

Minutes were approved over e-mail exchanges, June 15, 2004.

3. Business Arising

3.1 Karen Blimkie report on Finances

Karen Blimkie presented a financial report to the Executive. A Financial Overview Report was provided and attached to the minutes.

Karen presented the Statements of Revenue and Expenses for the period ending May 31, 2004 (see attached).

3.2 Ad Hoc Committees

Ad Hoc Committees are established on a yearly basis and are reconstituted after the AGM. Be it resolved the continuation of the Ad Hoc Committees and the reappointment of the Chairs except for the
AABC CAIN Coordinator who is no longer available and the current vacancy of PAAL (Public Awareness and Archival Legislation).

Anthea Seles moved to approve. Jian Liu seconded. Passed.

Jennifer Mohan is to be notified that there are two vacant chair positions: the Public Awareness and Archival Legislation Committee and the AABC CAIN Coordinator position.

3.3 Roundtable

There was a proposed Roundtable for July/August concerning CAIN, CCA funding, federal government reports and the AABC fundraising white paper. Given the financial report provided by Karen Blimkie and the fact that a roundtable took place last year at the AGM (April 26, 2003) - The Executive agreed to strike the issue of the roundtable.

Action: Linda Nobrega will notify the Executive, Chairs and Regional Representatives about the cancellation of the roundtable.

3.4 AABC's Opinion on the LAC Review

Manitoba's archival association had issued a statement in support of the CCA and the CCA's response to LAC's Evaluation of the Grants and Contributions Program. In line with Manitoba's statement, Be it resolved that the AABC extend their support to the CCA and its endeavours. Linda Nobrega moved to approve, Jian Liu seconded. Passed.

Action: Anthea Seles will post the statement, on behalf of the AABC, onto ARCAN-L.

4. President's Report

Nothing to report at this time.

5 Treasurer's Report

Signing authority for the AABC. Currently that authority is with Erwin Wodarczak and Jian Liu. Anthea Seles needs to speak to Erwin to relinquish and pass signing authority to her.

As Karen had presented the Statements of Revenue and Expenses there is nothing further to report at this time.

6. Committee and Program Reports

6.1 Education

6.2 Grants

6.3 Membership

6.4 Conference
6.5 Internet

6.6 Preservation

6.7 PAAL

6.8 Newsletter Editorial Board

6.9 Regional Representatives

6.10 Constitution and Bylaws

6.11 Nominations

7. Other Business

7.1 Archives Week

It had been suggested by Valerie Billesberger, Fraser Valley Regional Rep., that the PAAL Committee solicit the membership for ideas on a theme for Archives Week. This should be done via the website and/or the regions and the committee announce the theme at the AGM in order to extend the planning time frame. This will give members more opportunity to seek resources for staging events to celebrate Archives Week and potentially increase the number of institutions who participate on a province-wide basis. In addition, the Archives Week poster should be created as a pdf file and available via the AABC website. The Executive agreed to the suggestions.

The PAAL Committee does not currently have a Chair. If a Chair is not appointed in the next month the Executive will address the organization of this year's Archives Week (November).

7.2 Executive Advisory Committee

Due to the absence of a president a committee shall be established to assist the current Vice President/Acting President and the new Executive for the current year. Be it resolved that the AABC Executive establish the Executive Advisory Committee and appoint Chris Hives, Jennifer Mohan and Lara Wilson as members of the committee. Linda Nobrega moved, Jian Liu seconded. Passed.

7.3 Network Services/Internet Committee

Heather Gordon shall be invited to the next Executive Meeting in order to discuss the program/fund of the network services and the funding concerns.

Action: Anthea Seles shall e-mail Heather Gordon.

8. Adjournment

Next meeting date to be determined at a later time.
Anthea Seles moved to adjourn the meeting. Jian Liu seconded. Motion carried.
Meeting adjourned at 8:05 pm.
AABC Executive Committee  
Meeting Minutes: 3 October 2004

Executive of the Archives Association of British Columbia  
Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.  

Present:  
Anthea Seles, Vice President  
Linda Nobrega, Secretary  
Krisztina Laszlo, Institutional Member-At-Large

Regrets:  
Christine Meutzner, President  
Jian Liu, Treasurer  
Siôn Romaine, Individual Member-at-large

1. Approval of Agenda: Approved  
Anthea Seles called the meeting to order at 10:30 am.

2. Approval of Minutes of 7 July 2004 Meeting  
Minutes were approved in e-mail exchanges, Sept. 9, 2004. Shortly after were made available on the AABC website.

3. Business Arising  
3.1 Expenditures for servers.  
AABC capital expenditures - Replacement of AABC Servers. Heather Gordon made a request for funding to purchase, install and configure two new servers for the housing and delivery of the AABC's web-based resources. (see attached the request from the AABC Internet Committee and the quote from Cine Image). Executive members sought consultation from the Executive Advisory Committee on Oct. 1, 2004. All were in agreement that the expenditure was necessary to maintain proper functioning of the BCAIN network.

Be it resolved that the AABC Executive approve the expenditure of $7,550 to replace the necessary equipment and insure the proper function of the BCAIN network.

Anthea Seles moved to approve. Krisztina Laszlo seconded. Passed.

3.2 LAC Consultation.  
The three Executive members present had attended the LAC Consultation. A summary of the proceedings will be made available on the AABC website. The consultation took place at the Archdiocese of Vancouver on October 1, 2004 from 10am to 3:30pm. The consultation was informative and many concerns were voiced and presented to Marianne McLean (LAC representative).
3.3 AABC Conference 2005

Lisa Codd and members of the Fraser Valley Region had expressed an interest in organizing the AABC 2005 Conference. A request for additional offers was made on the AABC website and on the AABC listserv. No other expressions of interest were received.

Be it resolved that the AABC Executive accept Lisa Codd's proposal to hold the 2005 Conference in Langley.

Linda Nobrega moved to approve. Krisztina Laszlo seconded. Passed.

3.4 Archives Week

In an email exchange, early September 2004, Linda Nobrega proposed the motion that an Ad Hoc Committee be established to organize Archives Week. This motion was passed by the Executive soon after. We accepted Val Billesberger's offer of assistance in the committee. Further the theme of Archives Week, as proposed by Val and the Fraser Valley Region, was declared as "Women's Community Groups". In late September Val Billesberger was appointed as chair of the Ad Hoc Committee.

4. President's Report

Current President Christine Meutzner has notified the Executive that she will be submitting her resignation to the Membership Committee.

5. Vice-President's Report

Anthea Seles reported that she consulted with the Executive Advisory Committee regarding the funding for Network Services/Internet Committee and the server expenditures request. The Advisory Committee noted that BCAUL is the cradle of networks across Canada and CAIN (Archives Canada). The reserve set aside by the 2003-2004 Executive, where necessary, will be used to sustain the operations of the AABC.

6 Treasurer's Report

July and August financial statements are available.

Jian Liu submitted, for informational purposes, a statement that provides the amount of the reserve on March 31, 2004, the projected reserve as of March 31, 2005 and the reserve that will be available for use in 2005/2006.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Linda Nobrega reported that Melanie Hardbattle had nothing to report.

7.2 Education
7.3 Grants

Krisztina Laszlo reported there will be no grant adjudication this year until LAC submits their report to the Treasury Board and a decision is made about whether there will be funding and what form it will take.

7.4 Membership

Jana Buhlmann submitted a report to Linda Nobrega (see attached report).

*Jana reported that the committee held two meetings in September.*

*Independent meeting on September 8th.*
*Joint meeting with the Education Committee on September 27th.*

1. Met to develop a work plan for the rest of year. Identified primary goal as the completion of the membership fee study as tasked at the last AGM. A three pronged approach to the study was decided: a survey of the fee structures of other provincial/territorial associations, a report from the membership database, and liaising with regional representative to gather information. Requested that the Executive consider the survey generally and to provide any further guidance or feedback. The committee asked about the role of fees as institutional revenue - how significant is this role and how are they used?

The Executive commended the work of the Membership Committee and had no feedback. The question pertaining to the role of fees is best addressed by Jian Liu, the treasurer, who was not present.

Following the meeting Jian Liu informed the executive that Institutional memberships account for about 50% of all membership revenue. The fees are used, along with all other General Fund revenues, to finance our General Fund expenditures. This includes committee expenses, newsletter, membership directory, student awards etc etc.

*The Committee reported that they aim to have the membership directory available by the end of October. On October 12th an AABC membership presentation will be made by Marie-Helene Robitaille to first year UBC MAS students. Several suggestions were made in the attached report.*

Be it resolved that the AABC Executive approve the Membership Committee's proposal to provide free membership to second year MAS students. This is due to the low number of registrations received from the second year students.

Anthea Seles moved. Linda Nobrega seconded. Passed.

The suggestion of requiring a student member in each committee has been discussed and the Executive feels that they should be encouraged but not required.

2. *At the join committee meeting the current use of the Self-Study Guide for Institutional Membership was discussed. Several improvements were suggested in the report.*
Be it resolved that the AABC reconvene the Institutional Standards Committee as proposed from the Membership Committee and the Education Committee. The Committee shall reconvene next year in order to create assessment criteria for the Self-Study Guide for Institutional Membership.

Krisztina Laszlo moved. Anthea Seles seconded. Passed.

The AABC Executive recommended that the Institutional Member-at-Large, Krisztina Laszlo, be a member of the aforementioned committee.

7.5 Nominations and Elections

7.6 BC Archival Preservation Service

7.7 Conference

7.8 Internet

7.9 Newsletter Editorial Board

7.10 Regional Representatives

8. Other Business

There is no other business at this time.

9. Adjournment

Next meeting date has been tentatively set for Saturday November 6, 2004. Anthea Seles moved to adjourn the meeting. Krisztina Laszlo seconded. Motion carried. Meeting adjourned at 12:15 pm.
1. Approval of Agenda: Approved

Anthea Seles called the meeting to order at 10:30 am.

2. Approval of Minutes of 3 October 2004 Meeting

Approved by Anthea Seles, seconded by Krisztina Laszlo. Passed.

3. Business Arising

3.1 Archives Week

Archives Week is currently taking place and the material is available on the website. The Executive commends the work of Val Billesberger, the Fraser Valley Regional Group and Bill Purver.

3.2 Resignation from Individual Member-at-Large

Siôn Romaine submitted his resignation as the executive Individual Member-at-Large and as editor of the AABC Newsletter. (see attached) Jennifer Mohan reported that Marnie Burnham has offered to take up the position as editor of the AABC newsletter for the next issue. Jennifer reported that she is seeking an Individual Member-at-Large.

The Executive would like to thank Siôn for all his hard work.

4. President's Report

The executive position of President is currently vacant. Anthea Seles, Vice-President, is acting president for the remainder of the term.

5. Vice-President's Report

Anthea Seles reported that Jennifer Mohan and another individual are preparing to approach the BC Land Commission to obtain possible funding.

Anthea reported that she is in contact with Lara Wilson about the new Land Registry (formerly the Titles Office). There is a concern about access and preservation/conservation. The suggestion of hiring an archivist has been made to the Ministry without success.

6 Treasurer's Report

Linda Nobrega presented Jian Liu's report (see attached).

- Jian reported that financial statements were sent out and if there are any questions feel free to email her.
- Need a decision regarding continuing with the two annual awards to UBC MAS students.
The Executive felt that there are few grants available to the students. As a representative of the archival community the contribution should be maintained by the AABC. Questions were raised about the criteria in selecting the recipient. Anthea Seles will inquire about the adjudication of the awards.

Be it resolved that the AABC Executive continue to support the two awards: the Archives Association of BC Prize ($150) and the Willard Ireland Prize ($200).

Linda Nobrega moved to approve, seconded by Krisztina Laszlo. Passed.

- Need a decision on renewal of the contractor agreements. It was recommended that we do not renew contractor agreements until funding is officially confirmed in writing. If delayed, President must inform contractors.

This issued is tabled until further information is supplied from Jian Liu.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Linda Nobrega reported that Melanie Hardbattle had nothing to report.

7.2 Education

Jane Turner reported to Anthea Seles that there are no more workshops planned for this year.

7.3 Grants

Krisztina Laszlo had nothing to report.

7.4 Membership

Linda Nobrega presented Jan Buhlmann's report.

- Jana reported that the 2004-2005 Membership Directory had been mailed out and gives a huge thanks to Marnie Burnham for all her work.
- A larger number of new members from first year MAS students this year
- The committee continues on their investigation of membership fees. Yau Min will shortly present her exploration of library, museum and archives associations in Canada to the membership committee.
- In regards to reconvening the institutional standards committee - the suggestion is made to reconvene in the 2005-2006 term due the number of projects (the fee study, review of applications) currently at hand.
- Jana inquired of the executive on any thoughts regarding increasing/not increasing membership fees as per the AGM discussion.

The Executive suggested the membership committee explore the option of increasing membership fees based on the favorable discussion that was held at the AGM with the majority of the membership. Many people, at the AGM, felt that they would be willing to pay more for the services they received as
members. However based on the financial neediness of many archival institutions in BC it is recommended by the Executive that the membership fees be scaled to accommodate those archives. The Executive is in favour of increasing the fees in order to maintain the current level of services.

7.5 Nominations and Elections

Jennifer Mohan had nothing further to report than what is stated under 3.2.

7.6 BC Archival Preservation Service

7.7 Conference

7.8 Internet

- Jian Liu reported that the two new servers have been purchased. Installation will occur soon. Need to decide on whether the internet committee will find a new host for its new servers in light of the on-going annual rack-conversion costs.

Heather Gordon reported that the new servers were purchased for $600 less than was quoted. SFU requested that servers be rack-mounted as opposed to the towers that were purchased. The expense of converting the new towers to rack servers is $130 US per server. The Executive suggested continuing to use the services of SFU to maintain our servers.

Be it resolved that the Internet Committee receive the needed funding for rack-conversion.

Anthea Seles moved to approve, seconded by Linda Nobrega. Passed.

7.9 Newsletter Editorial Board

As stated under 3.2, Sion Romaine had resigned as Chair of this committee. Marnie Burnham will work as editor on the next issue. Jennifer Mohan reported that after the next issue Marnie Burnham would review her time commitments and decide whether she can continue as editor.

7.10 Regional Representatives

8. Other Business

8.1 BC Historical Federation write up

The AABC is a member of the BC Historical Federation. An executive member was needed to write a short description of the AABC for distribution by the Federation.

The Executive accepted Anthea Seles' offer to write up the description.
8.2 LAC Consultation

Linda Nobrega reported that the minutes of the Library and Archives Canada consultation with the BC archival community, held Oct. 1, 2004, are now available on the AABC website. Linda thanked Reuben Ware and Lara Wilson for their invaluable assistance. [http://aabc.bc.ca/aabc/LACconsultminutes.pdf](http://aabc.bc.ca/aabc/LACconsultminutes.pdf)

9. Adjournment

Next meeting date has been tentatively set for Friday January 21, 2005. Anthea Seles moved to adjourn the meeting, seconded by Krisztina Laszlo. Motion carried.

Meeting adjourned at 12:00 pm.

AABC Executive Committee
Meeting Minutes: 22 January 2005

Executive of the Archives Association of British Columbia
Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

Present:
Anthea Seles, Vice President (Acting President)
Jian Liu, Treasurer
Linda Nobrega, Secretary
Krisztina Laszlo, Institutional Member-At-Large
Lisa Beitel, Individual Member-at-large

Guest:
Karen Blimkie

1. Approval of Agenda: Approved

Anthea Seles called the meeting to order at 10:05 am.

2. Approval of Minutes of 20 November 2004 Meeting

Approved over email exchange and made available on the AABC website January 2005.

3. Business Arising

3.1 Karen Blimkie - Budget report

Karen Blimkie submitted a report titled “Reserve Funds/2005_2006 Programs, January, 2005” (see attached report). The report identified that as of March 31, 2005 the reserve fund will be at $48,526.00 (excluding the “Development/Safe” fund of $35,000). If programs continue at current cost level the reserve fund would fall to under $20,000. Options for short and long term funding of AABC programs and contractors were discussed in light of the uncertainty of CCA funding.

In the event that CCA funding is received for 2005/2006, it is likely that it will remain the same as the current fiscal year. It is anticipated that when the funding is confirmed there won’t be much time to
prepare and submit applications. It is felt that in order to be prepared the Executive should encourage Committees to complete grant applications based on last years criteria.

There have been no donations to the AABC this year. It was suggested that donations should be encouraged and remind people that the donations are tax deductible. Perhaps in the fall designate someone to work on soliciting donations.

A final budget is to be approved at the next Executive Meeting in February.

3.2 Funding decisions

The executive is waiting for official confirmation of continued funding. If the executive does not hear about the CCA funding Jian Liu suggested that each program provide the executive with options. It was decided by the executive that we table this until we have received a report from the programs.

3.3 Archives Week

Linda Nobrega reminded the Executive the suggestion made in the fall by the Archives Week Ad hoc Committee to post an idea generator for an Archives Week theme. The request would be for submissions of 100 words or less on why the chosen theme.

Be it resolved that the AABC post an Archives Week 2005 idea generator on the AABC website. Linda Nobrega will contact Bill Purver. Krisztina moved to approve. Lisa Beitel seconded. Passed.

[January 24th – Linda Nobrega went to the website and found that the idea generator had already been posted by request of the Archives Week Ad Hoc Committee.]

4. President’s Report

Anthea Seles reported that Direct Gaming Access is being looked at as a possible funding source. Jennifer Mohan is looking into this source on behalf of the Executive.

Lara Wilson kept Anthea and the Executive posted on the concerns and issues surrounding the Title and Lands Office. There had been lobbying for the proper care of the records.

5. Treasurer’s Report

The financial statements for the period ending November 30 and December 31, 2004 were submitted. (see attached statements)

Jian Liu reported that she will be sending an email to Committee chairs to request their invoices to be sent in before the end of the current fiscal year. Invoices will also have to be collected from the regional representatives.

Jian Liu reminded Anthea Seles to get her signing authority established.
6. Committee and Program Reports

6.1 Constitution and Bylaws

Linda Nobrega reported that Melanie Hardbattle had nothing to report.

6.2 Education

Krisztina Laszlo reported that the Education Committee is looking at their options and discussing their contingency plans because of possible lapsed funding.

6.3 Grants

Krisztina Laszlo had nothing to report.

6.4 Membership

Linda Nobrega presented Jana Buhlmann’s report. (see attached)

The committee asked what percentage of the association’s funds are derived from membership fees. Jian Liu provided the answer: membership fees are a little over $15,000 which is 43% of the general fund revenues for the fiscal year 2004-2005.

The fee review involves a survey of AABC members. The committee proposed reaching out to the members through the regional reps and through the AABC listserve.

The AABC Executive approved of the suggestions made by the membership committee as to the content of the survey. In addition it was agreed that the membership committee should approach the regional reps and inform of the survey through the AABC listserve.

6.5 Nominations and Elections

Linda Nobrega reported that Jennifer Mohan had nothing to report.

6.6 BC Archival Preservation Service

Lisa Beitel reported that the planned January workshop on Videotape/Magnetic Media Preservation had to be changed and will now be on Motion Picture Film Preservation. Rosaleen Hill will forward the revised paperwork to the CCA.

6.7 Conference

Anthea Seles reported from Lisa Codd.

The conference organizers, AABC Fraser Valley Region, submitted the minutes to a brainstorming session held November 2004, the agenda to a recent conference planning meeting and the draft budget. (see attached)
The working title of the conference is “Building Archives and Communities”. The brainstorming session breaks down the possible sessions, speakers and fundraising or sponsorship initiatives. The draft budget required Executive approval.

The Executive noted that there could be a problem in attaining vendors as the BC Library Association is holding its conference on the same weekend. There was a question on how the participant numbers were derived/estimated.

Be it resolved that the AABC Executive approve the conference budget with revisions of some numbers. Linda Nobrega moved to approve. Krisztina Laszlo seconded. Passed.

Lisa Codd requested Executive approval of attaining sponsorship and inquired on what guidelines and procedures need to be followed. The Executive commended the work of the Fraser Valley and felt that going after sponsorship is a great idea. The Executive suggested going after organizations that reflect the principles, values and goals of the AABC.

6.8 Internet

The third quarter report (October to December 2004) for the BC Archival Network Service Program was submitted. (see attached report) Report stated that quarter 3 was focused on the maintenance and development of the AABC/BCAIN web servers, including the administration of the acquisition and set up of two new machines. The report outlines the activities in which the BCANS Coordinator was involved and responsible for in that time period including advisory services. Report includes detailed quarterly and monthly comparisons of website usage from April to December 2004 and that from April to December 2003, a quarterly financial report, expense statements and expenditure reports.

6.9 Newsletter Editorial Board

6.10 Regional Representatives

Lisa Beitel reported from Brenda Waksel (South Vancouver Island Regional Group) and Erica Hernandez (Greater Vancouver Regional Group). (see attached report).

The SVIRG is holding their next meeting on March 23, 2005. Mickey King is the new recording secretary for the group and they hope to attain new hosts and speakers for future meetings.

The GVRG held a workshop on Digital Media Preservation in November 2004. The workshop was well attended and received. Two upcoming workshops: Disaster Planning & Records Salvage for January 24-25th and a workshop on copyright in photographs for March 10th.

7. Other Business  No other business presented.

8. Adjournment

Next meeting date had been tentatively set for February 26, 2005. Linda Nobrega moved to adjourn the meeting, seconded by Anthea Seles. Motion carried. Meeting adjourned at 12:30 pm.
AABC Executive Committee
Meeting Minutes: 26 February 2005

Executive of the Archives Association of British Columbia
Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

Present:
Anthea Seles, Vice President (Acting President)
Jian Liu, Treasurer
Linda Nobrega, Secretary
Krisztina Laszlo, Institutional Member-At-Large
Lisa Beitel, Individual Member-at-large

Guest:
Jana Buhlmann

1. Approval of Agenda: Approved
Anthea Seles called the meeting to order at 10:20 am.

2. Approval of Minutes of 22 January 2005 Meeting
Pending edits - approved by Anthea Seles, seconded by Lisa Beitel.

3. Business Arising

3.1 Budget
Jian Liu submitted the 2005/2006 draft budget (see attached). The Executive considered item per item – comparing the actuals in the last budget to the draft projections.

Be it resolved that the Executive approve the budget with the two noted changes. Linda Nobrega moved to approve, Jian Liu seconded. Passed.

3.2 Donations
Anthea proposed striking a fundraising committee. The role of the committee would entail fundraising and implementing aspects of the Towell-Stevenson White Paper. Suggestions of committee members were discussed and those individuals will be approached. Executive agrees.

3.3 Two institutional membership applications for approval
On behalf of the Membership Committee Jana Bühlmann submitted the recommendation of two institutions for full institutional membership (see attached).

Be it resolved that the Executive accept the recommendations made by the Membership Committee and approve the two applications for full institutional membership. Lisa Beitel moved to approve, Anthea Seles seconded. Passed.
It was reported that the Membership Committee is working towards creating a guide and an application that are separate. There were concerns about the process of applications and submissions and that clarification is needed. In addition, the website requires updating.

**3.4 Fee study**

The membership committee conducted an informal study on a sliding fee structure/scale. Jana Bühlmann reported that the responses collected by the regional representatives will be received by March 16. The results of the survey will be presented at the AGM.

Executive would like to forward a huge thank you to the membership committee and their hard work.

**3.5 Recognition to Dorothy Dodge**

Dorothy Dodge of the Lytton Museum and Archives was awarded the prestigious BC Community Achievement Award.

**Action:** Anthea Seles will write a letter of congratulations to Dorothy Dodge and contact the newsletter editorial board to make a note in the next edition.

**3.6 Heritage rally**

A Rally for Heritage is to take place on March 3rd at the Legislative Buildings in Victoria. The goal of the rally is to bring awareness to concerns regarding the new Land Titles Office. Lara Wilson will be submitting a letter, on behalf of the AABC, that will outline the concerns of the archival community.

**4. President's Report**

Anthea Seles has nothing to report.

**5. Treasurer's Report**

Jian Liu submitted financial statements for the period ending Jan. 31, 2005 (see attached).

**6. Committee and Program Reports**

**6.1 Constitution and Bylaws**

Linda Nobrega reported that Melanie Hardbattle had nothing to report.

**6.2 Education**

Krisztina Laszlo reported that there is nothing to report from the Education Committee.

**6.3 Grants**

Krisztina Laszlo reported that on February 8th the CCA announced there will be a grant run for the 2005/2006 fiscal year. Funding allotments and grant criteria will remain the same as last year.
Grants Committee will meet on March 7th to adjudicate the Control of Holdings Grants, the only CCA funding available to institutions.

6.4 Membership

Jana Buhlmann has nothing further to the business arising (item 3.3) to report.

6.5 Nominations and Elections

Linda Nobrega reported that Jennifer Mohan has heard from several interested parties for membership coordinator, membership committee chair and individual member at large.

6.6 BC Archival Preservation Service

Lisa Beitel had nothing to report.

6.7 Conference

Anthea Seles submitted the minutes of the Conference Planning Meeting held on February 7th. (see attached)

6.8 Internet

Anthea Seles had nothing to report.

6.9 Newsletter Editorial Board

Anthea Seles reported that the Winter 2005 AABC Newsletter has been made available on line.

6.10 Regional Representatives

Lisa Beitel inquired if the Executive had any documents that identified the duties and roles of the regional representatives. Linda Nobrega did not think that such material is available but will look into it.

7. Other Business

No other business presented.

8. Adjournment

Next meeting had been set for April 9th, 2005. Anthea Seles moved to adjourn the meeting, seconded by Krisztina Laszlo. Motion carried. Meeting adjourned at 12:20 pm.
AABC Executive Committee
Meeting Minutes: 9 April 2005

Executive of the Archives Association of British Columbia
Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

Present:
Anthea Seles, Vice President (Acting President)
Linda Nobrega, Secretary
Krisztina Laszlo, Institutional Member-At-Large

Regrets:
Jian Liu, Treasurer
Lisa Beitel, Individual Member-at-large

1. Approval of Agenda: Approved

Anthea Seles called the meeting to order at 10:00 am.

2. Approval of Minutes of 26 February 2005 Meeting

Approved by Anthea Seles, seconded by Krisztina Laszlo.

3. Business Arising

3.1 Heritage Rally

A rally is to be held on March 3rd in front of the Legislative Buildings in Victoria, BC. One of the main concerns of the “Give Your Past a Future Coalition Rally” is the condition and accessibility of records in the new Land Titles Office. The rally organizers have requested heritage groups to submit letters to be read at the rally. Lara Wilson wrote a letter on behalf of the AABC (see attached). The letter requests that the Land Title records be properly arranged, described, preserved and made accessible to all researchers and that the provincial grant funding programs for archives, eliminated in 2001, be reinstated.

3.2 Emergency services from AABC contractors

What can an individual member expect from contractors in the case of an emergency? To be taken into consideration is whether the Executive should establish guidelines directing what is appropriate. Will the amount of time provided by the preservation contractor be standardized and any further assistance covered by the assisted institution? How will this relate to the contract with the association? This matter will be directed to the preservation committee for discussion at their next meeting.

3.3 CCA Roundtable in June

The CCA is holding a roundtable in Saskatoon just prior to the ACA conference. Jennifer Mohan will be attending the roundtable as a delegate from the AABC.
4. President's Report

Anthea Seles reported that the signing authority on the AABC’s bank account has now been transferred to herself, Anthea Seles.

It was reported that additional CCA funding was made available in late March. A Special Projects application for the BC Archival Network Service was submitted and approved for 2005-2006. (see attached)

5. Treasurer's Report

Jian Liu submitted financial statements for the period ending Feb. 28th (see attached). Approval of financial statements: approved by Anthea Seles, seconded by Linda Nobrega.

6. Committee and Program Reports

6.1 Constitution and Bylaws

Linda Nobrega reported that Melanie Hardbattle had nothing to report.

6.2 Education

Krisztina Laszlo reported that the committee has submitted their end of project, BC Education and Advisory Service, final report to the CCA.

6.3 Grants

Krisztina Laszlo reported that the committee met on March 7th to adjudicate the Control of Holdings grant programme for 2005-2006. There were 12 applications received at a total request of $57,821.40. The committee approved 8 projects for a total of $29,513.90.

6.4 Membership

Linda Nobrega reported that the committee had completed the membership fee study. Copies of the study will be made available at the AGM as well as on the AABC website. The listserv (aabc-archives) will be informed of the availability of the study and provided a link. If anyone has comments regarding the report/study and cannot attend the AGM they may provide e-mail input to the committee’s chair, Jana Buhlmann.

The Executive highly commends the work done by the Membership Committee and their final report. It was felt that the report fully addressed the questions and concerns raised by the study.

6.5 Nominations and Elections

Linda Nobrega reported that Jennifer Mohan had nothing to report.
6.6 BC Archival Preservation Service

Linda Nobrega reported that Lisa Beitel had nothing to report from the committee chair.

6.7 Conference

Anthea Seles reported that she will be giving the opening and closing address at the conference. The arrangements of the conference are going well.

6.8 Internet

Anthea Seles reported that Heather Gordon is working on the final reports for both the 2204-2005 BCANS grant and the 2004-2005 Network Operational Requirements grant. These reports will be submitted to the CCA (Canadian Council of Archives).

Bill Purver had prepared a detailed program/fiscal year-end (2004-2005) statistical report for the AABC/BCAIN web sites. The statistics show a continual increase in web site usage (see attached statistical report).

6.9 Newsletter Editorial Board

Anthea Seles had nothing to report.

6.10 Regional Representatives

Linda Nobrega reported that Lisa Beitel had nothing to report.

7. Other Business

No other business presented.

8. Adjournment

The Executive shall meet next at the AGM set for April 23rd, 2005. Anthea Seles moved to adjourn the meeting, seconded by Krisztina Laszlo. Motion carried. Meeting adjourned at 11:30 am.
AABC Executive Committee minutes – June 2005 to April 2006

AABC Executive Committee
Meeting Minutes: 18 June 2005

Executive of the Archives Association of British Columbia
Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

Present:
Anthea Seles, President
Lisa Codd, Vice President
Kathy Bossort, Treasurer
Linda Nobrega, Secretary
Krisztina Laszlo, Institutional Member-At-Large
Alan Doyle, Individual Member-at-large

1. Approval of Agenda

Linda Nobrega noted the addition of 3.5 to Business Arising. Also added are two items to Other Business. Krisztina Laszlo moved to approve the agenda, seconded by Lisa Codd.

Anthea Seles called the meeting to order at 10:15 am.

2. Approval of Minutes of 09 April 2005 Meeting

The approval was tabled as the minutes were not available for the meeting.

3. Business Arising

3.1 Welcome to new Executive officers

Anthea Seles welcomed the new officers to the AABC Executive. Each member of the Executive introduced themself.

3.2 Archives that charge researchers fees and their grant applicability

There was a question presented to the Executive on the matter surrounding institutions that charge access fees and their eligibility to apply for grants. The executive agreed that institutions could apply for grants but discussed whether it should impact the approval of the application. Another archival association has applied a penalty point system to an institution’s application.
The executive recommended that this be an issue to be considered/discussed by the Grants committee. Do we want to impose a penalty on the grant adjudication process? Pending further discussion on whether the charging of fees is detrimental to access, we will continue to monitor the situation.

3.3 Reviewing HSBC as the AABC banking institution

The current AABC banking institution is HSBC. The hours of operations have led to accessibility concerns for the president and other officers. In addition, it was reported that customer service has been unacceptable. Anthea Seles suggested the consideration of a different institution once the signing authority for the new Treasurer has been completed at HSBC. Several banking institutions will be looked into and compared to HSBC and each other.

3.4 Heritage Coalition website

John Lutz had suggested the creation of a heritage coalition website that would list the members of the coalition, the general concerns and the history of events. The website will allow other groups and the public to catch up on the work of the coalition and possibly add their name or organization. John Lutz had invited the participation of the AABC.

The Executive agrees that it can be a powerful advocacy tool.

Be it resolved that the AABC Executive support the AABC’s affiliation with the heritage coalition website. And be it understood that John Lutz will draft the website and share it with the Executive prior to making it public.

Linda Nobrega moved to approve. Anthea Seles seconded. Passed.

3.5 CCA Roundtable Report

Jennifer Mohan represented the AABC at the CCA roundtable held in Saskatoon on June 6-7, 2005. Her preliminary report is attached including the handouts from the roundtable.

The preliminary report will be sent out to the AABC executive officers. Discussion on the report will take place at the next meeting.

4. President's Report

Anthea Seles had nothing to report.

5. Treasurer's Report

Kathy Bossort submitted financial statements for the period ending April 30, 2005 (see attached).

The Individual Member-At-Large was asked to remind regional representatives that they are budgeted for expenses and to remember to submit them.

Kathy reported that the association is required to submit an annual return with the Canada Revenue Agency in order to remain on the non-profit society list (registered charities).
The academic award prizes, for UBC MAS graduates, were issued this year to the following recipients:

- Willard Ireland Prize: Mr. Bart Ballaux ($200)
- AABC Mary Ann Pylypchuk Memorial Prize: Ann Marie Forman ($150)

6. Committee and Program Reports

6.1 Constitution and Bylaws

Linda Nobrega reported that Melanie Hardbattle had nothing to report.

6.2 Education

Anthea Seles had nothing to report.

6.3 Grants

Krisztina Laszlo had nothing to report.

6.4 Membership

Linda Nobrega reported that the membership renewal forms are being transferred to the new individual responsible for the membership database. The committee requested the Executive’s decision on an appropriate retention period for these forms. The information documented on the form is contained within the database and summarized within the membership directory. The Executive agrees that a retention period of 2 years is more than adequate and then it may proceed to destruction.

Terra Dickson and Carey Pallister are seeking Executive input on changes to current practices. Linda reported that they proposed sending out electronic receipts, as opposed to mailing, to those members who approve. In addition, the possibility of posting the membership directory on-line or perhaps emailing a PDF version of the directory.

The executive recognized these proposals as cost saving measures. The posting of the directory was rejected on the grounds that the information should not be made publicly accessible and the cost of a “members’ area” on the web site is too costly. The executive approved of providing the directory and the membership receipts via email but it must be done with the prior consent of the member. The committee must ensure that the electronic receipts are secure documents.

Be it resolved that, once having the consent of the member, the AABC Membership Committee may provide electronic membership fee receipts. Anthea Seles moved to approve, Kathy Bossort seconded. Passed.

Linda Nobrega reported that Yau Min Chong has resigned from the membership committee. Terra Dickson, chair of the committee, is looking for new recruits.

6.5 Nominations and Elections

Anthea Seles had nothing to report.
6.6 BC Archival Preservation Service
Anthea Seles had nothing to report.

6.7 Conference
Anthea Seles reported on the success of the 2005 Conference held in Fort Langley on April 21-23, 2005.

There was discussion of a possible collaborative conference with the ASA (Archives Society of Alberta) for 2006. A site for the conference has not yet been decided.

6.8 Internet
Lisa Codd reported that the configuration to the new servers is complete. The old servers will be donated to a nursing home for the use of the patients. (see attached)

6.9 Newsletter Editorial Board
Lisa Codd reported that the Spring 2005 newsletter is available online. The Board continues to reach out requesting submissions to the newsletter.

6.10 Regional Representatives
Alan Doyle had nothing to report.

7. Other Business

7.1 BCMA regional workshops
Lisa Codd suggested that consideration be given to partnering with the BCMA (BC Museum Association) in workshops delivered throughout the province. Getting involved in designing and delivering workshops that would appeal and address museums and archives. An example of such a partnership is between the BCMA and Parks Canada that relates to emergency preparedness.

7.2 Sustainability Committee
The Executive strikes to establish a committee to look for sustainable means for the association (AABC). It was recommended that Kathy, as Treasurer, would be a member of the committee and will invite members of the finance committee. As awareness is closely related to funding the executive will invite the participation of Val Billesberger and Kelly Harms. Once the committee members are established a meeting will be scheduled in order to brainstorm on possible fund-raising campaigns.

8. Adjournment
Next meeting had been tentatively set for mid September.
Anthea Seles moved to adjourn the meeting, seconded by Linda Nobrega. Motion carried. Meeting adjourned at 12:00 pm.
AABC Executive Committee
Meeting Minutes: 10 September 2005

Executive of the Archives Association of British Columbia
Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

Present:
Anthea Seles, President
Lisa Codd, Vice President
Linda Nobrega, Secretary
Krisztina Laszlo, Institutional Member-At-Large
Alan Doyle, Individual Member-at-large

Guest:
Richard Dancy

1. Approval of Agenda: Approved.

Anthea Seles called the meeting to order at 10:15 am.

2. Approval of Minutes of 09 April and 18 June 2005 Meeting

The April 9th minutes were approved by email and is available on the AABC website. Linda Nobrega moved to approve the June 18th minutes, seconded by Krisztina Laszlo. Passed

3. Business Arising

3.1 Liaison with ARMA VI (Vancouver Island)

Linda Nobrega reported that Ken Oldenburger, chapter president of ARMA VI (Vancouver Island), requested establishing a relationship with the AABC and sharing event information. ARMA Vancouver Island is interested in outreaching to archivists on the island and inviting them to attend workshops, lectures and social events. Opening a channel communication between local records managers and archivists. The Executive agreed that it would be a positive endeavour not unlike the agreement already established between ARMA and ACA. The Executive suggested the AABC listserv as a good communication tool for upcoming events.

3.2 AGM package for 2005-2006

It was proposed that the conference package and the membership renewal would be provided on the AABC website. The Executive agreed that the AGM package be made available online. The Executive felt that the conference package and the membership renewal should continue to be a mailout.

3.3 BC 150 consultations

Lisa Codd attended the Langley consultation that was held on September 9th. Lisa reported that there were 15 to 20 individuals in attendance. She spoke out on community level support and encouraged
legacy projects as opposed to celebratory projects. Jacqueline Gresko, BC Historical Federation, spoke out in the need to support archives.

3.4 Treasurer’s resignation

Kathy Bossort has submitted her resignation due to time constraints and pressing responsibilities. Be it resolved that the Executive accept the resignation of the AABC Treasurer. Linda Nobrega moved to approve, all in favour. Passed.

3.5 CCA roundtable report

Jennifer Mohan submitted her final report (a draft report was submitted to the Executive at the June meeting). The Executive thanks Jennifer for her wonderful work representing the AABC Executive.

3.6 Financial Overview

The AABC Financial Overview (see attached) was submitted to Executive members for review and comment. The overview explains how the AABC operates from a financial perspective explaining the current level of AABC reserves or savings and comments briefly on the future.

The ANS (Archive Network Services) cannot continue to exist at the current level due to its cost. The Executive recognizes the ANS as critical to the association and any reduction to it is not possible. BCAUL is a public service and the public face/image of the association. Any further reduction would have a severe impact on the effectiveness of the program.

The Executive moves to accept the financial overview. Anthea Seles moved to approve, seconded by Krisztina Laszlo. Passed.

3.7 ArtsPOD

Lisa Codd reported that she is working on an application for ArtsPOD funding. ArtsPOD is a group that helps fund the non-profit sector to build their capacity to operate. The funding may be used in efforts such as getting an organizational review and/or a professional consultant. Lisa Codd proposed submitting an application for an organizational assessment that will look at the governance, programs and financial management of the organization. The deadline for the application is September 16. A review of our financial management is a priority. The Executive approved that Lisa complete and submit the application.

3.8 CCA Board meeting report

Lara Wilson reported on the status of the CCA funding programme for 2006/2007 (see attached). The CCA grant and contribution programmes are now called the National Archival Development Programme (NADP) and updates by CCA and LAC will be forthcoming.

Anthea Seles reported that the CCA has been invited to submit recommendations to the Standing Committee on Finance during pre-budget consultations (see attached).
4. **President's Report**

Anthea Seles had nothing to report.

5. **Vice President's Report**

Lisa Codd had nothing to report.

6. **Treasurer's Report**

The financial statements for May, June and July 2005 were submitted (see attached). Linda Nobrega moved to approve, seconded by Anthea Seles. Passed.

7. **Committee and Program Reports**

7.1 **Constitution and Bylaws**

Linda Nobrega reported that Melanie Hardbattle had nothing to report.

7.2 **Education**

Anthea Seles reported that Linda Mills has developed a distance education course, Managing Archival Photographs, which she would like to offer in January (see attached). The Education Committee proposed that the Executive allow Linda to proceed with this course on a cost recovery basis. Course fees were suggested. In order to cover additional costs in financial management by the association the Executive recommends the $250/$300 fee (members/non-members) for the course.

Jane Turner reported that Paul Hebbard has kindly agreed to chair meetings that she cannot attend and will take the lead on planning professional workshops. The Executive approved Paul’s appointment as co-chair.

7.3 **Grants**

Krisztina Laszlo had nothing to report.

7.4 **Membership**

Linda Nobrega reported that Terra Dickson would like to thank Jana Buhlmann for the time she took to ensure the smooth transition of chairship. It was further reported that the year’s membership directory should be out this fall.

Terra suggested that next year’s renewal form include a due date for the forms return to the AABC. The prompt return of membership forms would ensure the members inclusion in the Membership Directory. The Executive felt that this was a reasonable request and agree that it be carried out by the membership committee.
Lisa Codd suggested that a further note be added on the application instructing members to submit separate cheques for the membership fee and the conference fee. In Lisa’s experience with this year’s conference joint cheques for the fees complicated the administrative process.

7.5 Nominations and Elections

Anthea Seles reported that Jennifer Mohan submitted the nomination of Richard Dancy, for the position of Treasurer, to complete the remainder of the term of Kathy Bossort (2005-2007). All approved. Passed. Welcome Richard!

7.6 BC Archival Preservation Service

Anthea Seles had nothing to report.

7.7 Conference

Anthea Seles reported that the 2005 Conference held in Fort Langley generated a net profit of $4,200. It has been confirmed that the 2006 conference will be held in Penticton.

A collaborative conference with the ASA (Archival Society of Alberta) will be postponed for 2007.

7.8 Internet

Lisa Codd had nothing to report.

7.9 Newsletter Editorial Board

Lisa Codd reported that the Summer 2005 newsletter is available online.

7.10 Regional Representatives

Alan Doyle had nothing to report.

8. Other Business

There was no other business.

8. Adjournment

Next meeting had been tentatively set for October 15th, 2005. Anthea Seles moved to adjourn the meeting, seconded by Linda Nobrega. Motion carried. Meeting adjourned at 12 pm.
AABC Executive Committee
Meeting Minutes: 15 October 2005

Executive of the Archives Association of British Columbia
Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

Present:
Anthea Seles, President
Lisa Codd, Vice President
Richard Dancy, Treasurer
Linda Nobrega, Secretary
Krisztina Laszlo, Institutional Member-At-Large

Regrets:
Alan Doyle, Individual Member-at-large

1. Approval of Agenda

Anthea Seles added item 3.4 to Business Arising. Krisztina Laszlo moved to approve the agenda, seconded by Richard Dancy. Approved. Anthea Seles called the meeting to order at 10:10 am.

2. Approval of Minutes of 10 September 2005 Meeting

Moved to approve with the requisite changes. Lisa Codd moved to approve, seconded by Anthea Seles. Passed.

3. Business Arising

3.1 Amendments to the FOI Act

Richard Dancy suggested that the AABC submit comments on proposed amendments to the FOI Act. BC’s Information Policy and Privacy Branch is circulating a “wish list” of proposed amendments and consulting with different groups. Richard went over the items on the list that relate to archives and the executive provided feedback to be incorporated into a letter on behalf of the AABC. In addition, the Executive encouraged the creation of an Archives Act.

Action: Anthea will draft a response to these proposed changes or amendments “wish list”. The draft will be provided to the Executive for feedback.

3.2 Displays

In the CCA newsletter there was a call for materials to display at the 20th Anniversary celebration to be held in Ottawa on October 21st. The archives and community booklet made available at the AABC 2005 conference was suggested as a display item. Anthea Seles reported that Ian Forsyth has offered the use of two portable displays from the SFU Archives. Richard kindly brought in one of the displays to show to the Executive. The Executive was delighted with the display and accepted the offer from Ian.
3.3 CCA presentation

Anthea Seles reported that she is collecting statistics from the three programs for her CCA presentation next week. Anthea asked if we had any issues to be addressed. Several concerns related to NADP (National Archival Development Programme) were brought up.

3.4 BC Archives

Anthea Seles reported that she received a letter from BC Archives regarding the AABC records currently stored at the BC Archives. The records are still in the custody of the AABC and enclosed are Record of Gift forms in order to facilitate the legal transfer. Prior to transferring custody the AABC is required to provide an archivist to appraise these records.

The Executive expressed concerned about accessibility as the majority of officers and committee members live in the Greater Vancouver Regional District. UBC was proposed as a possible repository for inactive AABC records.

**Action:** Anthea Seles will contact UBC and inquire.

Linda Nobrega offered her services to appraise the AABC records stored at the BC Archives.

4. President's Report

Anthea Seles reported that she is attending the CCA general assembly in Ottawa next week.

5. Vice President's Report

Lisa Codd reported that the ArtsPOD application was submitted (see Sept 20, 2005 minutes) and she is awaiting response. Lisa further reported that she is attending the BCMA conference in Kelowna and will be representing the AABC.

6. Treasurer's Report

Richard Dancy reported that he had met with the AABC financial advisor and was given an overview of his responsibilities as Treasurer and an overview of the AABC’s financial position.

Krisztina Laszlo asked Richard to inquire on the possibility of paying membership dues and conference fees by credit card.

The financial statements for August and September 2005 were submitted (see attached). Linda Nobrega moved to approve, seconded by Anthea Seles. Passed.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Linda Nobrega had nothing to report.
7.2 Education

Anthea Seles reported that Paul Hebbard and the committee are organizing an electronic records workshop. The workshop will deal with a hands-on approach to electronic records and is tentatively set for February. Paul submitted a tentative syllabus (draft outline for the workshop) for the Executive’s review. The Executive agreed that the workshop would be of great value to AABC members and supported the syllabus.

Linda Wills has the photography workshop ready to go for January.

7.3 Grants

Krisztina Laszlo reported that at a future date, not yet confirmed, she is attending NADP (National Archival Development Programme) training in Ottawa. Nothing further reported.

7.4 Membership

Linda Nobrega had nothing to report.

7.5 Nominations and Elections

Anthea Seles reported that Jennifer Mohan is stepping down as Chair of the Nominations & Elections Committee in April 2006. The Executive and Jennifer will commence the search for a replacement.

The Executive thanked Jennifer for her dedicated hard work.

7.6 BC Archival Preservation Service

Anthea Seles had nothing to report.

7.7 Conference

Anthea Seles reported that she sent Linda Wills conference theme suggestions provided by the Executive over email exchanges.

The Executive discussed that, if the ArstPOD review proceeded, to present to the membership the results from the organizational review and get their feedback. Communicating the position of the organization and providing options to resolve or approach and deal with the financial position of the AABC as an association. A matter of keeping the community informed.

In addition it was suggested to hold a membership input session such as utilized at the ACA conferences.

7.8 Internet

Lisa Codd reported that the Internet committee supports a call for donations on the BCAIN/BCAUL pages (see attached). Anthea Seles suggested that we inform members, through the listserv, of our funding campaign prior to placing the donation call online.
The committee suggested setting up an account with Amazon that allows links from BCAUL to relevant books carried by Amazon. If a user buys a book via that link the AABC receives a percentage of the sale. Choices of link methods were suggested and the Executive supported the committee’s recommendation.

Lisa Codd moved to accept the suggestion of an Amazon link, seconded by Richard Daney. Passed.

7.9 Newsletter Editorial Board

Lisa Codd had nothing to report.

7.10 Regional Representatives

Alan Doyle submitted a report (see attached). Cathy English is the new regional representative in the Thompson Okanagan Region. Cathy reported that Penticton and Naramata are hosting the 2006 AABC AGM and conference. A one-day workshop, on the appraisal of archival material, will be held in Penticton in November.

Nothing further was reported.

8. Other Business

8.1 Banking account

Lisa reported that she had made inquires at Vancity and was shown account options. She is making further inquires and will report to the Executive.

8.2 Archives Week

Archives Week will take place next month between the dates of November 19th to the 26th on the theme of “Remembering Our Veterans”. Programs and activities are listed on the AABC website.

9. Adjournment

Next meeting had been tentatively set for November 26 or Dec. 3rd, 2005. Anthea Seles moved to adjourn the meeting, seconded by Linda Nobrega. Motion carried. Meeting adjourned at 12:30pm.

AABC Executive Committee
Meeting Minutes: 3 December 2005

Executive of the Archives Association of British Columbia
Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

Present:
Anthea Seles, President
Richard Dancy, Treasurer
Linda Nobrega, Secretary
Krisztina Laszlo, Institutional Member-At-Large
Alan Doyle, Individual Member-at-large

Regrets:
Lisa Codd, Vice President

1. Approval of Agenda

Anthea Seles added two items to Other Business. Anthea Seles moved to approve the agenda, seconded by Linda Nobrega. Approved.
Anthea Seles called the meeting to order at 10:10 am.

2. Approval of Minutes of 15 October 2005 Meeting

Anthea Seles moved to approve, seconded by Richard Dancy. Passed.

3. Business Arising

3.1 UBC Archives proposal – Irving K. Barber Learning Centre

Anthea Seles reported that she was contacted by Chris Hives about the potential opportunity to receive funding from the Irving K. Barber Learning Centre. This is an opportunity to receive needed funding and reevaluate the association’s programs and services.

Anthea Seles will contact Chris to inquire on the criteria for the funding and will request that Chris speak on behalf of the association.

3.2 AABC records

Anthea Seles reported that UBC has agreed to take the AABC records. Once records are inactive, appraised and a file list provided they shall be transferred.

Anthea reported that the Treasurer’s records, seven boxes, were appraised by Alan Doyle and Richard Dancy. The Executive agreed that each officer will take an inventory of the records they have in their possession and report back at the next meeting. Linda will contact David Mattison at BC Archives and will be appraising the records stored at the BC Archives. Active and semi-active records will remain in the possession of each officer.

The Executive will work on creating a generalized records schedule. Alan will begin on the project and report to the Executive at the next meeting.

3.3 Conference

Anthea Seles reported that a Local Arrangements Committee has been established but participants for the program committee are needed. The Executive suggested the local committee make a call for volunteers/participants. It was further suggested that the local committee utilize the AABC listserv for a call for papers/presenters.
The 2007 conference is planned as a joint conference with Alberta and will take place in the province of Alberta. In order to have the AGM outside of the province the association must acquire permission from the registrar who is responsible for the societies of BC. Lisa Codd will be informed.

3.4 ACA Review and Renewal Project

The ACA Review and Renewal Project requested the AABC’s feedback on two items: advocacy and professional development. The Steering Committee is requesting feedback from all provincial/territorial associations on these topics in order to define a clear course of action of the ACA.

The Steering Committee presented several questions related to advocacy (see attached). The Executive discussed these questions and agreed that Anthea will respond to the Committee. The Executive agreed that the AABC advocacy activities are reactive and our main audience is government. We felt that the role of ACA, in relation to provincial-territorial councils, is to support our advocacy endeavors. In order to work together a clear definition of roles and responsibilities of the national and provincial bodies is integral. The Executive does wish to contribute to the preparation of cooperative guidelines for use and benefit of the whole community and create a united front in our advocacy efforts. No related topics of mutual interest were given.

3.5 AABC brief on proposed FOI Act amendments

Richard Dancy reported that the letter to the Information Policy and Privacy Branch (IPPB), Ministry of Labour and Citizens’ Services, was sent out. A copy of this letter/brief is available on the AABC website (see attached). The letter provides feedback to a number of proposed amendments to the Freedom of Information and Protection of Privacy Act. Richard sent a copy of the letter to Gary Mitchell (Provincial Archivist). Gary had suggested forwarding a letter to the Minister of Labour and Citizens’ Services. Richard proposed drafting the letter and will forward to the executive for review.

Richard reported that Ian Forsyth sent a letter to Sharon Plater, Director of IPPB, in support of the AABC letter.

4. President's Report

Anthea Seles reported that she attended the CCA presentation on the October 22nd weekend. Anthea had sent out an email to the archives-bc listserv about NADP (see attached). A financial situation email will be sent to the membership in the near future. The short turn around time on the grant applications is a concern and Anthea reported that she raised this concern at the CCA. The short amount of time given for application submissions results in fewer applications received.

5. Vice President's Report

Nothing to report.

6. Treasurer's Report

Richard Dancy reported that he met with Bill Purver and Heather Gordon to discuss the current finances and the financial history of the AABC.
Richard recommended that we consider writing a letter to the minister responsible for culture (Olga Ilich) about reinstituting partnerships with heritage. The letter would introduce the AABC. Richard will revisit this in the near future.

Richard reported that he inquired on the feasibility of the AABC accepting credit card payments. In order to establish credit card processing there is a set up fee of approximately $175, a variety of per transaction charge packages and then a monthly rental fee, approximately $35, for the credit card terminal. The Executive agreed that the costs associated with taking credit cards is not cost effective for an organization the size of the AABC.

The financial statements for October 2005 were submitted (see attached). Krisztina Laszlo moved to approve, seconded by Alan Doyle. Passed.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Linda Nobrega had nothing to report.

7.2 Education

Anthea reported that Paul Hebbard had provided a breakdown of the cost recovery to the February 20th electronic workshop.

7.3 Grants

Krisztina Laszlo reported that due to the federal election there is a delay with the federal grant program. Grants will likely happened but the timing is uncertain and may not come forward until April. If there is no movement with NADP LAC will ask for an extension of money from last year so that there will be no stoppage in service. Advisor grants may be rushed through to minimize disruption in service.

7.4 Membership

Linda Nobrega reported that Terra Dickson provided the names of the current members of the membership committee (see attached) and thanked each of them for their time. The membership directory was successfully mailed out and a thank you to Carey Pallister for all her work.

The Membership Committee requested the Executive’s approval to begin the five-year institutional review. The Executive felt that prior to initiating a review the institutional application process requires an assessment. The self-assessment guide and the application process as a whole requires revisiting by an Institutional Standards Committee. This was discussed earlier in the year and it was decided that the committee would be struck in the Spring of 2006.

Linda reported that the committee proposed an initial one-year approval for institutional members. At the end of the year, the institution would be required to submit a report to the Committee that outlined progress made in any areas that the Committee may have been concerned about with the initial application as well as anything else they want to report. The committee felt that this would allow the recommendation, to the Executive, of applications that are lacking in one or two areas. The Executive
concurred with this proposal and felt that this may allow the institutions to have access to grants and improve in certain areas.

**Be it resolved that the AABC approve the Membership Committee’s initiation of a one-year review for all new institutional members. Linda Nobrega moved to approve, seconded by Anthea Seles. Passed.**

The Committee requested clarification to an issue addressed in the June 18th Executive meeting. The Executive confirmed that the membership fee receipts may be sent electronically, with the prior consent of the member, but feel that the Membership Directory should remain as a hardcopy mail out and not emailed as a PDF document. Linda Nobrega moved to approve, seconded by Richard Dancy. Passed.

The Committee proposed a reduced membership rate for new MAS graduates. The Executive did not approve of this proposal and bring the committee’s attention to the retired/unemployed status/category ($25) that may be used by unemployed graduates.

### 7.5 Nominations and Elections

Anthea Seles reported that Jennifer Mohan had sent out a call for nominations via the AABC listserv.

### 7.6 BC Archival Preservation Service

Alan Doyle had nothing to report.

### 7.7 Conference

Anthea Seles had nothing further to add.

### 7.8 Internet

Nothing to report.

At the last meeting the Internet Committee presented possible designs of donation banners to display on the AABC website. The Executive has had the opportunity to review and Anthea will report to the chair.

### 7.9 Newsletter Editorial Board

Nothing to report.

### 7.10 Regional Representatives

Alan Doyle reported that Brenda Waksel is replaced by Jane Morrison as regional representative for South Vancouver Island. The next meeting in that region will take place on March 22, 2006.

Alan reported that Erica Hernandez is leaving her post as regional representative of the Greater Vancouver Regional district. A search for a new regional representative is in process.
8. Other Business

8.1 ArtsPOD

Anthea Seles reported that the ArtsPOD application was approved and the AABC has received $2500 for the hiring of a consultant to conduct an organizational review. Anthea will contact ArtsPOD for a recommendation of reviewees.

8.2 In-camera session

9. Adjournment

Next meeting had been tentatively set for late January or early February. Anthea Seles moved to adjourn the meeting, seconded by Krisztina Laszlo. Motion carried. Meeting adjourned at 11:50pm.

AABC Executive Committee
Meeting Minutes: 11 February 2006

Executive of the Archives Association of British Columbia
Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

Present:
Anthea Seles, President
Lisa Codd, Vice President
Richard Dancy, Treasurer
Linda Nobrega, Secretary
Krisztina Laszlo, Institutional Member-At-Large
Alan Doyle, Individual Member-at-large

1. Approval of Agenda

Adding two items to other business. Anthea Seles moved to approve the agenda, seconded by Linda Nobrega. Approved.
Anthea Seles called the meeting to order at 10:00 am.

2. Approval of Minutes of 3 December 2005 Meeting

Minutes unavailable at this time, tabled to the next meeting.

3. Business Arising

3.1 Irving K. Barber Learning Centre (IKBLC)

Anthea reported that members of the Executive (AS, RD, KL, AD) met with Catherine Quinlan, UBC University Librarian, to discuss partnership funding with the IKBLC. The meeting went well and it was felt, by the Executive, that there is a fit between the AABC’s programs and IKBLC’s mandate to support community preservation and access to information. A letter is to be drafted that will identify potential scenarios/funding streams and what can be delivered for each stream. (see attached).
Action: Anthea will communicate and acquire feedback from the consultants. Discuss different scenarios.

Action: Anthea agreed to draft a letter, with email feedback from the Executive, to Catherine Quinlan about the partnership funding.

3.2 AABC records

Linda reported that due to the AABC bylaws the records couldn’t be transferred to UBC. It is stated in the bylaws (Section VIII, 4) that “The British Columbia Archives and Records Service shall be the official repository of the archival records of the Association”. To do otherwise would require a by-law change and the Executive agreed to retain the by-law as given. Linda will proceed with the appraisal of the records stored at BC Archives and the records shall remain there.

Anthea Seles voiced concern about access at BC Archives and wondered about the future of researcher access and potential costs.

Action: Anthea Seles will complete the BC Archives donor form and submit it to David Mattison.

3.3 Sustainability Committee

The Committee will not be struck at this time because the ArtsPOD funding has been approved. An organizational review will be conducted first. Several names were presented as possible members of the Sustainability Committee.

4. President's Report

Anthea Seles reported that she, and other Executivees, met with Catherine Quinlan about possible partnership funding with the Irving K. Barber Learning Centre. This may lead the AABC into an important partnership that will help create better sustainability.

5. Vice President's Report

Lisa Codd had nothing to report.

6. Treasurer's Report

Richard Dancy reported that he met with the AABC Financial Manager. The AABC will be signing contracts with the contractors despite the uncertainty with funding.

Richard noted that after some research it was decided to remain banking with HSBC. In comparison to other banking institutions HSBC offers unlimited transactions and there is a cost in acquiring new cheques as there remains a number of cheques to the current account.

Richard reported that he informed Karen about the conference cancellation and reminded the Executive that this will have an impact on the budget.
The financial statements for Nov and Dec 2005 were submitted (see attached). Richard Dancy moved to approve, seconded by Lisa Codd. Passed.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Linda Nobrega had nothing to report.

7.2 Education

Anthea Seles reported from Paul Hebbard that the workshop capacity has expanded from 28 to 40 due to demand.

7.3 Grants

Krisztina Laszlo reported that she will be attending the NADP training in Ottawa Feb. 25-26th, 2006 and will be accompanied by the incoming incumbent Ramona Rose.

7.4 Membership

Linda Nobrega reported that the Membership Committee and Education Committee concur that the Self-Study Guide for Institutional Membership requires revisions as it is found challenging in terms of fairly and consistently assessing applicants (see attached). The Executive agreed that this committee would be a subcommittee of the Membership Committee. The Membership Committee will appoint a chair to this subcommittee and report back to the Executive. The committee confirmed that the 5-year review should be on hold while the Institutional Standards Committee conducts its review.

Action: Linda Nobrega will report back to the chair, Terra Dickson.

Linda reported that membership renewal forms are being updated and the suggested changes were presented (see attached). The Executive suggested that check boxes be provided so that membership may select receiving their receipts via electronic mail or regular mail.

7.5 Nominations and Elections

Anthea Seles reported that Susan Hart is now the Nominations and Elections Committee Chair. Ramona Rose was submitted as a nominee as Institutional Member-at-Large. Due to the circumstances surrounding the grant program Ramona will commence her duties by attending the NADP training with Krisztina.

7.6 BC Archival Preservation Service

Alan Doyle had nothing to report.
7.7 Conference

Lisa Codd reported that the AABC Conference has been cancelled. It was proposed that a mini conference be held on April 22nd in Vancouver. The mini conference will be organized by the Executive and the program theme will be “Archives and Diversity”. Lisa will approach a number of speakers.

Lisa prepared and presented a budget for approval.

Linda Nobrega moved to approve the proposed budget with the caveat of looking into lower cost options. Seconded by Anthea Seles. Passed

7.8 Internet

Lisa Codd had nothing to report.

7.9 Newsletter Editorial Board

Lisa had nothing to report from the Board. Lisa noted that the editor position is vacant and this has been communicated to the Nominations Chair.

7.10 Regional Representatives

Alan Doyle had nothing to report.

8. Other Business

8.1 ArtsPOD

Anthea reported that the AABC was provided a list of consultants who had worked with arts organizations in the ArtsPOD process. Art organizations were contact to ads how they felt about the consultants they worked with. Anthea received one response but waits to receive at least three CVs to work with. It was suggested that a committee be established to conduct the ArtsPOD review. The committee would include: one long-standing member of the community; two members from the board or committees; and the consultant to be there to guide the process.

The Executive agreed that the collection of consultant applicants and the hiring decision would remain with the President and Vice-President. This must be completed by June 30, 2006.

8.2 NADP training sessions

Krisztina Laszlo noted that she will be going to Ottawa for NADP training in late February. The Executive discussed what needed to be communicated in Ottawa: what will be the criteria; clarify the way to better adjudicate the grants e.g. the matching criteria (hard vs. soft). The Executive noted that there is some concern about the first nations archives criteria. The potential lose of funding without recognition from the granting body that BC has ongoing treaty processes and therefore records may not be accessible (archives are closed). The Executive would like to see a large number of submitted
applications but the turn around will be tight and there are new grant criteria to work with. There are a number of unknowns at this time though it is certain that allocation amounts will remain the same.

9. Adjournment

Next meeting had been tentatively set for March 18, 2006. Anthea Seles moved to adjourn the meeting, seconded by Lisa Codd. Motion carried. Meeting adjourned at 12:05 pm

AABC Executive Committee
Meeting Minutes: 18 March 2006

Executive of the Archives Association of British Columbia
Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

Present:
Anthea Seles, President
Lisa Codd, Vice President
Richard Dancy, Treasurer
Linda Nobrega, Secretary
Krisztina Laszlo, Institutional Member-At-Large

Regrets:
Alan Doyle, Individual Member-at-large

1. Approval of Agenda

Lisa Codd moved to approve the agenda, seconded by Anthea Seles. Approved.
Anthea Seles called the meeting to order at 10:05 am.

2. Approval of Minutes of 03 December and 11 February Meetings

A number of edits were suggested. Pending the edits Lisa Codd moved to approve the minutes, seconded by Richard Dancy. Approved.

3. Business Arising

3.1 Provincial Heritage Strategy Update

Topic tabled to next meeting.

3.2 Gaming – Direct Access Grant

It was reported from the Financial Manager that we may be eligible for Gaming funds. This funding avenue will be considered at the end of the fiscal year and once financial reports are generated. To be considered for January 2007.
3.3 BC Historical Federation membership

Linda reported that our membership to the BC Historical Federation is up for renewal. Membership includes being listed in the public directory. The Executive agreed that the Federation is a powerful lobby group.

Anthea Seles moved to sustain membership in the BC Historical Federation, seconded by Linda Nobrega. Passed.

Action: Linda will email the renewal form to the Financial Manager.

3.4 Archival Education and Advisory contractor vacancy

Anthea reported that Linda Wills is resigning as the AABC’s archival education and advisory service contractor (see attached). Linda Wills has agreed to remain as the contractor until September 2006. In the summer a call for applicants must be made.

3.5 AABC booth at BCMA conference

It was reported that Erica Hernandez and Ramona Rose suggested establishing an AABC booth at the 2006 BCMA conference in Prince George. Lisa Codd will look into the matter and determine if there are any costs associated with a booth. The issue is tabled until Lisa’s report.

3.6 Invitation to participate in a research initiative – InterPARES 3

Anthea Seles reported that the AABC has been invited to participate as a resource partner in the InterPARES 3 research project, “Theoretical Elaboration into Archival Management Canada: Implementing the Theory of Preservation of Authentic Records in Electronic Systems in Small and Medium-Sized Organizations”. The role of the AABC would be one of input and feedback. The AABC will need to nominate a representative who will participate in plenary meetings and monitor the research website. The Executive agreed that the AABC should be involved and the Executive shall select a representative.

Be it resolved that the AABC participate in the InterPARES 3 initiative as an input and feedback resource partner. Moved by Anthea Seles, seconded by Krisztina Laszlo. Passed.

4. President’s Report

Anthea Seles reported that she and Krisztina are finishing up the NADP grant applications and will submit the applications by end of day.

Anthea reported that Lisa Codd and herself had met with a potential ArtsPOD consultant. The consultant will assist in conducting an organization review of the association and its operations. April 23rd, 2006 has been tentatively set as the Organizational Review Consultation Session. This will be a full day session where invited members will be sitting with the contractor to discuss major issues in the pursuit of making the association more viable and sustainable.
5. Vice President's Report

Lisa Codd reported that the ArtsPOD review is moving forward and the mini-conference schedule and application are available on the AABC website.

6. Treasurer's Report

Richard Dancy reported that the Financial Manager reminds the Executive and Committee chairs that expense reimbursement forms should be submitted by the end of March.

The financial statements for January 2006 were submitted (see attached). Linda Nobrega moved to approve, seconded by Anthea Seles. Passed.

Richard reported that the letter to Catherine Quinlan, pertaining to a request for partnership funding from the Irving K. Barber Learning Centre, was delivered (see attached).

7. Committee and Program Reports

7.1 Constitution and Bylaws

Linda Nobrega had nothing to report.

7.2 Education

Anthea Seles had nothing to report.

7.3 Grants

Krisztina Laszlo reported that the Grants Committee will be meeting to adjudicate applications, for NADP funding, from institutional members. The committee will be distributing approximately $30,000.

7.4 Membership

Linda Nobrega had nothing to report.

7.5 Nominations and Elections

Anthea Seles reported that Susan Hart continues looking for executive nominees.

7.6 BC Archival Preservation Service

Nothing to report.

7.7 Conference

Lisa Codd had nothing further to report.
7.8 Internet
Lisa Codd had nothing to report.

7.9 Newsletter Editorial Board
Lisa Codd had nothing to report.

7.10 Regional Representatives
Nothing to report.

8. Other Business
No other business to report.

9. Adjournment
Next meeting had been tentatively set for April 15, 2006.
Anthea Seles moved to adjourn the meeting, seconded by Krisztina Laszlo. Motion carried. Meeting adjourned at 11:40 pm.

AABC Executive Committee
Meeting Minutes: 15 April 2006

Executive of the Archives Association of British Columbia
Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

Present:
Anthea Seles, President
Lisa Codd, Vice President
Linda Nobrega, Secretary
Krisztina Laszlo, Institutional Member-At-Large
Alan Doyle, Individual Member-at-large

Regrets:
Richard Dancy, Treasurer

1. Approval of Agenda
Lisa Codd added item 3.5 to Business Arising. Linda Nobrega moved to approve the agenda, seconded by Lisa Codd. Approved.
Anthea Seles called the meeting to order at 10:09 am.

2. Approval of Minutes of 18 March Meeting
Anthea Seles moved to approve the minutes, seconded by Krisztina Laszlo. Approved.
3. Business Arising

3.1 Provincial Heritage Strategy Update

Lisa Codd reported that she has not received the necessary information from the BC Museum Association (BCMA) to present the issue. Topic tabled to next executive meeting.

3.2 AABC mailing address

Do not have sufficient information to present the matter to the executive. Tabled by Lisa Codd and Richard Dancy.

3.3 Re-appointing committee chairs

Anthea Seles reported that the incoming Executive should contact the chairs of Standing and Ad-hoc Committees to ask them if they will allow their names to stand as committee chair. In addition, in keeping with the AABC Bylaws (Section VII, 3) the names of the committee members shall also be collected for approval of the incoming Executive Committee.

3.4 AABC representative on the InterPARES 3 project

Anthea reported that the AABC will need a representative on the InterPARES 3 project as discussed at the last executive meeting. Lisa Codd will send out on the listserve an invitation for submissions.

3.5 AABC booth at BCMA

Lisa reported that she looked into the matter of the AABC establishing a booth at the BC Museum Association’s 2006 conference. A number of possibilities were looked at and the cost of a booth is most reasonable at $150.

Lisa Codd moved that $200 be made available for the cost and expenses for an AABC booth to be manned by Ramona Rose and Erica Hernandez, seconded by Anthea Seles. Passed.

4. President's Report

Anthea Seles reported that the AABC contractor’s contracts have been signed, sealed and delivered.

An ArtsPOD consultant has been selected, a Mr. Rick Knowlan, and a survey was distributed to AABC officers and chairs. The survey is to assist Mr. Knowlan in conducting an organization review of the association and its operations. Anthea reported that the consultant has currently received 21 responses to the survey. On April 23rd the consultation meeting among key AABC officers/chaIRS and the consultant will take place at the City of Vancouver Archives.

Anthea reported that the hiring process for the Education Archivist will begin shortly. Lisa Codd will be writing the job description and a posting will be made on the archives-bc listserve.
5. Vice President's Report

Lisa Codd reported that she has been working on the conference, ArtsPOD and the job posting as Anthea had stated.

6. Treasurer's Report

Nothing to report.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Linda Nobrega had nothing to report.

7.2 Education

Anthea Seles had nothing to report.

7.3 Grants

Krisztina Laszlo reported that the Grants Committee met on April 11th to adjudicate institutional applications for NADP funding. The committee received 15 applications from 11 institutions - 10 projects were approved with the total funding of $29,244.26.

Krisztina thanked the committee members for their hard work and time.

7.4 Membership

Linda Nobrega had nothing to report.

7.5 Nominations and Elections

Anthea Seles reported that Susan Hart had managed to find some nominees for vacant AABC positions but there are still a few that remain. The executive suggested a number of people to fill the remaining vacancies and Lisa Codd will forward the names to Susan.

7.6 BC Archival Preservation Service

Nothing to report.

7.7 Conference

Lisa Codd reported that current conference numbers are low but is expecting a number of last minute registrations. Lisa will arrive at SFU Harbour Centre early and set up a registration table.
7.8 Internet

Lisa Codd reported that the 4th Quarter Report was submitted. The number of unique visits to the AABC website went up 33% over the same time period in 2005.

7.9 Newsletter Editorial Board

Lisa Codd had nothing to report.

7.10 Regional Representatives

Nothing to report.

8. Other Business

Anthea Seles thanked the executive for the past two years and wished good luck to Lisa Codd.

9. Adjournment

Next meeting will be arranged by the incoming secretary and executive after the AGM scheduled for April 22nd. Krisztina Laszlo moved to adjourn the meeting, seconded by Anthea Seles. Motion carried. Meeting adjourned at 11:20 pm.
AABC Executive Committee minutes – May 2006 to April 2007

Executive of the Archives Association of British Columbia
Location: Conference call

Present:
Lisa Codd, President
Richard Dancy, Treasurer
Ramona Rose, Institutional Member-At-Large
Val Billesberger, Individual Member-at-large

Regrets:
Lisa Beitel, Secretary

0. Preliminaries

Lisa Codd welcomed the new members to the executive. She reported that the costs of holding the executive's monthly meetings by teleconferencing will be about $600 for the year if the length of the meeting is kept to about an hour. This cost can be met from the executive's committee budget of $1200. Executive agreed to meet on this basis and will review the situation if problems arise. Lisa will continue pricing other teleconferencing providers to see if there is a cheaper vendor.

1. Approval of Agenda

Val Billesberger moved to add item 8.6, Meeting Management. Agenda approved.

2. Approval of Minutes of 15 April Meeting

The previous executive meeting was the last meeting of the outgoing executive. Members of that executive will approve those minutes via email.

Re: item 3.5 from the last meeting (AABC booth at BC Museum Association conference in October 2006), Ramona Rose asked whether the proposed funding ($200) would include costs of producing AABC promotional material. Executive agreed to look further into.
3. Business Arising

3.1 InterPARES 3 representative

Topic tabled to next meeting.

3.2 ArtsPOD final report

Lisa Codd presented the final report (attached) on the AABC organizational review meeting that took place on April 23, facilitated by Rick Knowlan, a consultant hired by the AABC using grant funds received from ArtsPOD. Follow-up meetings will take place on June 10 and in September.

The Executive noted the importance of communication to AABC members, fundraising planning, and the consolidation / development of AABC policies and procedures. Val noted that a manual was drafted in 1999; Lisa Codd will look into. The Executive agreed that the final report from the April meeting be circulated in two forms: the complete report to participants in the June 10th meeting and a condensed version showing action plan items for posting to the AABC web site.

3.3 Irving K. Barber Centre partnership

Lisa Codd reported on her discussions with the Director of the Irving K. Barber Learning Centre regarding partnership funding to the AABC (letter attached). The details are still being worked out.

4. President's Report

Lisa Codd reported that the BCMA and Heritage Society are working together on a provincial heritage strategy. The AABC hopes to partner with them in the future so that we can take advantage of any possible funding related to 2008/2010 events.

5. Vice President's Report

There is no Vice-President.

6. Treasurer's Report

Richard Dancy reported that Sharon Walz has agreed to serve as the next Treasurer staring 2007/2008. Sharon has joined the Finance Committee as a means of facilitating the transition. Approval of April 30, 2006 finance report tabled until next executive meeting.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Nothing to report.

7.2 Education

Nothing to report.
7.3 Grants

Ramona Rose reported that the Grants Committee adjudicated the NADP grant applications, distributing approximately $30,000. The committee also sent to the CCA its comments and recommendations re: the new application and adjudication process. Ramona will distribute this report for the next executive meeting.

7.4 Membership

Nothing to report.

7.5 Nominations and Elections

Lisa Codd reported that the search for a Vice-President continues. The executive noted Susan Hart's email of May 26, 2006 updating the list of committee chairs (attached).

7.6 BC Archival Preservation Service

Nothing to report.

7.7 Conference

Nothing to report.

7.8 Internet

Nothing to report.

7.9 Newsletter Editorial Board

Nothing to report.

7.10 Regional Representatives

Nothing to report.

8. Other Business

8.1 Representative at ACA conference (Council of Presidents)

Lisa Beitel has agreed to act as the AABC's representative at the ACA's Council of Presidents meeting prior to the ACA conference in St Johns on June 28, 2006 (invitation attached). Executive approved.

8.2 Reporting responsibilities

Lisa Codd distributed a list showing which committees report to which executive position (attached). The executive noted that the teleconferencing meeting format requires it to try to complete its business within one hour.
To expedite business the executive approved 2 changes to current procedures: (i) the secretary will be responsible for contacting all committee heads to get their monthly reports; (ii) committee reports will be circulated via email before the meeting rather than reported verbally at the meeting, with discussion only as required.

8.3 June 10 Planning Meeting

The purpose of the June 10 meeting is to review the ArtsPOD findings and discuss funding proposals relating to the Irving K. Barber Learning Centre partnership. The meeting will take place at the Roman Catholic Archdiocese of Vancouver (150 Robson St. Vancouver) from 11 am to 3 pm. Lisa Codd will distribute background material to all participants in advance.

The executive will meet prior to the general meeting at 10 am in the same location for its June meeting.

8.4 Taylor and Francis proposal

The executive agreed to table consideration of proposal (attached) to future date via email.

8.5 Archives Week

Lisa Codd reported that Anthea Seles (new Chair of the Public Awareness, Advocacy and Legislation Committee) has agreed to work on this year's Archives Week. AABC member Fred Braches has suggested taking Heritage Canada's theme for 2006: "Our Cultural Heritage Places" – museums, art galleries, theatres, cinemas, bandstands, festival buildings. Executive approved.

8.6 Meeting management

Executive agreed to continue holding its monthly meetings via teleconferencing. June meeting is an exception, since members will be in Vancouver on June 10th and can meet face to face. Meetings are tentatively scheduled for 9:00 am every second Monday of each month. Val moved that the meeting agendas include the date of the next meeting(s) as a reminder. Executive approved.

9. Adjournment

Meeting adjourned at 10:15 am.

NEXT MEETING

JUNE 12, 2006 at the Roman Catholic Archdiocese of Vancouver (150 Robson St. Vancouver), 10:00 am.
AABC Executive Committee
Meeting Minutes: 10 June 2006

Executive of the Archives Association of British Columbia
Location: Roman Catholic Archdiocese of Vancouver Archives, Vancouver, BC

Present:
Lisa Codd, President
Lisa Beitel, Secretary
Ramona Rose, Institutional Member-At-Large
Val Billesberger, Individual Member-at-large

Regrets:
Richard Dancy, Treasurer

Guest:
Anthea Seles, Past President

1. Approval of Agenda

Meeting called to order at 10:15am by Lisa Codd. Agenda approved.

2. Approval of Minutes of 29 May 2006

Minutes prepared by Richard Dancy approved by Lisa Codd. Seconded by Val Billesberger. Motion carried.

3. Business Arising

3.1 InterPARES 3 representative

Topic tabled to next meeting.

3.2 AABC mailing address

Topic tabled to next meeting.

3.3 Taylor and Francis Proposal

Topic tabled to next meeting.

4. President's Report

Lisa Codd reported that there is nothing to report at this time.

5. Vice President's Report

There is no Vice-President.
6. Treasurer's Report

Lisa Beitel reported that no new financial reports have been received by the Executive. Approval of the April 30, 2006 statements (and any reports we might receive for May or June) will be tabled to the next executive meeting in July.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Lisa Beitel reported there is nothing to report at this time.

7.2 Education

Lisa Codd reported there is nothing to report at this time.

7.3 Grants

Ramona Rose reported that the Grants Committee prepared a report that was submitted to the CCA. Executive discussion of this report is tabled until the next meeting.

7.4 Membership

Lisa Beitel reported there is nothing to report at this time.

7.5 Nominations and Elections

Lisa Codd reported there is nothing to report at this time.

7.6 BC Archival Preservation Service

Lisa Codd reported there is nothing to report at this time.

7.7 Conference

Lisa Codd reported there is nothing to report at this time.

7.8 Internet

Lisa Codd reported there is nothing to report at this time.

7.9 Newsletter Editorial Board

Lisa Codd reported there is nothing to report at this time.

7.10 Regional Representatives

Val Billesberger reported there is nothing to report at this time.
8. Other Business

8.1 June 10 Roundtable meeting

Lisa Codd will chair the meeting and the Executive agreed that the primary purpose of the roundtable meeting was to gain input from others. The first part of the meeting (11:00am-1:00pm) is to discuss funding proposals relating to the Irving K. Barber Learning Centre partnership. The second part of the meeting (1:00pm – 3:00pm) will cover such topics as improving communications and reporting relationships within the Executive/committee structure, and developing more cohesive services as offered by the AABC.

9. Adjournment

Lisa Codd moved to adjourn the meeting, seconded by Lisa Beitel. Motion carried. Meeting adjourned at 11:00am.

AABC Executive Regular Meeting Schedule for 2006/2007:

July 10
August 14
September 11
October 9
November 13
December 11
January 8
February 12
March 12

AABC Executive Committee
Meeting Minutes: 10 July 2006

Executive of the Archives Association of British Columbia
Location: Conference call

Present:
Lisa Codd, President
Lisa Beitel, Secretary
Richard Dancy, Treasurer
Ramona Rose, Institutional Member-At-Large

Regrets:
Val Billesberger, Individual Member-at-large

1. Approval of Agenda

Lisa Codd called the meeting to order at 9:00am. Richard Dancy moved to add item 8.3 New GST rate and Contractors. Agenda approved.
2. Approval of Minutes of June 10 2006

Minutes prepared by Lisa Beitel approved electronically by Executive and were posted to the AABC website by Bill Purver on June 20, 2006.

Ramona Rose would like to clarify the wording of item 7.3 from the May 29, 2006 meeting. She will send a revised statement to the Executive for approval and Lisa Beitel will forward it to Bill Purver so he can update the minutes on the website.

3. Business Arising

3.1 InterPARES 3 Representative

The Executive received two expressions of interest from AABC members to act as the AABC representative on the InterPARES 3 project. The Executive will review the resumes and finalize a decision by email.

3.2 AABC mailing address

Lisa Codd will look into the costs of renting a commercial mailbox as a means of improving access and response time to AABC mail that is currently being sent to UBC.

3.3 Taylor and Francis Proposal

The AABC received a request from the marketer for Taylor and Frances Librarianship and Information Science journals (based out of the U.K.). They are interested in a cross-promotional arrangement with the AABC by using either our member’s list or listserv to send out their journal and related information. The Executive does not feel that a reciprocal agreement is the most beneficial to the AABC but would agree to posting information on the website and in the newsletter as per our standard advertising fees. Lisa Beitel will contact the Newsletter and Internet Committees to see if they have any further comments on this request and follow up with the vendors with a decision by the next Executive meeting.

3.4 Joint 2007 AABC/ASA conference

Lisa Beitel reported on the proposal sent to, and related discussion with, the ASA Executive to hold a joint AABC/ASA conference in 2007. To date the ASA has not made a formal decision on the proposal. Lisa will contact them for an update.

3.5 Policy and procedures for hiring contractors

The Executive discussed being more active on the hiring committees for AABC contractors and finalizing the draft version of Policy #23 “Contract and Hiring Processes”. Lisa Beitel will circulate a copy of the AABC Policies and Procedures Manual (1999 draft version) to all committee chairs and ask them to specifically review policy #23 and have them rank the remaining policies in order to set a review and approval schedule. Lisa will also post a notice on the AABC list-serve and inform the membership of the P & P Manual review exercise and offer to email the PDF version to anyone interested in this process.
3.6 BCMA reception on June 23, 2006

Lisa Codd reported on the joint-reception held at the Burnaby Art gallery with the BCMA where Lisa and Catherine Quinlan, UBC University Librarian, formally announced the AABC & Irving K. Barber Learning Centre funding agreement. Lisa Codd will negotiate with the BCMA as to the AABC’s financial contribution towards the event.

Ramona asked about the availability of Barber Centre logos or photos that can be used on an AABC promotional exhibit that will be on display at the October BCMA conference in Prince George. Lisa Codd will see if there is anything available to use and sent them to Ramona.

3.7 Records management plan for AABC organizational records

The Executive discussed the need to finalize records management draft policies (14 & 17) in the P & P Manual and find a secure location for the storage of the AABC’s semi-active records. Lisa Beitel will contact Alan Doyle to see where last Executive left off on this matter. The Executive will draft a project description and appeal to the skills and expertise of the general membership for a volunteer to take on this responsibility.

3.8 Council of Presidents meeting (June 28, 2006) ACA conference, St. John's

Lisa Beitel reported on her attendance at the meeting on behalf of the AABC and presented on current status of association. Mark Lerman, Chair of the Review & Renewal Committee presented a report and handed out a copy of the “ACA Advocacy Policy” (draft form) that they would like all provincial councils to review and comment on by August 31, 2006. Lisa Beitel will send an electronic copy of the document to the Executive and Committee Chairs for comment. Lisa will also contact members of provincial/territorial councils to get provincial government funding amounts that the AABC can use for lobbying purposes.

3.9 UNBC Archives image request

The Executive has reviewed and approved the request forwarded by the Internet Committee from the UNBC Archives who asked permission use the photo collage/montage on the AABC home page in some on-campus university promo for their Archives. UNBC Archives must properly credit the AABC for use of the image in their promotional material. Lisa Beitel will report this decision back to the Internet Committee.

4. President's Report

Lisa Codd reported that she had been active organizing the June 10 roundtable meeting; completed and submitted the ArtsPOD final report (the funding should be coming shortly); prepared a version of the ArtsPOD report that will be sent out to the general membership; and worked with Glenn Drexhage, the Communications Officer at UBC Library to draft and send out a Barber funding press release to the AABC & ACA list serves, UBC & BCMA list-serves, and to be included in the Heritage Society of BC newsletter.
5. Vice President's Report

There is no Vice-President.

6. Treasurer's Report

Richard Dancy reported that the Finance Committee received a reimbursement request from a Regional Rep that could not be covered because no budget currently exists for Regional Reps. The Executive agreed that if a Regional Rep has an extra or unique cost, that they should contact the Executive first to see if the Executive will agree to approve the cost from a different budget account. Lisa Codd suggested reviewing the P & P Manual policy for Regional Reps in the fall and addressing how their role will fit in with the AABC’s strategic planning exercise.

Richard will set up a meeting with Lisa Codd and Karen Blimkie to redraft the budget and add the Barber funds.

Richard reported that the bank still has not granted him signing authority for the AABC accounts as they need to have approval from the AABC President. Lisa Codd will call the bank and have this arranged.


7. Committee and Program Reports

7.1 Constitution and Bylaws

Nothing to report at this time.

7.2 Education

The Executive received reports from Linda Wills, Education Contractor on the morning of July 10, 2006 and so did not have time to read the documents prior to the meeting. The Executive will review the reports by email.

7.3 Grants

Ramona Rose reported that to date the AABC Grants Committee has not heard back from the CCA/LAC about the outcome of NADP funding applications that the AABC submitted for approval. The Executive discussed the merits of holding a grant writing workshop and Ramona will work on a proposal (possible in conjunction with the Education Committee) to be presented at the next Executive meeting. Ramona will find out deadlines for the next NADP grant submission as this will determine the scheduling of the Strategic Planning meeting in the fall and application for ArtsPOD funding.

7.4 Membership

Nothing to report at this time.
7.5 Nominations and Elections

The Executive reviewed the report submitted by Susan Hart and agrees to support her renewed search for a Vice-President. Lisa Codd will talk to Susan about this and will also talk to her about assisting the Executive with the Policies & Procedures Manual review project.

Lisa Beitel will contact Susan and have her begin a search for a conference Program Committee Chair in light of our discussions with the ASA regarding a joint conference.

7.6 BC Archival Preservation Service

The Executive reviewed the reports submitted by Dorothy Lawson that included two upcoming workshops being arranged by Rosaleen Hill – one on architectural plans and the other a CCI workshop on Modern Media. Lisa Codd noted that these workshops fall under the goals of the Barber funding initiatives and will contact the Preservation Committee about using Barber Centre sponsorship notices when advertising them.

7.7 Conference

Nothing to report at this time.

7.8 Internet

The Executive reviewed reports submitted by Heather Gordon. The Internet Committee will be meeting on July 25th to discuss Barber funding possibilities, especially those related to web redesign.

7.9 Newsletter Editorial Board

Nothing to report at this time.

7.10 Regional Representatives

Nothing to report at this time.

8. Other Business

8.1 June 10 Roundtable meeting - summary

Lisa Beitel reported that minutes from the Roundtable meeting were submitted to all those in attendance for review. Lisa Codd will set up a meeting with the Barber centre to discuss the report and implementation of deliverables agreed on at the meeting. The outcome of this meeting will be announced on the listserv.

8.2 Progress report on action items from Organizational Review

Lisa Beitel presented a report the on the status of action items as identified from the Organizational Review. All deadlines and persons responsible have been identified and all are on schedule.
8.3 New GST rate and contractors

Richard Dancy, Lisa Codd and Karen Blimkie will meet to discuss revisions that need to be made to our current contractor’s contracts and submit a proposal to the Executive.

9. Adjournment

Lisa Codd moved to adjourn the meeting, seconded by Lisa Beitel. Motion carried. Meeting adjourned at 10:30am.

Next Meetings:

August 14
September 11
October 10*
November 14*
December 11
January 8
February 12
March 12

* note: these meetings are on Tuesday due to holiday Monday

AABC Executive Committee
Meeting Minutes: 11 September 2006

Executive of the Archives Association of British Columbia
Location: Conference call

Present:
Lisa Codd, President
Lisa Beitel, Secretary
Richard Dancy, Treasurer
Ramona Rose, Institutional Member-At-Large
Val Billesberger, Individual Member-at-large

1. Approval of Agenda

Lisa Codd called the meeting to order at 9:00am. Richard Dancy moved to add item "8.7 Contractors mileage" and Val Billesberger moved to add "8.8 Volunteer recognition". Revised agenda approved.

2. Approval of Minutes of July 10 2006

Minutes prepared by Lisa Beitel approved electronically by Executive and were posted to the AABC website by Bill Purver on July 20, 2006.

3. Business Arising
3.1 UBC SLAIS Co-Op Award proposal

Lisa Beitel reported that the AABC received a proposal from the SLAIS Co-op Program Director about co-sponsoring a SLAIS Co-op Student of the Year Award with the BCLA. The $1000 award would be given annually to both a MAS and MLIS (or joint student). The Executive reviewed the proposal and agreed that at this time we do not have extra funds to support a third student award. Lisa Beitel will contact the Co-op Program with the Executive’s decision.

3.2 Income tax receipts for AABC donations

Lisa Beitel reported that she sent out thank-you letters and income tax receipts (as prepared by Karen Blimkie) to two members who made financial donations to the AABC.

3.3 Willard Ireland Prize & Mary Ann Pylypchuk Memorial Prize

Lisa Beitel reported that two UBC MAS graduates were issued the following AABC academic award prizes:

- Willard Ireland Prize: Mr. Bart Ballaux ($200)
- AABC Mary Ann Pylypchuk Memorial Prize: Ann Marie Forman ($150)

4. President's Report

Lisa Codd reported that she has been busy with NADP administrative paperwork regarding contracts and funding and sent in paperwork updating our application with the new Education Contractor. She has also been working on the next ArtsPOD application to fund the AABC’s strategic planning meeting that will be scheduled for the fall. On behalf of the AABC, Lisa C. and Lisa B. attended a meeting with members of the heritage community discussing a province-wide digitization project funded by the Irving K. Barber Learning Centre. Lisa C. met with Catherine Quinlan afterwards to discuss AABC projects and the proposed allocation of Barber funds since some of the projects would now duplicate resources to be developed by the Barber Centre digitization project. The Executive agreed to support the new project but will stick to core objectives by providing support to our membership through workshops on digitization and grant writing. Lisa C. will set up a meeting with committee chairs and contractors to further the workshop ideas.

5. Vice President's Report

There is no Vice-President.

6. Treasurer's Report

Richard Dancy reported that he met with Lisa Codd and Karen Blimkie to revise the 2006/2007 budget with Barber funds. $14,000 was added to cover existing expenses ($8,000 to server costs; $3,000 to the contractor’s travel budget; $3,000 for business planning project) while the remaining $11,000 will be allocated towards new projects for this year. Richard reported that the signing authority documents have been updated. He also reported that because of the reduction in the GST from 7% to 6% effective July 1, payments to contractor’s have been revised to reflect the new rates, with the savings passed on to the
contractors. The AABC has received the auditor’s final financial statements for the fiscal year ending March 31, 2006 and they were approved.

Richard presented the June and July 2006 financial statements as prepared by Karen Blimkie. Lisa Codd moved to approve, seconded by Richard Dancy. Approved.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Nothing to report at this time.

7.2 Education

The Executive reviewed the reports submitted by Linda Wills (June Quarterly Report, July Summary Report) and Jenn Roberts (August Summary Report). Lisa Beitel moved to approve the reports, seconded by Richard Dancy. Approved.

7.3 Grants

Ramona Rose reported that she has nothing to add to her July 20 NADP report (sent electronically to Executive). She has contacted the CCA for an update on the 2007 grant schedule and a confirmation about the AABC’s role regarding notification of grants but to date has not had a response.

7.4 Membership

The Executive reviewed and approved the Membership Committee’s recommendation for Institutional Membership status to the Sidney Museum Archives.

7.5 Nominations and Elections

Lisa Codd noted that the Vice-President position is still vacant and will be working with Susan Hart to find a member for this position.

7.6 BC Archival Preservation Service

Dorothy Lawson submitted a report and monthly budget as prepared by Rosaleen Hill. Richard Dancy moved to approve the report, seconded by Ramona Rose. Approved.

The contractors asked for clarification regarding the policy difference between the services offered by BCAPS (offers only to Institutional/Assoc. Institutional members) and the Archives Advisor (offers services to all, member or not). The Executive discussed the history of this difference and agreed that it should be discussed with all the contractors and committee chairs. This item will be added to the agenda for the Strategic Planning meeting to be held in the fall.
7.7 Conference

Lisa Beitel reported that the ASA Executive met on September 9, 2006 and decided that they did not have enough time and financial resources to organize a joint-conference in 2007 with the AABC. Lisa Beitel will contact Susan Hart and ask her to recruit a Program Committee and Local Arrangements Committee to start working on planning for the 2007 conference. The Executive also discussed possible conference locations and will forward them to Susan for consideration.

7.8 Internet

Lisa Beitel submitted a report from Heather Gordon who stated that the Internet Committee revised the procedures for advertising on the AABC's Archives Marketplace and updated the submission form. The committee felt that advertising could be dropped from the Newsletter entirely and that the use of advertising should be revisited sometime over the next year or so as part of a broader look at fundraising and advertising initiatives (or even the web design review). They do not recommend a price change at this time. The Executive agreed with the recommendation to stop advertising in the newsletter since it is now available on the website that contains advertising. Richard Dancy also reported that the AABC domain name has been renewed for the next two years.

7.9 Newsletter Editorial Board

Nothing to report at this time.

7.10 Regional Representatives

Nothing to report at this time.

7.11 AABC/InterPARES 3 Project

Anthea Seles has been selected to act as the AABC representative for the InterPARES 3 project. To date, the IP3 project team has sent in the CURA grant proposal but they do not expect to hear from SSHRC until the end of the month.

8. Other Business

8.1 AABC mailing address

Lisa Codd reported that after review, mail is being forwarded to the Executive in a timely fashion so there is no need to change the existing procedure at this time.

8.2 Taylor and Frances advertising proposal

Lisa Beitel reported that she informed Taylor and Frances Journals that the AABC was not interested in the advertising exchange they proposed.
8.3 P&P Manual review priorities

Lisa Beitel circulated the feedback that was received from Committee Chairs about review priorities and reported that she received requests from 28 members for a copy of the existing P&P Manual. Val Billesberger has agreed to be the Executive Liaison leading this project and will work with Susan Hart. Richard Dancy will look into the question of Director’s insurance (who this covers, what amount) by developing a survey to be sent to other provincial archival/museum associations.

8.4 Records management plan project

Lisa Beitel reported that Linda Nobrega is working on the appraisal and organization of AABC records in Victoria. Alan Doyle confirmed that he is willing to work on creating a records schedule for AABC records but will not have time to work on this until the fall. Richard Dancy has agreed to be the Executive Liaison leading this project.

8.5 AABC display booth at BCMA Conference

Ramona Rose reported that development of a table top display is underway for the upcoming BCMA conference. Due to the price of the vendor fee the AABC has agreed to share the cost with the UNBC Archives. They are designing 3 panels each with a specific focus: the AABC and the services it offers to members; information about regional archival members in Northern BC; and the UNBC Archives. The BCMA will also be putting promotional information and links to the AABC on their conference website.

8.6 Appointment of AABC Auditors

Richard Dancy moved that the Executive approve the following resolution for accounting purposes:

“The AABC Executive waives the appointment of an auditor and appoints Evancic Perrault Robertson as Accountants for the Association.”

Seconded by Val Billesberger. Motion carried. Lisa Beitel will contact EPR and send them a copy of the approved meeting minutes for their records.

8.7 Mileage for contractors

Richard Dancy reported that a question has come up about the mileage rates charged by contractors. The Executive agreed that our rate should be reviewed in light of rising gas rates. Richard Dancy will survey other archival associations to see what their rates are and this will be added as an agenda item for the Strategic Planning meeting.

8.8 Volunteer recognition

Val Billesberger reported that she will be working on a volunteer recognition strategy in the fall and will be seeking input from the membership through the website. The Executive agreed that the annual conference banquet is the most appropriate time for volunteer recognition and that funds to purchase gifts/certificates could be built into the conference budget.
9. Adjournment

Lisa Codd moved to adjourn the meeting, seconded by Ramona Rose. Motion carried. Meeting adjourned at 10:55am.

Next Meetings:

October 16
November 20
December 11

AABC Executive Committee
Meeting Minutes: 16 October 2006

Executive of the Archives Association of British Columbia
Location: Conference call

Present:
Lisa Codd, President
Lisa Beitel, Secretary
Richard Dancy, Treasurer
Ramona Rose, Institutional Member-At-Large
Val Billesberger, Individual Member-at-large

1. Approval of Agenda

Lisa Codd called the meeting to order at 9:05am. Agenda approved.

2. Approval of Minutes of September 11 2006

Minutes prepared by Lisa Beitel were approved electronically by Executive and were posted to the AABC website by Bill Purver on September 21, 2006.

3. Business Arising

3.1 2006 Archives Week poster

Lisa Beitel reported that Anthea Seles has prepared a poster announcing the 2006 Archives Week to be held November 19-25. The Executive approved the poster for distribution pending addition of the AABC logo. The Executive agreed that planning for Archives Week and other outreach activities should be an on-going activity throughout the year as opposed to just around individual events. This will be added to the agenda for the strategic planning meetings.

3.2 Policies and Procedures Manual

Val Billesberger reported that Susan Hart has agreed to redraft the section about conference planning and that Fred Braches has agreed to digitize the manual since the only version exists in pdf format. The Executive will start reviewing sections that can be removed from the manual (as they are outdated) and
look at their individual position sections. The Executive agreed that space and time should be set up at the conference to work on the manual so that all members can participate in the review process.

3.3 AABC privacy policy

Val Billesberger reported that she has been reviewing the privacy statements used by other provincial archival associations and will work on drafting a statement for the AABC.

3.4 Volunteer recognition

Val Billesberger reported that she is in the process of contacting other provincial archival associations and will have a report with recommendations for the December meeting.

4. President's Report

Lisa Codd reported that she will be attending the upcoming CCA General Assembly meeting in Ottawa (Oct. 28-29) and has submitted a report on AABC activities for the meeting. The AABC has received notification of ArtsPOD funding for strategic planning and Lisa has been working with a planning consultant to develop a process. Plans are underway for a business planning meeting in early November to be attended by committee chairs, contractors and the executive. Agenda items for this meeting include review of Barber Centre funding priorities, an update on strategic planning, and program planning for upcoming year/NADP grant application. Lisa has also been in contact with Jenn Roberts and Jane Turner to develop plans to complete our planning for use of the Barber Centre funds for this fiscal year, to present for discussion at the November 4 meeting.

5. Vice President's Report

There is no Vice-President at this time.

6. Treasurer's Report

Richard Dancy reported that the Barber funding has been added as a budget line to the General Fund under both Revenues and Expenses. The line under Expenses will be revised once final decisions are made about allocation of the funds, some of which will go to existing budget lines. He is still waiting to hear back from all of the provincial associations regarding his survey on executive insurance and mileage rates. He will prepare a report of his findings for the November meeting.

The August 2006 financial statements were presented (as prepared by Karen Blimkie). Richard moved to approve, seconded by Lisa Codd. Approved.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Nothing to report at this time.
7.2 Education

The Executive reviewed the September reports submitted by Jenn Roberts. Ramona Rose inquired if Richard could contact Jenn and see if she can add Prince George to her schedule if the workshop in Prince Rupert/Kitimat area goes ahead. Lisa Beitel moved to approve the reports, seconded by Ramona Rose. Approved.

7.3 Grants

Ramona Rose reported that she has received notification of the successful NADP applicants from the CCA. She is expecting the same adjudication timeline as last year’s grant process but is not sure if there will be changes to the application form. Lisa C. will provide an update after the upcoming CCA meeting.

7.4 Membership

The Executive reviewed the report submitted by Terra Dickson. Richard will follow up on questions posed to the Executive from the Committee and contact Karen Blimkie and inquire about legal requirements for signatures on membership receipts and confirm if GST is included in the price of membership or not.

The Executive approved the request by the Committee to send out 2007-2008 membership forms via email pending edits to the privacy statement on the form (as provided by Val Billesberger).

The Executive approved the Committee’s request to mount the membership applications and renewal form on the AABC website pending edits to the privacy statement on the form (as provided by Val Billesberger).

The Executive approves the procedures as outlined by the Committee for the distribution of the 2006/2007 AABC Membership Directory by email.

The Executive recognizes the concerns brought forward by the committee in regards to Libraries, who as members of the association, have made copies of the AABC membership directory publically available as part of their collection. Lisa Beitel will ask the Membership Committee to draft a letter for the next Executive meeting (to be signed by the Executive) reminding all institutions that the directory is for personal use of AABC members only and directing them to remove all copies of the membership directory from their collections.

The Executive also discussed elements that should be included on the membership form, including a section for donations to the AABC, adding a check box so members can opt out of having their information in the directory, and creating a different form for individual and institutional members. Lisa B. and Val will follow-up on these elements with the Committee. The Executive would like to thank the Committee for all of their hard work reflected in their report.

7.5 Nominations and Elections

Nothing to report at this time.
7.6 BC Archival Preservation Service

Dorothy Lawson reported that advertisements for the two preservation workshops are on the AABC website and there is also a link to the follow-up report on the Architectural Drawings workshop. Rosaleen Hill has contacted Karen Blimkie to confirm the procedure about sending out workshop receipts and the possibility of allowing credit-card payments.

7.7 Conference

Susan Hart has sent out a message on the list-serve to recruit a Conference Program and Local Arrangements Committee. The Executive agreed that if these committees have not been formed by November 20, then the formal conference will be cancelled and replaced with a mini-conference and possible workshops (supported by Barber funds) planned by the Executive.

7.8 Internet

The Executive reviewed the July-September 2006 Quarterly report submitted by Heather Gordon. Lisa Beitel moved to approve the report, seconded by Ramona Rose. Approved.

7.9 Newsletter Editorial Board

Lisa Beitel reported that production of the summer newsletter has been slightly delayed but it has been sent to Leslie Field for posting to the website. Production workflow regarding the newsletter will be added to the strategic planning process.

7.10 Regional Representatives

Erica Hernandez submitted a report on her activities supporting an archives display at the BCMA conference that is being held in Prince George. She has been busy preparing a poster and bookmark highlighting the AABC, regional archives in the Prince George area, and the UNBC Archives. They will also be using a display provided by the CCA. Erica and Ramona will be manning the display booth at various times throughout the conference.

The Fraser Valley Regional Group recently held a meeting where they discussed their role and brainstormed what they would like to see happening at their regional meetings. Suggestions included the creation a separate page on the AABC website for the different regions - the page could include regional updates and promote communication between regions; and scheduling a regular educational component (i.e. use barber funding to bring in speakers, hold workshops) at their meetings to encourage greater attendance.

8. Other Business

8.1 Cultural Management Programs (UVic) – Museum Archives proposal

Lisa Codd reported on the proposal from the CMP program at UVic who has asked for assistance identifying instructors for a course they would like to hold on museum archives. Lisa will forward them SLAIS contact information and inquire at the CCA meeting for appropriate individuals.
9. Adjournment

Lisa Codd moved to adjourn the meeting, seconded by Lisa Beitel. Motion carried. Meeting adjourned at 10:30am.

Next Meetings:

Monday, November 20, 2006

AABC Executive Committee
Meeting Minutes: 20 November 2006

Executive of the Archives Association of British Columbia
Location: Conference call

Present:
Lisa Codd, President
Lisa Beitel, Secretary
Ramona Rose, Institutional Member-At-Large
Val Billesberger, Individual Member-at-large

Regrets:
Richard Dancy, Treasurer

1. Approval of Agenda

Lisa Codd called the meeting to order at 9:10am. Agenda approved.

2. Approval of Minutes of October 16 2006

Minutes prepared by Lisa Beitel were approved electronically by Executive and were posted to the AABC website by Bill Purver on October 24, 2006.

3. Business Arising

3.1 AABC domain name administrative contact

Bill Purver will be removing his email address as the administrative contact for the AABC domain name effective January 1, 2007. The Executive will determine a replacement email address and password at the next Executive meeting.

3.2 Digitization Initiatives report by Education Contractor

The Executive approved the invoice submitted by the Education Contractor (re: 2007 digitization project report) will be paid out of funds set aside for strategic planning.
4. President's Report

Lisa Codd reported that she is still working on finding a Vice-President. Earlier this month she attended the CCA General Assembly in Ottawa and heard presentations from Ian Wilson on digitization initiatives at the national level, and Ian Forsyth on the 2007 NADP process. One funding stream that BC is undersubscribed to is the CCOP program and Lisa suggested that we should send out information to members.

**Action:** Ramona Rose will send out information about the CCOP grant-funding program to AABC members via the list-serve.

Lisa also reported that she will be preparing a report for the Barber Learning Centre with a summary of expenditures for 2006 ($14,000.00 for projects as previously discussed) and a request to carry forward the remaining $11,000.00 for next year.

Lisa attended a meeting with Alouette Canada who has proposed a project to develop a database infrastructure that will include Library and Archives information down to the item level. Lisa will set up a meeting with reps from the local Library community to further discuss this project and how it would effect archives, and possibly be used to leverage funding from other sources.

Lisa also reported that while she was at the BCMA conference there was discussion about the development of a Provincial Heritage Strategy. The AABC has not been involved with the development of the strategy to date. A motion was made from the floor at the BCMA's AGM that the BCMA would demand that progress be made on a heritage strategy by the provincial government by spring 2007, or BCMA would encourage a boycott of 2008 events. The Executive agrees that the AABC should be involved in this process and will prepare a brief of what our organization would like to see addressed in a heritage strategy.

**Action:** Lisa Codd will contact Laura Millar and Gary Mitchell to see if they are interested in helping write a submission to the government.

5. Vice President's Report

There is no Vice-President at this time.

6. Treasurer's Report

Lisa Beitel presented Richard Dancy’s report in his absence. Bill Purver has contacted Richard as he has some old scanning equipment that belongs to the AABC. Lisa Beitel has also been contacted by other past-Executive members who have old AABC equipment in their possession. The executive agreed that all surplus, out-of-date equipment should be collected and offered for sale to the membership. The Treasurer will oversee this task.

**Action:** Richard Dancy will contact past Executive/Committee members and collect any surplus equipment and oversee their sale to the membership.

The Executive reviewed a report prepared by Richard on mileage rates offered by other provincial associations. From the results so far, BC has the highest rate. The Executive will review the contractor’s
contracts to see what wording/rates were used and pending no discrepancies, has decided that the rate will remain at $0.41 per kilometer. If gas prices raise dramatically over the coming year, the mileage rate can be revisited next year.

The September 2006 and October 2006 financial statements were presented (as prepared by Karen Blimkie). Ramona Rose moved to approve, seconded by Lisa Codd. Approved.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Nothing to report at this time.

7.2 Education

The Executive reviewed the October 2006 reports submitted by Jenn Roberts. Lisa Beitel moved to approve the reports, seconded by Lisa Codd. Approved.

7.3 Grants

Ramona Rose reported that the grants timetable has been set (due January 18, adjudication in early February) and application forms will be available on the CCA website on Dec. 4. Ramona has also been in contact with Ian Forsyth regarding questions from his CCA NADP presentation.

Action: Ramona Rose will post a message on the AABC list-serve with an update on application deadlines (and application form availability), and a link to Ian Forsyth’s presentation on the CCA website.

7.4 Membership

Lisa Beitel presented the report submitted by Terra Dickson. There was a very favorable response by the membership to receive the directory, renewal notices and receipts as email attachments, and as a result they will be sending out 166 directories electronically and 81 in paper format.

Action: Lisa Beitel will contact the Membership Committee to follow up on their success of contacting those members who did not respond.

As requested by the Executive, the Membership Committee drafted a letter that will be sent to all member Libraries asking them to remove the AABC Membership Directory from public circulation.

Action: Lisa Beitel will print, sign, and send out the letter on behalf of the Executive.

Val Billesberger provided Terra with edits to the new membership form to address privacy issues and also contacted her about drafting a privacy statement for the AABC. Val will be following up on the suggestion made by Terra.
7.5 Nominations and Elections

Nothing to report at this time. The Executive discussed the need to set up regional meetings to promote and increase membership involvement on the Executive and on Committees.

7.6 BC Archival Preservation Service

Dorothy Lawson reported that Rosaleen Hill will be submitting the 2006 NADP update report for the preservation grant as requested by Lisa Codd.

7.7 Conference

Susan Hart reported that there were no volunteers for the conference committee after her email appeal. Lisa Codd has agreed to organize a mini-conference/AGM for 2007 and will inquire about booking space at Harbour Centre. Morning sessions to focus on funding opportunities by bringing in potential speakers from the Vancouver Foundation, NADP, Barber, CCOP, Alouette Canada, while the afternoon schedule would include traditional sessions. The Executive also discussed options for pre-conference workshops and will contact the ASA to see if they have any workshops that could be offered.

**Action:** Lisa Codd will send out a conference notice and ask for “small project/task” volunteers to help with the planning and organization of the conference.

7.8 Internet

The Executive accepted the resignations of Heather Gordon, Internet Committee Chair, and of Bill Purver, BCANS contractor, (both effective as of December 31, 2006). Notice of Bill’s resignation has already been sent to the membership. Heather Gordon has agreed to assist with the transition of the BCANS program for the last three months of the 2006-2007 program year and will contact members of her committee to see if anyone is interested in becoming the new Chair. If not, the Nominations Committee will have to find someone. Lisa Codd, Lisa Beitel, and Richard Dancy will be attending a meeting on December 1 with members of the Internet Committee to take a look at the technical operations of the website and BCAUL database.

Lisa Codd presented a motion to the Executive that asks the Internet Committee to provide the Executive with all passwords used to access BCAUL, CaNWAN, and the AABC website. President Lisa Codd will serve as the representative for the Executive at this time. Motion seconded by Ramona Rose. Approved.

**Action:** Lisa Codd will contact the Internet Committee and inform them of this motion and get a copy of the relevant passwords.

7.9 Newsletter Editorial Board

Nothing to report at this time.

7.10 Regional Representatives

Nothing to report at this time.
8. Other Business

8.1 Planning for 2007/2008 – NADP grants

Lisa Codd presented an action plan for 2007/2008 NADP grants. She will be contacting Jane Turner, Jennifer Roberts, Dorothy Lawson and Rosaleen Hill and be asking them to develop tentative workplans for next year with the following in mind: Network services will remain the same as this year so new activities can be done through education and preservation; what would they do with extra funding (from Barber) i.e. bring more services out to the regions by holding a workshop in conjunction with regional meetings, hiring outside professional to give workshops; the Executive would like to see education and preservation workshops held in every region and the AABC working with partner groups to hold joint workshops.

The deadline for the tentative workplans will be Dec. 6 to Lisa Beitel so they can be circulated and reviewed by the Executive for the Dec. 11 meeting. Committee Chairs will be invited to join the Executive meeting conference call to further discuss their reports.

Action: Lisa Codd will contact the Education and Preservation Committees and discuss the planning guidelines and deadlines.

9. Adjournment

Lisa Beitel moved to adjourn the meeting, seconded by Lisa Codd. Motion carried. Meeting adjourned at 10:50am.

Next Meetings: Monday, December 11, 2006

AABC Executive Committee
Meeting Minutes: 11 December 2006

Executive of the Archives Association of British Columbia
Location: Conference call

Present:
Lisa Codd, President
Lisa Beitel, Secretary
Richard Dancy, Treasurer
Ramona Rose, Institutional Member-At-Large
Val Billesberger, Individual Member-at-large

Guests:
Jane Turner, Education Committee Chair
Lara Wilson, Preservation Committee

1. Approval of Agenda

Lisa Codd called the meeting to order at 9:05 a.m. Agenda approved.
2. Approval of Minutes of November 20, 2006

Minutes prepared by Lisa Beitel were approved electronically by Executive and were posted to the AABC website by Bill Purver on November 29, 2006.

3. Business Arising

3.1 Education & Preservation Committee reports – 2007/2008 planning

Lisa Codd proposed that the goal of the discussion today was to review the reports and prioritize activities which could then be used to prepare the draft budget for 2007/2008. The next steps in the process include:

- Lisa C. meeting with Richard and Karen Blimkie to prepare a draft budget before Christmas if possible
- Lisa C. contacting Barber Centre for feedback on 2007/2008 funding proposals
- In early January, the Executive to meet with the Finance Committee and Committee Chairs to go over the draft budget and finalize the NADP grant applications
- Amount available for NADP grants to AABC members communicated to Grants Committee before their adjudication meeting at end of January

Lara Wilson presented the report prepared by the Preservation Committee that consisted of three funding scenarios. They worked with the Education Committee to split possible workshops so that all the provincial regions would be covered. Lara pointed out that the key is to identify what we can do as a soft-match in the funding application in order to save money in the AABC reserves. The Preservation Committee is willing to help in writing their part of the NADP grant and will circulate a draft to the other programs.

Jane Turner presented the report prepared by the Education Committee that consisted of three funding scenarios. Jane reported that tasks could be juggled between scenarios and that more funding would allow for greater flexibility with projects. The group discussed the First Nations project proposal which they all agreed was very good and could be a separate NADP grant application. The scope of the project would be multi-year in order to make sure the proper planning and resources are in place. It was agreed that this project will not be undertaken this year but it will be carried forward as a possible project for the next grant year. Jane also reported that there has been very little draw on the travel subsidy. The group agreed to reduce the subsidy to $1,000 for the next fiscal year, and to move the funding back to the AABC account in next year’s budget. This amount will be used as the total matching funds for the NADP EAS grant, thereby reducing the AABC contribution to the EAS program by $2,500.

Action: Lara and Jane will review the reports with their Committees and submit a ranking of the top three/bottom three priorities with funding amounts to the Executive that can be used to draft the budget.

The group discussed the Network priorities and budget. Jane reported that she sent her planning report to Anthea Seles as it contained suggestions about redistributing Network/Website tasks to the Education Contractor. Lisa C. reported that at the budget meeting they will discuss setting aside funding for planning tasks and will add the development of a BCAUL procedures manual to the 2007/2008 BCANS contract.
3.2 AABC domain name administrative contract
The Executive agreed that the domain name administrative contact will be changed to the incoming network contractor.

3.3 Volunteer recognition update
Val Billesberger reported that she will submit a written report at the January executive meeting and that she has received inquiries about recognizing Bill Purver’s 14-year service to the association.

3.4 Archives Week
Val Billesberger proposed that a permanent Archives Week Committee should be established so that event planning and publicity can begin for the 2007 events. The Executive also discussed the possible use of Barber funds to support events.

Action: Val will contact Anthea Seles and discuss establishing an Archives Week Committee.

3.5 CaNWAN hosting by AABC
Lisa Codd reviewed the AABC’s Network responsibilities of hosting CaNWAN. The Executive agreed that we no longer have the resources to support this activity and it was suggested that the ASA be contacted to see if they will take over hosting CaNWAN responsibilities.

Action: Lisa Codd will contact the ASA and discuss the possible transfer of CaNWAN responsibilities.

4. President's Report
Lisa Codd reported that it has been a busy few weeks since the last executive meeting. On December 1, she attended a meeting with members of the Internet Committee, Executive, and other invited guests to have a behind the scenes tour of the Network courtesy of Bill Purver. She has also been active in securing a new Network Coordinator and is currently in negotiations with a suitable candidate. She also met with Rick Knowlan to discuss the upcoming Strategic Planning process and has received a proposal that she will circulate to the Executive by email for comment.

5. Vice President's Report
There is no Vice-President at this time.

6. Treasurer's Report
Richard Dancy reported that the renewal application for AABC liability insurance has been sent in.

7. Committee and Program Reports

7.1 Constitution and Bylaws
Nothing to report at this time.
7.2 Education

The Education Committee prepared the report discussed in 3.1

7.3 Grants

Ramona Rose reported that she has started receiving inquiries about grant application forms and that the Grants Committee is in the process of setting the adjudication meeting date. She is planning on sending out an email to the membership as soon as the grant allocation amount is determined.

7.4 Membership

There is nothing to report at this time.

7.5 Nominations and Elections

Lisa Codd has been working with Susan Hart to find a Vice-President. She reported that Anthea Seles has agreed to act as Internet Chair from Jan. 1, 2007 to the AGM.

7.6 BC Archival Preservation Service

The Preservation Committee prepared the report discussed in 3.1.

7.7 Conference

Lisa Codd reported that as an outcome of her list-serve email, there are now volunteers to help with parts of the conference organization. She has been in contact with the BCLA about holding a joint conference with them in April. She will follow up with them to see if our mini-conference plans (2-3 sessions, workshop, AGM, reception) can fit in with their planning activities.

7.8 Internet

Lisa Beitel reported that she has arranged for the transfer and storage of the BCANS contractor’s records at the end of December until they can be forwarded to the new contractor.

7.9 Newsletter Editorial Board: Nothing to report at this time.

7.10 Regional Representatives: Nothing to report at this time.

8. Other Business

9. Adjournment

Lisa Codd moved to adjourn the meeting, seconded by Lisa Beitel. Motion carried. Meeting adjourned at 10:35 a.m.

Next Meetings: Monday, January 8, 2007
AABC Executive Committee  
Meeting Minutes: 8 January 2007  

Executive of the Archives Association of British Columbia  
Location: Conference call  

Present:  
Lisa Codd, President  
Lisa Beitel, Secretary  
Richard Dancy, Treasurer  
Ramona Rose, Institutional Member-At-Large  
Val Billesberger, Individual Member-at-large  

1. Approval of Agenda  
Lisa Codd called the meeting to order at 9:00 a.m. Agenda approved.  

2. Approval of Minutes of December 11, 2006  
Minutes prepared by Lisa Beitel were approved electronically by Executive and meeting guests. They have been forwarded to Janet McMaster for posting to the AABC web site.  

3. Business Arising  
3.1 Volunteer appreciation survey  
Val Billesberger reported that she will e-mail a report the Executive by the end of the week for comments. The Executive discussed a suitable activity/event to recognize Bill Purver for his work for the association.  

Action: Val Billesberger will continue to work with a committee on determining an appropriate appreciation for Bill Purver and will report back at the next Executive meeting.  

4. President's Report  
Lisa Codd reported that she has been working with Janet McMaster and the January-April 2007 BCANS contract with her is now in place. Janet has been unable to access the website so she will contact Cinemage for assistance. Lisa will be contacting Rick Knowlan to set up a meeting with him (and the Executive) to go over the strategic planning report he submitted. Sharon Walz and Jane Turner have agreed to join the Strategic Planning Committee. She has not yet heard from the Barber Center about the letter sent in December regarding the 2006/2007 funding proposals using Barber money.  

Action: Lisa Codd will set up a meeting with Rick Knowlan and will contact Chris Hives, Lara Wilson and Anthea Seles to see if they will join the Strategic Planning Committee.  

Action: Lisa Codd will follow-up with Catherine Quinlan via phone and email about a decision to our funding letter and remind them of our firm planning deadline next week.
5. Vice President's Report

There is no Vice-President at this time.

6. Treasurer's Report

Richard Dancy reported that he met with Karen Blimkie and Lisa Codd in December to prepare a draft budget for 2007/2008. Richard moved to approve the Nov. 30, 2006 financial statements as prepared by Karen Blimkie. Seconded by Lisa Codd.

Action: Richard Dancy will set up a meeting with the Finance Committee, program committee chairs, the Executive and Karen Blimkie to set the 2007/2008 budget. The 2007/2008 NADP grant allocation amount is to be sent to Ramona Rose by February 1 for adjudication purposes.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Nothing to report at this time.

7.2 Education

Nothing to report at this time.

7.3 Grants

Ramona Rose reported that she has sent notices out via the list-serve about the NADP grant deadlines due to the Grants Committee by January 18, 2007. The Grants Committee will be having their adjudication meeting February 2, 2007. She has also been in contact with the CCA to follow up on some application questions sent in by members. Ramona has also responded to questions about the availability of cultural on-line grants and the YCW grants program - YCW forms are now available on the CCA website.

Action: Ramona Rose will send out an email reminder via the list-serve about the upcoming NADP deadlines.

7.4 Membership

There is nothing to report at this time.

7.5 Nominations and Elections

Lisa Codd reported that she is still working with Susan Hart to find a Vice-President.

7.6 BC Archival Preservation Service

Lisa Beitel presented and moved to approve the BCAPS Quarterly Report (October-December 2006). Seconded by Ramona Rose.
7.7 Conference

Lisa Codd reported that she has not heard back from the BCLA about a joint conference proposal so will contact them about it. If they are not interested then she will continue planning a mini-conference/AGM to be held on April 14. A number of members have volunteered to help with various parts of the conference.

7.8 Internet

Lisa Beitel presented and moved to approve the BCANS Quarter 3 (October- December 2006) Report submitted by Heather Gordon. Seconded by Richard Dancy. Lisa has also forwarded a copy of Quarter 1, 2, and 3 reports as requested to the new Internet contractor, Janet McMaster.

7.9 Newsletter Editorial Board

Nothing to report at this time.

7.10 Regional Representatives

Nothing to report at this time.

8. Other Business

9. Adjournment

Lisa Codd moved to adjourn the meeting, seconded by Richard Dancy. Motion carried. Meeting adjourned at 10:05 a.m.

Next Meeting:

Monday, February 5, 2007

AABC Executive Committee
Meeting Minutes: 5 February 2007

Executive of the Archives Association of British Columbia
Location: Conference call

Present:
Lisa Codd, President
Lisa Beitel, Secretary
Richard Dancy, Treasurer
Ramona Rose, Institutional Member-At-Large
Val Billesberger, Individual Member-at-large

1. Approval of Agenda

Lisa Codd called the meeting to order at 9:05 a.m. Agenda approved.
2. Approval of Minutes of January 8, 2007

Minutes prepared by Lisa Beitel were approved electronically by Executive on January 23, 2007 and were forwarded to Janet McMaster for posting to the AABC web site.

3. Business Arising

3.1 InterPARES3 - letter of intent

Anthea Seles sent the Executive a draft of the AABC letter of intent to participate in the InterPARES 3 project. An approved version of the letter was sent to Luciana Duranti, project lead, on January 11, 2007.

3.2 Clarification for NADP eligibility by AABC members/non-members

Ramona Rose reported that there appears to be misinterpretation of eligibility for the NADP grants as they received three applications from non-member institutions. The Grants Committee discussed ways of getting more information to members and clarification of NADP eligibility including developing a page on the AABC website that specifically deals with NADP grants, promotes institutional membership (a requirement for grant eligibility), and would allow for the submission of grant applications electronically.

3.3 Honorary Life Membership – Terry Eastwood

Val Billesberger moved to nominate Terry Eastwood for an AABC Honorary Life Membership in recognition for his outstanding contributions to the AABC and its predecessor, the Association of British Columbia Archivists and his long-standing education role in the local, national, and international archival community. Motion approved. Val has contacted George Brandak who has agreed to speak to Terry’s activities and present the award at the pre-conference reception on April 13.

Action: Richard Dancy will get more details about the UBC event on April 14 that is being hosted in Terry’s honor and circulate to the Executive.

3.4 Proposed Archives Week Committee

Val Billesberger reported that she has spoken with Anthea Seles who agreed that a committee should be formed to start working on Archives Week activities. Val has been in contact with a number of interested members willing to join the committee. She will talk to Anthea and see if she will be chairing this committee (or not) since she is also now serving as the Network Committee Chair/InterPARES 3 AABC Liaison.

Action: Val Billesberger will contact potential Archives Week Committee members so they can start working together and will confirm Anthea’s participation on the committee.

4. President’s Report

Lisa Codd reported that the Strategic Planning process is underway and that the Executive met with Rick Knowlan on January 29 to set the project time-table and objectives. Lisa Beitel reported that she is on
schedule with her related tasks and has been working with Richard to put together the background information package that will be sent out this week.

Barber Centre negotiations are also on-going and an acceptance letter for the Barber funding of 2006/2007 AABC projects is in the mail. Lisa will notify the Executive when it arrives and invoices will be prepared accordingly. Lisa reported that the NADP deadline is approaching (February 13) and all the program grants are now completed and will be signed and sent out shortly. She will also be working on the Direct Access Gaming Grant application.

5. Vice President's Report

There is no Vice-President at this time.

6. Treasurer's Report

Richard Dancy reported that a draft budget has been prepared. Lisa Codd is following up on a GST-related query and will circulate a copy of the draft to the Executive by the end of the week. We will be applying for a Direct Access (DA) Gaming grant this year. If we succeed in getting DA funding, the budget should break even; if we do not, the budget includes a fall-back plan for a deficit of about $11,000. There is potentially a cash flow shortage at the start of the next fiscal year (until Barber and NADP funds are received) and Richard and Karen Blimkie will look at ways to address this (e.g. cashing one of our GICs).

Action: Lisa Codd to send the Executive a copy of the draft budget.

The Executive reviewed the December 2006 financial statements as prepared by Karen Blimkie. Lisa Codd noted that the programs each had budget items that were under-spent to-date and was concerned that these funds would have to be returned to NADP.

Action: Lisa Codd will contact the committees and discuss their budgets and proposed spending over the coming months.

The Executive also noted that the budget line item for “Newsletter and website advertising” estimated at a $300 income to the AABC had not been received and wondered whether the companies that are currently being advertised in the newsletter/on the website have been billed for the 2006/2007 year.

Action: Richard Dancy will look into this matter.

Lisa Beitel moved to approve the December 2006 financial statements as prepared by Karen Blimkie. Seconded by Richard Dancy.

7. Committee and Program Reports

7.1 Constitution and Bylaws

The Executive discussed that updating the constitution and bylaws should be reviewed as a possible project part of the Strategic Planning process.
7.2 Education

Nothing to report at this time.

7.3 Grants

Ramona Rose reported that the Grants Committee met February 2, 2007 to adjudicate NADP applications. They received 15 eligible applications from 11 institutions and 3 ineligible applications. After meeting, they are recommending funding for 9 projects for a total of $35,012.00. Sylvia Stopforth is writing up the minutes from the meetings and they will be circulated to the Executive once approved by the Grants Committee. Ramona thanked the Grants Committee for all their hardwork and patience during the adjudication process.

7.4 Membership

Lisa Beitel reported that Terra Dickson will be stepping down as Chair of the Membership Committee as of April 30, 2007. The Executive discussed possible new committee chairs and Lisa will contact Terra and ask her to provide an outline of the position responsibilities/timetable that can be used when recruiting a new chair.

Action: Lisa Beitel will contact Terra Dickson to get an outline of Membership Chair responsibilities.

7.5 Nominations and Elections

Lisa Beitel reported that Susan Hart is stepping down as Nominations & Elections Chair. The Executive discussed the need to fill this position immediately and came up with a list of possible candidates.

Action: Ramona Rose will contact the list of candidates in order to find a new Nominations and Elections Chair.

7.6 BC Archival Preservation Service

Dorothy Lawson reported that the Preservation committee has been busy working on their NADP application and that all upcoming workshops are full.

7.7 Conference

Lisa Codd reported that she is waiting for the final confirmation regarding the agenda for the mini-conference/AGM and will provide more formalized information at the next meeting. Information will be posted on the AABC website as soon as it is ready and she has a number of volunteers helping with registration, sessions, and reception planning. The Executive discussed options for the opening reception and it was proposed that Gary Mitchell be approached to host the reception and present awards on behalf of the entire BC archival community.

Action: Lisa Codd will contact Gary Mitchell about his role as host for the pre-conference reception.
Lisa Beitel reported that she will be working on the AGM package next month and will contacting all Committee Chairs to submit their annual reports at that time. The AGM report package will be made available on the AABC website like last year.

7.8 Internet

Lisa Codd reported that Janet McMaster is in place as the AABC’s new contractor and she will be in town in March and meet with Anthea Seles and Lisa. Lisa has been working with Anthea to ensure a smooth transition of network services and they have started working on network service plans for 2007/2008.

7.9 Newsletter Editorial Board

There is nothing to report at this time.

7.10 Regional Representatives

Louise Avery of the Northwest Regional Rep. reported that in December they submitted a proposal to Jim Harding and the BC Museums Association to host the CCI workshop “Preservation of Collections - Care of Archival Collections.” The proposed dates for the workshop are May 4-5, 2007, and will be co-hosted by the Kitimat Museum and the Heritage Park Museum in Terrace. She has also been in contact with Jenn Roberts about having archival training in the area in the spring of 2007.

8. Other Business

There is no other business at this time.

9. Adjournment

Lisa Beitel moved to adjourn the meeting, seconded by Lisa Codd. Motion carried. Meeting adjourned at 10:15 a.m.

Next Meeting:

Tuesday, March 6, 2007@ 9:00 a.m. via teleconference.

AABC Executive Committee
Meeting Minutes: 6 March 2007

Executive of the Archives Association of British Columbia
Location: Conference call

Present:
Lisa Codd, President
Lisa Beitel, Secretary
Richard Dancy, Treasurer
Ramona Rose, Institutional Member-At-Large
Val Billesberger, Individual Member-at-large

2006-2007 Executive Committee minutes – Archives Association of British Columbia
1. Approval of Agenda

Lisa Codd called the meeting to order at 9:05 a.m. Agenda approved.

2. Approval of Minutes of February 5, 2007

Minutes prepared by Lisa Beitel were approved electronically by Executive on February 8, 2007 and were forwarded to Janet McMaster for posting to the AABC web site.

3. Business Arising

3.1 Proposed Volunteer Recognition Program

Val Billesberger presented her report on a proposed Volunteer Recognition Program for the AABC. The report will be discussed at the next Executive meeting.

3.2 Honorary Life Membership – Terry Eastwood

Val Billesberger confirmed that George Brandak will present the award to Terry Eastwood at the mini-conference in April.

Action: Val Billesberger will confirm with Terry Eastwood his availability and time preference to receive the award at the conference.

3.3 Archives Week

Val Billesberger reported that she has been working with Anthea Seles on organizing a formal Archives Week Committee. Archives Week will be held in November with the exact dates to be determined. They would like to create a page on the website dedicated to Archives Week that has more information about themes, ideas for displaying records, and provides links to other heritage organizations. Val would like to have this information about Archives Week on the website prior to the conference. The Executive agreed that this would be a great way to promote partnerships with our local heritage community.

At the 2006 AGM it was recommended that the AABC partner with Heritage Canada themes that have been set to 2012. The Executive discussed that while some of the themes may not be readily identifiable with archives, it gives the opportunity for outreach, education and using archival records in creative ways. Heritage Week is traditionally held in February so the Committee will look at scheduling future Archives Week to match this date.

Action: Val Billesberger will work with Anthea Seles to draft terms of reference for an Archives Week Committee and will present at the next Executive meeting.

4. President's Report

Lisa Codd reported that the first strategic planning session meeting was held with Rick Knowlan and a report will be sent out to the Executive. She is working on the Direct Access Gaming grant application and she has been in contact with the new Director of the Barber Center. We have received written
approval for funding of 2006/2007 projects and an invoice for the 2006 projects will be sent out immediately.

5. Vice President's Report

There is no Vice-President at this time.

6. Treasurer's Report

Richard Dancy reported that he has been in contact with the bank regarding signing authorities and recommends that in the future, any changes to the signing authority (due to new executive members) be done at the same time to avoid problems with the bank. The Gaming Account is now open and cheques have been forwarded to Karen Blimkie. The bank has been instructed to cash a GIC that matures in early March to cover cash flow until CCA and Barber monies are received. $300 in website/newsletter advertising fees have been received since the last meeting and have been added to the January financial statements.

Action: Richard Dancy will contact Karen Blimkie to clarify when newsletter/website advertising fees are sent out (end of calendar year or end of fiscal year?).

Richard Dancy moved to approve the January 2007 financial statements as prepared by Karen Blimkie. Seconded by Val Billesberger.

7. Committee and Program Reports

7.1 Constitution and Bylaws

There is nothing to report at this time.

7.2 Education

Lisa Beitel reported that she has received the Education year-end report for 2006/2007.

7.3 Grants

Ramona Rose submitted the Grants Committee adjudication report to the Executive. The total requested funding [from eligible applicants] was over $89,000.00 and $35,012.00 was adjudicated per BC’s total granting amount. The Committee also discussed setting provincial priorities for next year's NADP grant cycle and recommended that [the optional] 10 points be allocated to provincial priorities. The Executive agreed with this recommendation. The Grants Committee will finalize the criteria for these 10 points before the next NADP grant run. The Executive requested a final report on the allocation of provincial points criteria once complete.

The report also discussed the confusion about who has institutional membership, thereby allowing them to apply for grants. The Committee recommends putting together a webpage on the AABC website with information about the grants, application process and lists of who is eligible to apply. The Executive supports this idea and has asked that the Committee move forward on this project. The Committee also recommended some application guidelines (attachments/margins/fonts used) and that the CCA use...
electronic forms in the future to minimize paper waste and speed up distribution. Fixed-length fields in the form would also help ensure that all applications are standardized.

**Action:** The Grants Committee will prepare a draft letter to the CCA with the above issues and circulate to the Executive for comment.

### 7.4 Membership

The Executive discussed the report by the Membership Committee regarding the institutional membership applications by the Salt Spring Island Archives & the United Church/Bob Stewart Archives. The Executive agreed that the United Church/Bob Stewart Archives be granted institutional status as it has put into place the required guidelines for membership. The Executive then reviewed the Salt Spring Island Archives submission and agreed with recommendations of the Membership Committee and decided that once the policy-directed & training guidelines are in place, full institutional membership will be granted to them.

### 7.5 Nominations and Elections

Lisa Beitel reported that Cathy English is stepping down as Thompson-Okanagan Regional Representative. Cathy has found someone to take over this role and Lisa has asked Erica Hernandez to follow up on her recommendation.

### 7.6 BC Archival Preservation Service

Dorothy Lawson reported that the Preservation Committee will be hosting a Workshop on Modern Information Carriers this week (March 8-9) in Victoria.

### 7.7 Conference

Lisa Codd reported that conference planning is coming along and that registration information is now available on the AABC website.

### 7.8 Internet

There is nothing to report at this time.

### 7.9 Newsletter Editorial Board

There is nothing to report at this time.

### 7.10 Regional Representatives

Louise Avery, the Northwest Regional Rep. reported that in conjunction with the BCMA, she has booked the CCI workshop "Care of Archival Collections" to be held in Terrace, B.C. on May 4-5, 2007. Louise has asked that the Executive help advertise the workshop to the AABC membership.

**Action:** Lisa Beitel will post information about the workshop on the AABC listserve & website once it is received from Louise/BCMA.

2006-2007 Executive Committee minutes – Archives Association of British Columbia
Kelly Harms reported that the Fraser Valley Regional Group met on February 28. The group now has 13 members, though only 5 were able to attend the meeting. The meeting included a discussion of the strategic planning package circulated by Rick Knowlan, and of the AABC’s situation. He noted the group was very conscious of the seriousness of the financial challenges facing the association, and strongly suggests we pursue partnerships with like-organizations to better combine our resources to serve as advocates for heritage overall, including archives. The group is preparing minutes and a more formal response to the strategic planning questions, which they will forward to the Executive.

8. Other Business

There is no other business at this time.

9. Adjournment

Lisa Beitel moved to adjourn the meeting, seconded by Lisa Codd. Motion carried. Meeting adjourned at 10:00 a.m.

Next Meeting:

Monday, April 2, 2007 @ 9:00 a.m. via teleconference.

AABC Executive Committee
Meeting Minutes: 2 April 2007

Executive of the Archives Association of British Columbia
Location: Conference call

Present:
Lisa Codd, President
Lisa Glandt (nee Beitel), Secretary
Richard Dancy, Treasurer
Val Billesberger, Individual Member-at-large

Regrets:
Ramona Rose, Institutional Member-At-Large

1. Approval of Agenda

Lisa Codd called the meeting to order at 9:05 a.m. Agenda approved.

2. Approval of Minutes of March 6, 2007

Minutes prepared by Lisa Glandt were approved electronically by Executive on March 13, 2007 and were forwarded to Janet McMaster for posting to the AABC website.

3. Business Arising

3.1 Proposed Volunteer Recognition Program

2006-2007 Executive Committee minutes – Archives Association of British Columbia
Val Billesberger presented her findings on establishing a volunteer recognition program for the association. Val reported that she received valuable feedback from both the membership and other provincial organizations regarding the different types of contributions (i.e., volunteer, paid through workplace, or a combination of these) members can make to an association. The Executive confirmed that the goal is to acknowledge all contributions made by members and it was agreed to change the name to "Service Recognition Program." The Executive agreed that this program should work in partnership with the current strategic planning process and that the report will be forwarded to the incoming Executive with a strong recommendation for implementation.

3.2 AABC Mailbox

Lisa Codd reported that there has again been delays in receiving the mail from the current mailbox and that we should look at setting up a new mail procedure. Karen Blimkie has agreed to check the mail as part of her contract if a mailbox could be rented near her.

**Action:** Richard Dancy will contact Karen Blimkie for proposed mailbox rental cost/location and circulate the information to the Executive for decision.

3.3 Archives Week Committee Terms of Reference

Val Billesberger presented the first draft of Terms of Reference for the Archives Week Committee and edits were discussed by the Executive.

**Action:** Val Billesberger will re-circulate the document to Anthea Seles and the Executive for approval once it is updated.

3.4 Strategic Planning resolution – institutional membership fee increase

Richard Dancy presented the resolution that was brought forth from the Strategic Planning Committee to increase the institutional membership fees using a sliding-scale model. The Executive agreed to present the motion at the upcoming AGM to allow discussion with the membership. Members of the Strategic Planning Committee will be at the AGM to respond to questions about the proposal.

**Action:** Richard Dancy will send a message to the list-serve with notice of the resolution to be discussed at the AGM.

4. President's Report

Lisa Codd reported that the strategic planning process is coming along and that the meetings have been very positive and productive. They are working on a proposal for a new reporting structure enabling centralized control of the association and Lisa will give an update at the AGM about this. The goal is to restructure the executive positions so they have a more proactive role liaising with committees and contractors. The proposal is to try this for one year and if it works, then put forward a motion to amend the constitution at the 2008 AGM to reflect this new administrative structure. Lisa also reported that all contracts for 2007/2008 have been sent out to all contractors and that the final invoice has been sent to the Barber Centre for payment for 2006/2007 projects. Lisa has also been corresponding with the CCA regarding the allocation of “administrative costs” in our NADP program grant funds. She has
resubmitted the calculations and $2,500 has been added to the Education Advisors contract to do a needs assessment survey.

5. Vice President's Report

There is no Vice-President at this time.

6. Treasurer's Report

Richard Dancy reported that Karen Blimkie is working on finalizing the financial statements for year-end. In response to a question from last meeting relating to advertising on the AABC website, Richard reported that advertising fees are billed in November and that payment has been received from 2 advertisers. He will follow up with the Financial Manager to see if any are outstanding. He also reported that the Education Cmt. requested approval to cover the plane ticket cancellation fees of the instructor ($80.00) incase the May electronic records workshop was cancelled due to low enrollment. This request was approved.

**Action:** Richard Dancy will contact Karen Blimkie to clarify when newsletter/website advertising fees are sent out (end of calendar year or end of fiscal year?).

Richard Dancy moved to approve the February 2007 financial statements as prepared by Karen Blimkie. Seconded by Lisa Glandt.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Lisa Glandt reported that Melanie Hardbattle has stepped down as Constitution & Bylaws Chair. Lisa has forwarded this on to Erica Hernandez, Nominations Chair.

7.2 Education

Lisa Codd reported that as a result of moving out of the province, Jenn Roberts has submitted her resignation as Education Advisor effective the end of May. Until this date she has agreed to monitor the AABC email account and general website updating. An announcement will be made at the AGM of the vacant position and the job advertisement will be posted the following week.

**Action:** Lisa Codd will prepare the Education Advisor job advertisement for posting to the website/list-serve.

7.3 Grants

Val Billesberger discussed the report submitted by Ramona Rose on behalf of the Grants Committee, noting that as requested, the Committee developed specific examples of “significance” criteria. The Executive noted that recommendation #5 (adopting some limitations as to the number of applications submitted per year per institution) is not advisable since the CCA would like this as evidence that more funding is required from the NADP program. The Executive moved to accept the report with changes as
discussed – recommendations 1, 4, and 6 will be brought forward to the CCA and recommendations 2 and 3 will be incorporated into the AABC’s 2007/2008 grant policies and procedures.

**Action:** Val Billesberger and Ramona Rose will draft a letter to the CCA (to be signed by Lisa Codd) that includes recommendations 1, 4, and 6 as supported by the AABC.

7.4 Membership

There is nothing to report at this time.

7.5 Nominations and Elections

Lisa Glandt reported that the Executive held a conference call with Nominations Chair, Erica Hernandez, to review vacant Executive and Committee positions for 2007/2008. Lisa C. reported that she is still working with Erica to find a Vice-President.

7.6 BC Archival Preservation Service

There is nothing to report at this time.

7.7 Conference

Lisa Codd reported that registrations are slowly coming in and that a message will be send out over the list-serve reminding people about registration deadlines. Val reported that she is working on Terry’s certificate and asked the Executive for permission to get an official seal made for the AABC that could be used to stamp the certificate. She estimates that the cost for the seal would be $35.00. The Executive approves this purchase and the seal will be kept by the Secretary.

**Action:** Val Billesberger will get an official seal made for the AABC.

7.8 Internet

Lisa Codd reported that Janet McMaster did not have any supply costs for the last quarter so she used the funds to purchase a spam filter that has been applied to all of the contractors' email accounts.

7.9 Newsletter Editorial Board: There is nothing to report at this time.

7.10 Regional Representatives: There is nothing to report at this time.

8. Other Business: There is no other business at this time.

9. Adjournment

Lisa Codd moved to adjourn the meeting, seconded by Lisa Glandt. Motion carried. Meeting adjourned at 10:40 a.m.

**Next Meeting:** to be determined once new Executive in place after AGM
AABC Executive Committee Meeting
Minutes – April 30, 2007

Executive of the Archives Association of British Columbia
Location: Conference call

Present:
Lara Wilson, President
Lisa Glandt, Secretary
Sharon Walz, Treasurer

Ramona Rose, Institutional Member-At-Large
Regrets:
Val Billesberger, Individual Member-at-large

1. Approval of Agenda
Lara Wilson called the meeting to order at 9:00 a.m. Agenda approved.

2. Approval of Minutes of April 2, 2007
Minutes prepared by Lisa Glandt were approved electronically by the previous Executive on April 19, 2007 and were forwarded to Jenn Roberts for posting to the AABC web site.

3. Business Arising

3.1 AABC Service Recognition Program (newsletter article)
Lisa Glandt reported that she will continue working with Val Billesberger on putting together a newsletter article as a follow-up to the announcements made at the AGM about retiring committee chairs/association volunteers.

Action: Lisa Glandt will contact the Newsletter Editor to get the next newsletter submission deadline.

3.2 AABC mailbox update
The Executive reviewed and approved the price quote submitted by Karen Blimkie to get a new post-office box near her that she would check as part of her contract duties. The membership will be notified about the new mailing address via the website and list-serve once it is in place.

Action: Sharon Walz will contact Karen Blimkie to proceed with setting up the new post-office box.
3.3 Education Advisor job posting
Lara Wilson reported that she received records from the past Education Chair that were used for the previous job posting. She will be updating the position description based on duties described in the NADP application and will circulate a draft to the Executive for review when completed.

3.4 Institutional membership fee increase
Lisa Glandt reported that the proposal to increase the membership fee for full Institutional Members based on a sliding scale was approved at the April AGM meeting. Instructions for interpreting the fee scale now need to be written so they can be put in place for the 2008/2009 membership year. The need for collecting more detailed membership stats for CCA/NADP reporting requirements also needs to be developed and could be integrated into this process.

Action: The Finance Committee will meet and draft guidelines about the new Institutional Membership sliding scale fees, and procedures for collecting membership statistics that will be submitted to the Membership Committee for review.

3.5 AABC letter of support for YCW program
Lisa Glandt reported that an AABC letter of support for the YCW program was sent to Bev Oda, Minister of Canadian Heritage and cc’d to the Canadian Council of Archives. Letters acknowledging our support for the program have been received from both.

3.6 CCI BCMA workshop announcement
Lisa Glandt reported that she forwarded the announcement about the upcoming CCI workshop “Caring for Archival Collections” to the general membership. Louise Avery, the AABC B.C. Northwest Regional Rep. was one of the key organizers of this workshop in conjunction with the BCMA.

4. President’s Report
Lara Wilson reported that she was reviewing and finalizing the 2006/2007 NADP final program reports that will be sent to the CCA by the end of the day for the April 30 deadline. One of the changes to the Network program report is that we have to report the number of series added, not fonds, as done in the past. Lara will talk to Janet about keeping this new type of statistic for next year’s reports.
Lara reported that the Education Advisory Services contract for the year will be reduced by $2,000 due to a mis-calculation in the dispersal of BC’s NADP funds. The Executive agreed that instead of cutting a specific project, the overall hours of the 2007/2008 contract will be reduced. Barber funding will be looked at to possibly make up this funding.
Lara will be meeting with Sharon Walz and Richard Dancy regarding the AABC’s financial planning for 2007/08 vis a vis the Barber funding.
The Preservation Contractor, Rosaleen Hill, contacted Lara as she has received two site visit requests in the Peace River area. The Executive agreed to consider this request.
Lara reported that the Strategic Planning Committee is reviewing a budget/strategic initiative/assigned tasks document that will be sent to the Executive, Committee Chairs, and Regional Reps for comment and approval at the upcoming May 12 group meeting.
Lara will send out a reminder to the membership on the listserv about sending a thank you letter to the Librarian and Archivist of Canada for NADP grant funding. The template for a thank you letter is available on the CCA website.
Lara responded to the question about the need for provincial adjudication that was brought up at the AGM. The 2007/2008 NADP guidelines contain a note about the role of the CCA National
Adjudication Committee. Their role is to review separately the applications for eligibility and completeness and serve as an accountability step for the funding process.

5. Vice President’s Report
There is no Vice-President at this time.

6. Treasurer’s Report
Sharon Walz reported that she met with Richard Dancy and Karen Blimkie regarding the transition of Treasurer’s tasks. They discussed Barber funding, changed over the signing authority for the bank accounts, reviewed financial deadlines, and determined procedures for cheque signing.

7. Committee and Program Reports

7.1 Constitution and Bylaws
There is nothing to report at this time.

7.2 Education
There is nothing to report at this time.

7.3 Grants
Ramona Rose reported that she has sent CCA the NADP adjudication recommendations/provincial priorities letter as approved by the Executive at the last meeting. Ramona reviewed these recommendations for the benefit of the new Executive members. One of the goals is to create an information webpage to have on-line before the next NADP application cycle begins. Another goal is to provide clarification on institutional membership eligibility to NADP.

Action: The Grants Committee will prepare the text for the grant information webpage and submit it to the Executive for review.

7.4 Membership
There is nothing to report at this time.

7.5 Nominations and Elections
Lara Wilson reported that she is continuing to work on filling the vacant Vice-President Position.

7.6 BC Archival Preservation Service
See President’s report above.

7.7 Conference
Lisa Glandt reported that some volunteers have come forward to organize the 2008 conference in Victoria. Lisa will provide them with records from past conference planning committees once she receives them from the past president.

7.8 Internet
The Executive reviewed and approved the Quarter 4 report submitted by Janet McMaster.
7.9 Newsletter Editorial Board
The Spring 2007 edition is now available on the AABC website. Lara Wilson reported that she will be writing a president’s report for the next edition and provide a CCA update on the 2007 adjudication process and expectations for the 2008 funding application schedule.

7.10 Regional Representatives
There is nothing to report at this time.

8. Other Business

8.1 Lara Wilson reported that she will be attending the ACA conference in Kingston, Ontario. While at the conference, she will be attending the Council of President’s meeting and will be putting together an AABC status report to present.

8.2 Ramona Rose reported that the Emergency Planning and Salvage workshop will be happening this week (May1-2) in Prince George. They have 15 confirmed registrants.

8.3 Lara Wilson reported that she had been sent a proposal from the CCA for British Columbia to host the “Archives and You” conference in 2008. She will forward the email to the Executive for comment by the end of the week. The conference would require AABC volunteer time.

8.4 Sharon Walz reported that she was contacted by Linda Nobrega who is working on the appraisal of the AABC records that are currently housed in Victoria at the BC Archives. Sharon will contact Alan Doyle to see if he is still willing to prepare a schedule for the records. Sharon questioned having the records in Victoria and the Executive discussed that a repository in the lower mainland would offer better accessibility. The constitution would need to be changed before the records could be moved. The Executive agreed that this should be brought up at the next AGM when we will be presenting and voting on number of changes to the constitution as an outcome of the strategic planning process.

9. Adjournment
Lisa Glandt moved to adjourn the meeting, seconded by Lara Wilson. Motion carried. Meeting adjourned at 10:05 a.m.

**Next Meeting:** Monday, June 4, 2007 @ 9:00 a.m. via teleconference.
1. Approval of Agenda
Lara Wilson called the meeting to order at 9:00 a.m. Agenda approved.

2. Approval of Minutes of April 30, 2007
Minutes prepared by Lisa Glandt were approved electronically by the Executive on May 3, 2007 and were forwarded to Jenn Roberts for posting to the AABC web site.

3. Business Arising

3.1 AABC Newsletter - content
The Executive discussed the upcoming articles that each are working on that will be submitted for the next newsletter that will include an update on the strategic planning process, president’s report, and an article on committee chairs/contractors who stepped down over the past year.

3.2 Guidelines for posting jobs to job board
Lara Wilson reported that she had been contacted by a member who was concerned that by posting volunteer positions to the website, we were undermining the profession. The Executive discussed the implication of this and possible solutions i.e. volunteer positions could be posted to the list-serve while only paid positions could be posted to the website, but agreed that we need to look at other guidelines that may be used by other organizations. To be discussed further at July 9 Executive meeting.

Action: Sharon Walz will review the FIS job board to see if they have any posting guidelines and Lara Wilson will follow up with member.

3.3 Terry Reksten Memorial Award Committee
Lara Wilson reported that Jennifer Mohan has agreed to represent the AABC Board on the Terry Reksten Memorial Award Committee. Jennifer will provide an update once adjudication is complete.

3.4 Campaign for Open Government
Lara Wilson reported that the AABC had been contacted by the campaign for Open Government to support their initiative to raise awareness regarding threats to citizens’ ability to access information from government. The AABC was a member of the campaign in 1998 when it was started. The Executive agreed to draft a letter of support noting that a balance between open access and privacy protection is a key issue for archivists.

Action: Lara Wilson and Lisa Glandt will draft a response and circulate to rest of Executive for comment.

3.5 AABC mailbox update
Sharon Walz reported that Karen Blimkie has set up a mailbox and a new general mailing address for the AABC in Port Coquitlam that she will check each week. The UBC post office box is prepaid for the entire year so it will be kept active to cover any in-transit mail and will be cancelled at the end of the year.

Action: Lisa Glandt will update the membership with the new address via the list-serve and indicate that the website will be updated. She will also send an updated version of the AABC letterhead (with the new address) to the Executive, Committee Chairs and Regional Reps.
4. President’s Report
Lara Wilson reported that the final Strategic Planning group meeting was held on Saturday, June 2. We received very positive feedback from Rick Knowlan, our consultant, about our plan and how we worked together during this first part of the process. Lara expressed her appreciation for the previous executive to undertake this process and getting it started. Rick is currently finalizing the documents from Saturday’s meeting and Sharon Walz will be updating the schedule spreadsheet.
The next step will be rolling out the decisions from the strategic planning process and how this is communicated with the membership.

Action: Lisa Glandt will organize a teleconference meeting to be held next week with the Executive, and members of the Strategic Planning Committee to discuss the new committee/organizational structure.

Action: Lara Wilson will draft a communication to the Committee Chairs and Regional Reps. outlining the new reporting structure.

Lara reported that EAS contractor application date has been extended to June 8.
Lara reported that she has been discussing with Sharon how to proceed with non-BCAUL web-page updates in the absence of an EAS contractor. Lisa Glandt provided an update on her temporary role checking the AABC general email messages.
Lara reported that Anthea Seles is working on drafting a letter to Stan Hagen regarding provincial government support of community archives. Lara will circulate this letter to the rest of the Executive for approval once it is ready.
Lara also reported on the recent announcement regarding funding from the Ministry of Tourism Sport and the Arts for the creation of events and exhibits in celebration of BC 2008 (150th anniversary of BC becoming a crown colony). Lara will forward this information to the 2008 conference committee, in the event that AABC could apply for a conference related event. (Link to BC 2008 website: www.bc2008.gov.bc.ca)

5. Vice President’s Report
There is no Vice-President at this time.

6. Treasurer’s Report
Sharon Walz reported that she will be signing and sending out the receipts from the recently held electronic records workshop. The Executive discussed the procedure for handling the payment of 2 participants who signed up for the workshop but did not attend. Ramona Rose noted that past procedure has been no refund of workshop registration and that receipts are still sent to the registrant. Sharon will contact Karen Blimkie to confirm this procedure.
Sharon will also be processing the travel reimbursement requests sent in by workshop participants. She will contact Chris Hives and ask him to forward her any applications that come in to the UBC mailbox address.
Sharon Walz motioned to approve the March 31, 2007 financial statements as prepared by Karen Blimkie. Seconded by Lisa Glandt. Approved.

7. Committee and Program Reports

7.1 Constitution and Bylaws
There is nothing to report at this time.
7.2 Education
See President’s report for related action items.

7.3 Grants
Ramona Rose reported that she is working on text for the grants/NADP webpage that will go on the AABC website. She is waiting for some committee feedback and will circulate it to the Executive when ready for review.

7.4 Membership
Carolyn Casenas reported that the transfer of membership records from the old to the new Chair occurred mid-May. Updates to the membership database continue and they have received an application for Institutional Membership that they will be reviewing.

7.5 Nominations and Elections
The Executive discussed the task of finding a Vice-President for this year. It was decided to focus our energy on strategic plan tasks and use the successes of the plan to look for a Vice-President for 2008-2009 who will move into President the following year.

7.6 BC Archival Preservation Service
Dorothy Lawson moved that the Executive approve Rosaleen Hill’s request to switch NE region (Peace) site visits to NW region (Prince Rupert) in response to requests for site visits from members in that region. Seconded by Lara Wilson. Approved. The Barber Centre will be advised of this change.

7.7 Conference
Lisa Glandt reported that she delivered the box of conference records (dating 1999-2007) to Carey Pallister (City of Victoria Archives) on May 28, 2007. There are 14 people on the conference committee so far and they held their first meeting on May 29 to discuss a theme and planning ideas. The Victoria Genealogical Society and the Vancouver Island ARMA branch who are both interested in conference partnerships have approached them. The BCLA has also approached the AABC to hold a joint conference in 2008 but planning is already underway with other organizations so it was suggested that the AABC and BCLA investigate a joint conference in 2009.

7.8 Internet
Lisa Glandt reported that she delivered ANS records to the current contractor. See President’s report for related action items.

7.9 Newsletter Editorial Board
Action item discussed in 3.1.

7.10 Regional Representatives
Ramona Rose reported that the Disaster Planning workshop held in Prince George went very well with 15 participants. They are just wrapping up the financial paperwork related to Rosaleen’s invoices.

8. Other Business

8.1 Sharon Walz reported that she contacted Alan Doyle who has made no further progress preparing records schedules for AABC records. She noted that there are potentially many people who have AABC records in personal/work storage and that the AABC might want to
consider renting a storage space to gather all the records until a records schedule and appraisal is done. This will be added as an agenda item for the next meeting.

8.2 Ramona Rose inquired into what funding is available for her to use to travel to Vancouver to attend an Executive meeting. The Executive agreed that a trip in September would be a good time as it is prior to the CCA General Assembly that the Institutional Member traditionally attends as the AABC representative. Ramona will contact Sharon Walz and Karen Blimkie to get an update on funding availability.

8.3 Lisa Glandt reported that she will be sending the Barber Centre a letter outlining submission dates for the 2007/2008 progress reports as required by our funding agreement with them.

8.4 Lisa Glandt reported that she has completed a draft of the 2007/2008 AABC Task Schedule calendar. As soon as Strategic Plan tasks deadlines are finalized, they will be added to the calendar and the document will be circulated to the Executive, Committee Chairs and Regional Reps.

9. Adjournment
Lisa Glandt moved to adjourn the meeting, seconded by Lara Wilson. Motion carried. Meeting adjourned at 10:25 a.m.

Next Meeting: Monday, July 9, 2007 @ 9:00am, via teleconference.
3.2 Job posting guidelines for AABC website
Sharon Walz reported that she checked other association websites to see if they had any guidelines but found very little. The FIS website did provide a statement that we could use to draft one for the AABC. The policy should include a notice that job applications will be reviewed for appropriateness and that volunteer positions will be posted to the list-serve only.

Action: Sharon Walz will draft a job posting policy statement and circulate to the Executive for approval.

3.3 Approval of final Strategic Plan report
Lisa Glandt moved that the Executive approve the final Strategic Plan Report as submitted by Rick Knowlan on June 2, 2007. Seconded by Lara Wilson. All in favor.

3.4 Membership Needs Survey
Val Billesberger reported that she has been working on the survey questions and format with feedback from the Executive. The survey is in word format and will be sent electronically to the membership. Lisa Glandt suggested that Val contact the Membership Committee to get the mailing addresses of those members who do not have electronic access and will need a hard copy of the survey. Val will have the survey completed and send it out to the membership by July 20.

Action: Lara Wilson will write an introduction to the survey and forward to Val.

Action: Lisa Glandt will contact the Regional Reps to let them know that a survey is going to be sent out and ask them to encourage their regions to respond.

3.5 BC Historical Federation membership renewal for 2007
Lisa Glandt presented the membership renewal form for the BC Historical Federation for 2007. The Executive agreed to renew the membership at a cost of $75.

Action: Lisa Glandt will complete the membership form and send it off to Karen Blimkie for payment and submission to the BC Historical Federation.

4. President's Report
Lara Wilson reported that the Education Advisor Search is underway. Three candidates were short listed and sent a series of questions to answer. Candidates were then interviewed and a decision from the Interview Committee is pending. Lara and Sharon will confirm the remaining fiscal budget.
Lara reported that the BCAUL Coordinator will undertake non-BCAUL website updates until the EAS contractor is in place.
Lara reported that after discussion with the rest of the Executive, she will respond to the Alouette Canada Executive Director concerning possible drafting of a MOU covering the one-time upload of BCAUL records for the Alouette test portal in January 2007. The CCA will be sending out a letter to all provincial/territorial councils about Alouette Canada and we will post this information to the listserve for the membership.
Lara is still working on the letters regarding Open Government and to Stan Hagen. We need to think about how the AABC is presenting itself to government in terms of past funding situations. Lara submitted a CCA update (as compiled by Ian Forsyth) along with her presidential report for the upcoming newsletter.
Lara reported that the AABC received a response to our letter of support for the United Church. Further updates on the situation will be sent to the Canadian archival community from the ACA Religious Special Interests Section. Lara reported that she is working with Lisa Glandt to draft a communication to committee chairs, members, and regional reps about reorganization of committees under the Strategic Plan. Information about this change will be communicated in the following order:
- communication sent out to committee chairs, members, and regional reps
- communication sent out to contractors
- communication sent out to membership via listserv with link to the Strategic Plan documents as prepared by Lisa Codd that will be posted on the website.

5. Vice President's Report
There is no Vice-President at this time.

6. Treasurer's Report
Sharon Walz reported that the Electronic Records workshop made a small profit and this will be reflected in the June financial statements. Sharon Walz motioned to approve the May 31, 2007 financial statements as prepared by Karen Blimkie. Seconded by Lisa Glandt. Approved.

7. Committee and Program Reports

7.1 Constitution and Bylaws
There is nothing to report at this time. This committee will be removed from the reporting structure as it no longer exists under the new committee organization.

7.2 Education
See President’s report for related action items.

7.3 Grants
Ramona Rose reported that she submitted the list of successful NADP recipients to Greg Kozak for inclusion in the upcoming newsletter. She is still working on the text for Institutional members regarding grant eligibility and will circulate to the Grants Committee and then to the Executive for comment. This new page on the website will contain links to NADP guidelines and scoring, list provincial priorities, and have a separate link to a pdf document that lists Institutional Members who are eligible to apply for NADP grants.

7.4 Membership
There is nothing to report at this time.

7.5 Nominations and Elections
There is nothing to report at this time.

7.6 BC Archival Preservation Service
Dorothy Lawson reported that the preservation contractor is on schedule with all tasks and that she will submit the Preservation Service Quarterly Report to the Executive as soon as she receives it.
7.7 Conference
Lisa Glandt reported that the tentative dates for the conference are April 23-25, 2008 in Victoria.
Lisa has sent Val Billesberger an update on conference planning activities as Val is the new Executive liaison.

Action: Val Billesberger will contact the conference committee and get an update on their status, making sure that separate Local Arrangements and Program Committees have been formed and that the Program Committee sends a message out on the AABC listserv so that any other interested members can join either committee.

7.8 Internet
Lisa Glandt reported that she will be sending a number of items to the BCAUL Coordinator.

7.9 Newsletter Editorial Board
There is nothing to report at this time.

7.10 Regional Representatives
There is nothing to report at this time.

8. Other Business

8.1 Lisa Glandt reported that thank you letters have been received from Minister Oda (re: YCW support) and Iona Campagnolo (re: honorary degree from UVic). Campagnolo’s term as Lt. Governor ends in September 2007 and we will need to send her a letter acknowledging her support over the years and determine if the in-coming Lt. Governor will continue to support the AABC as its Honorary Patron.

8.2 Due to holiday schedules, the next Executive meeting will be held on Tuesday, August 14, 2007 at 9:00am.

9. Adjournment
Lisa Glandt moved to adjourn the meeting, seconded by Lara Wilson. Motion carried. Meeting adjourned at 10:15am.

Next Meeting:
Tuesday, August 14, 2007 @ 9:00am, via teleconference.

AABC Executive Committee Meeting
Minutes – August 14, 2007

Executive of the Archives Association of British Columbia
Location: Conference call

Present:
Lara Wilson, President
Lisa Glandt, Secretary
Sharon Walz, Treasurer
Val Billesberger, Individual Member-at-Large

Regrets:  Ramona Rose, Institutional Member-at-Large
1. Approval of Agenda
Lara Wilson called the meeting to order at 9:05am. Agenda approved.

2. Approval of Minutes of April 30, 2007
Minutes prepared by Lisa Glandt were approved electronically by the Executive on May 10, 2007 and were forwarded for posting to the AABC website.

3. Business Arising

3.1 AABC SLAIS student awards
Lisa Glandt reported that the 2007 Willard Ireland Prize ($200) was awarded to Carolyn Petrie and the 2007 AABC Mary Ann Pylypchuk Memorial Prize ($150) was awarded to Rebecca Morin. A thank you letter has been received from Rebecca Morin.

3.2 Membership Needs Assessment Survey
Val Billesberger reported that she worked with Carey Pallister of the Membership Committee to send out 281 surveys electronically and 50 by mail. To date, approximately 40 responses have been received. In order to encourage more responses, the submission deadline will be extended to August 31. Val has also been working with a computer programmer to set up a database to analyze the survey results.

Action: Lisa Glandt will contact the Regional Reps and general membership (via the list serve) and let them know about the revised submission deadline.

3.3 September Roundtable meeting
Lisa Glandt reported that she has booked a meeting room on Saturday, September 22 at the Vancouver Maritime Museum to hold the annual roundtable meeting. All Regional Reps, Contractors and committee members will be invited to attend. The Executive will hold their monthly meeting after the roundtable. Agenda items will include the 2008/2009 budget, identifying Barber initiatives and allocation of funds, identifying NADP priorities, review of survey findings and the new Executive reporting structure.

Action: Lisa Glandt will prepare a formal agenda and sent out information about the roundtable meeting to Regional Reps, Committee members, and contractors in the next couple of weeks.

4. President’s Report
Lara Wilson reported that the new Education and Advisory Service Contractor is now in place and will start September 1. Lara worked with Sharon Walz to prepare new contract paperwork for this position.
Lara reported that our financial manager recommended that we contact the Barber foundation to request installments instead of 1 annual payment to assist with our cash flow. Lara will set up a meeting with the Barber foundation to coincide with the upcoming Barber digitization meeting that she will be attending with Sharon Walz.
Lara reported that we are still waiting to hear about the status of our Direct Access Gaming Fund application and should know by the end of August. This will allow us to update our budget. Lara also reported that she will be working with Lisa Glandt and Sharon Walz to prepare updates the AABC website that will communicate the AABC’s new mission from the strategic planning process and make accessible the final report to the membership.
5. Vice-President’s Report: There is no Vice-President at this time.

6. Treasurer’s Report
Sharon Walz reported that she has been working on budget related issues with Lara Wilson (as noted in the President’s report). She will be circulating the June 30, 2007 financial statements prepared by Karen Blimkie for review and approval by email.

7. Committee and Program Reports

7.1 Programs Committee (Education/Internet/Preservation Services)
Lara Wilson reported that she will be sending out an email to the membership to see if anyone is interested in participating on the Programs Committee.

7.2 Finance Committee
Sharon Walz reported that Karen Blimkie has set out the June 30, 2007 financial statements. The Executive will review them and discuss at the next Executive meeting.

7.3 Communications Committee (Newsletter/Regional Representatives/PAAL)
Lara Wilson reported that the Summer Newsletter was produced by our interim editor and contained good articles, however changes were made to the layout that left out some important formatting elements (i.e. ISSN number). The Executive appreciates the time and effort put into producing this publication.

Action: Lisa Glandt will contact the Newsletter Editor and discuss the layout format and some suggestions by the Executive for obtaining new articles/submissions for the fall issue.

7.4 Grants & Nominations Committees: There is nothing to report at this time.

7.5 Membership & Conference Committees
Lisa Glandt reported that the Membership Committee submitted a recommendation for Institutional Membership to be considered and approved by the Executive. Lisa will circulate the report for discussion at the next Executive meeting.

Val Billesberger submitted a report from the Conference Committee. Conference dates have been set as April 24-26, 2008 at the Harbour Tower Hotel in Victoria. A block of rooms has been set aside and hotel booking paperwork is underway. They are still investigating a joint conference with ARMA and a member from ARMA will be at their next meeting. The Executive discussed the proposed theme and some questions about planning if holding a joint event with ARMA.

Action: Val Billesberger will follow up with the Conference Committee on some questions related to the conference program, forming a conference program committee, sponsorship, budget approval deadlines, and possible budget planning with ARMA.

8. Other Business

9. Adjournment
Lisa Glandt moved to adjourn the meeting, seconded by Lara Wilson. Motion carried. Meeting adjourned at 9:55am.

NEXT MEETING: Saturday, September 29, 2007
AABC Executive Committee Meeting
Minutes – September 29, 2007

Executive of the Archives Association of British Columbia
Location: Vancouver Maritime Museum

Present:
Lara Wilson, President
Lisa Glandt, Secretary
Sharon Walz, Treasurer
Ramona Rose, Institutional Member-at-Large

Regrets:
Val Billesberger, Individual Member-at-Large

1. Approval of Agenda
Lara Wilson called the meeting to order at 3:00pm. Agenda approved.

2. Approval of Minutes of August 14, 2007
Minutes prepared by Lisa Glandt were approved electronically by the Executive and were forwarded for posting to the AABC website.

3. Business Arising

3.1 Approval of Institutional Membership
Lisa Glandt presented the Institutional Membership recommendation submitted by the Membership Committee. The Executive voted all in favor to grant full Institutional Membership to the British Columbia Institute of Technology (BCIT) Archives and Special Collections.

Action: Lisa Glandt will contact the Membership Committee to let them know of the Executive’s decision.

3.2 Membership Needs Assessment Survey
Lara Wilson reported that Val Billesberger presented a preliminary report on the survey results at the roundtable meeting held earlier in the day. A total of 337 members were sent the survey and only 66 surveys (approximately 20%) were returned which was less than expected. During discussion it was decided that we should try more effective ways to gather survey information from our members (i.e. sent out with the annual membership renewals) and that we will look at sending out another survey later next year. Comments from the surveys received will be addressed in 2008/2009 program planning.

Action: Lisa Glandt will ask Val Billesberger to draft a general statement about the survey results that will be posted on the website and list-serve.

3.3 Strategic Plan tasks update
Lisa Glandt circulated a report on the status of strategic plan tasks for 2007. The Executive has already successfully completed some tasks and is on schedule for the completion of the remaining tasks for the year.
Action: Lara Wilson will draft a letter that the AABC is withdrawing from CANWAN effective March 31, 2008 (as per task 2.2.1 of the Strategic Planning Schedule).

Action: Sharon Walz will be working with the Membership Committee to implement the changes to the institutional membership fee structure that were approved at the April 2007 AGM (as per task 3.1.2 of the Strategic Planning Schedule).

3.4 CCA Report
Ramona Rose circulated a copy of the report she will be submitting for the upcoming CCA roundtable meeting in Ottawa. This report contains an overview of AABC activities over the past year including the strategic planning process, a financial update, and the AABC’s 2006/2007 NADP grant process.

4. President’s Report
Lara Wilson reported that the annual roundtable meeting was held earlier in the day and was attended by the Executive, the Education/Advisory and Preservation contractors, and one Regional Representative. Lisa Glandt will be preparing and circulating minutes from this meeting.
Lara has been corresponding with Alouette Canada about a memorandum of understanding regarding BCAUL records uploads. Sharon Walz has volunteered to assist in the process.
Lara reported that Sharon Walz attended the Barber Heritage Digitization Fund meeting at the end of August on behalf of the AABC. Lara and Sharon also had a meeting with Jan Wallace, the new Interim Director of the Barber Centre, about the funding relationship between our organizations. They confirmed that we will submit progress reports (based on a similar style that we submit to NADP) and that we can invoice the Barber Centre at any time.
Lara received a letter of recognition from AABC Honourary Patron and out-going Lt. Governor Iona Campagnolo. Lara will be drafting a letter to the new Lt. Governor Steven L. Point once he is installed and formally ask him to serve as the honorary patron of the AABC. She will also inquire if the new Lt. Governor is available to host the opening reception for the April 2008 conference at Government House.
Lara reported that the AABC has been contacted to participate in a conference being organized by a group of U.S. northwestern archival associations who will be meeting in Seattle in 2010.

5. Vice-President’s Report
There is no Vice-President at this time.

6. Treasurer’s Report
Sharon Walz presented the financial statements for the months of June, July and August 2007 as prepared by Karen Blimkie for approval. Seconded by Ramona Rose.

7. Committee and Program Reports

7.1 Programs Committee (Education/Internet/Preservation Services)
Lara Wilson reported that Jennifer Mohan, Debra Barr and Margery Hadley have approved to serve as members of the Program Committee. Lara met with the Committee in Victoria earlier in the week; there was a good discussion about the activities for the year, and some preliminary thoughts were shared about goals for 3008/09.
Lisa Glandt reported that she oriented the new Education contractor to procedures for checking the general AABC email address.
The Executive thanks Lisa for having taken on this responsibility over the summer.
7.2 Finance Committee
Sharon Walz stated that there is nothing to report on at this time.

7.3 Communications Committee (Newsletter/Regional Representatives/PAAL)
Lisa Glandt reported that there is nothing to report on at this time.

7.4 Grants & Nominations Committees
Ramona Rose reported that the new grants information page containing information on grant eligibility and the NADP funding process have been uploaded to the AABC website.

7.5 Membership & Conference Committees
Lisa Glandt reported that Val Billesberger has been in regular contact with the Conference Committee about various financial and program questions (see attached emails for detailed comments).

8. Other Business

9. Adjournment
Ramona Rose moved to adjourn the meeting, seconded by Sharon Walz. Motion carried. Meeting adjourned at 3:30pm.

NEXT MEETING: Monday, October 15, 2007

AABC Executive Committee Meeting
Minutes – October 15, 2007

Executive of the Archives Association of British Columbia
Location: teleconference

Present:
Lara Wilson, President
Lisa Glandt, Secretary
Sharon Walz, Treasurer
Ramona Rose, Institutional Member-at-Large
Val Billesberger, Individual Member-at-Large

1. Approval of Agenda
Lara Wilson called the meeting to order at 9:05am. Agenda approved.

2. Approval of Minutes of September 29, 2007
A draft version of the minutes of the September 29 meeting as prepared by Lisa Glandt are still being reviewed by the Executive for edits/comment.

3. Business Arising

3.1 CANWAN notification
Lara Wilson reported that she sent a letter to the Yukon Council of Archives, Northwest Territories Council, and Archives Society of Alberta notifying them that the AABC is withdrawing
from CANWAN effective March 31, 2008. Further meetings will be required between the
Executive and the Network Contractor to identify the technical issues regarding transfer of
CANWAN information in the BCAUL database.

4. President’s Report
Lara Wilson reported that she is working on the interim Barber funding report and the interim
NADP report for the October deadlines. She is also working on the draft letter to the Barber
Centre for additional project funding. A draft will be circulated to the Executive. Lara will also be
drafting a letter to the new Lt. Governor asking him for Honorary Patronage. Lara and Ramona
Rose will be attending the upcoming CCA General Assembly meetings in Ottawa, Oct. 20-21.
Lara is attending in her capacity as Special Advisor to the CCA Board of Directors, Ramona is
representing the AABC.

5. Vice-President’s Report
There is no Vice-President at this time.

6. Treasurer’s Report
Sharon Walz reported that we have not yet heard back about our request for a review of our
declined Direct Access Grant. Notification will be sent to Lara Wilson who will report to the
Executive as soon as she receives a reply.
Sharon also reported that we need to undertake a review of how the AABC accounts are set up
since the current practice makes it difficult to identify the full cost of contractor’s projects (i.e. the
breakdown of how much an average site visit costs) as this would help us with planning and
NADP reporting.

7. Committee and Program Reports

7.1 Programs Committee (Education/Internet/Preservation Services)
Lara Wilson reported that all three programs are on schedule. The Education/Advisory
Contractor was not able to organize a visit to the Prince George before late fall/early winter,
planning is underway for site visits in the new year. Eight people have signed up for the
“Introduction to Archives” online course. The Preservation Coordinator has reported that
registration for the “Preservation of Photographic Media” workshop is complete. The Education
contractor has submitted the interim report for the Education and Advisory Service.
Lara reported that she had also spoken with the Education Contractor about setting up on-line
registration for AABC courses. Sharon Walz noted that we should consider the additional
charges that the AABC would have to pay to process credit cards.

Action: Lara Wilson will investigate the on-line registration software used by the CCA for
the Archives & You conference and Val Billesberger will look into the software that
ARMA is planning on using at the conference.

The Internet contractor has submitted Quarter 1 and Quarter 2 Reports to the Executive.
Uploads to the BCAUL site were low during the summer but the number is expected to rise in
the fall. These reports are attached to the minutes.
The Preservation contractor has submitted the Preservation Service interim report that will be
sent to NADP. A copy of this report is attached to the minutes.

7.2 Finance Committee
Lara Wilson reported that a Finance Committee meeting should be scheduled after the General
Assembly meeting in order to plan for 2008/2009 NADP grants.
Action: Sharon Walz will contact members of the Committee to arrange a meeting.

7.3 Communications Committee (Newsletter/Regional Representatives/PAAL)
Lisa Glandt reported that the Newsletter submission deadline has been extended to the end of the month which will allow the Executive to submit reports from the CCA General Assembly meetings.
Val Billesberger reported on the background of the Archives Week Committee. Planning for this year’s activities and establishment of the committee was put on hold during the strategic planning project so that has put us behind for planning activities for this year. The plan for the new committee is to be active all year organizing and promoting events. The previous Executive agreed that a webpage should be created that highlights archives weeks events. At the 2007 AGM it was agreed to adopt the theme set by Heritage Week which is “Places for People – Our Heritage for Everyday”. The dates for Archives Week is November 18 – 24, 2007. Val suggested that a review of the other provincial associations and U.S. organizations might give us ideas for planning and promoting activities. The Executive also discussed the merit of having archives week supported at the national level which could give access to financial or publicity resources. Lara Wilson and Ramona Rose will talk to people at the upcoming General Assembly meetings to see what other associations are planning for archives week.

Action: Val Billesberger will circulate to the Executive the Terms of Reference created for the Archives Week Committee and approved by the previous Executive. Val and Anthea Seles will work on information for the website and will circulate to the Executive for comment by the end of the week.

7.4 Grants & Nominations Committees
Ramona Rose reported that general information about the NADP is now available on the AABC website. She is looking for a new Grants Committee member.
Ramona reported that Erica Hernandez has begun the process of confirming Executive positions that need to be filled at the 2008 AGM. She will be in contact with Lisa Glandt for more information.

7.5 Membership & Conference Committees
Val Billesberger reported that there are some inconsistencies on the membership form that is sent out versus the one on the website. She has spoken with the Membership Committee about this since there is also additional information that should be added to the form as an outcome of the recent survey.

Action: Val Billesberger will work with the Membership Committee to draft a new membership form that includes new information fields.

Val Billesberger reported that there is now a Session Planning Committee and a Local Arrangements Committee working on conference planning. They are working on a draft budget that Val will present to the Executive once it is ready. Details for cost sharing and profits have been worked out with ARMA (based on the number of participants) and ARMA will be using an online registration program for their members. The Conference Committee is still looking at registration procedures for AABC members. A draft schedule has been set and their next meeting is October 16 and Val will forward an update to the Executive at that time. Lisa Glandt asked Val some questions regarding the distribution of registration materials since Lisa will be preparing the AGM package to be mailed to the membership and would be willing to split postage costs with the Conference committee if they wanted to include registration information.
Action: Val Billesberger will talk to the Conference Committees about sharing the postage costs for a joint mailing of conference registration materials and the AGM report package.

8. Other Business

9. Adjournment
Lisa Glandt moved to adjourn the meeting, seconded by Lara Wilson. Motion carried. Meeting adjourned at 10:20am.

NEXT MEETING: Monday, November 5, 2007
4. President’s Report
Lara Wilson reported that she appreciated the feedback from the Executive about the CCA request for information on the impact of the NADP process on our operations and will be submitting our comments to the CCA. Carmen Carroll (Special Advisory to the CCA Board) is also responsible for collecting information regarding a second CCA survey on future NADP funding priorities. The deadline for comments is Nov.30.

Lara has sent a letter to the new Lieutenant Governor asking for his patronage. She has received a letter from the Lt. Governor’s secretary that they are not able to give confirmation about hosting the April conference reception until 2-3 months prior to the event. The Conference Committee has been notified of this and will plan for an alternate location.

Lara will be attending a Programs Committee meeting on December 1 in Victoria and will also be attending a Finance Committee meeting at the end of November. She has not heard back from either the Barber Learning Centre about our funding request or the Gaming Branch about our request for an appeal. Lara submitted a President’s Report for the upcoming newsletter.

Lara reported that Allouette Canada appears to be merging with “Canadiana.org” and the LAC Canada project. The focus of the program under this merge seems to be back on digitization of published materials on which copyright has lapsed. The AABC will not enter into an agreement with Alouette until we have a better understanding of the resource commitment required as an aggregator partner.

5. Vice-President’s Report
There is no Vice-President at this time.

6. Treasurer’s Report
Sharon Walz reported that she is working on scheduling a Finance Committee meeting for November 24. She will be preparing some budget notes with input from the Education and Preservation contractors. Topics to be discussed at the meeting will include a review of how the allocation of contractors expenses is determined and discussion about an alternate way to develop the annual budget.

Sharon presented the September 2007 financial statements as prepared by Karen Blimkie for approval. Seconded by Lisa Glandt. Motion approved.

7. Committee and Program Reports

7.1 Programs Committee (Education/Internet/Preservation Services)
Lara Wilson reported that there are 10 people signed up for the Introduction to Archival Practice distance education course. There has been increased interest in the distance education course which could lead to additional course offerings in the future. Lara will be meeting on December 1, 2007 with the Education and Preservation contractors to work on 2008/2009 program plans.

7.2 Finance Committee
See section 6.0 for discussion.

7.3 Communications Committee (Newsletter/Regional Representatives/PAAL)
Lisa Glandt reported that distribution of the newsletter was delayed a week as the Editor was sick but that it should be out by the end of this week. Val Billesberger forwarded the Executive the Terms of Reference for the Archives Week Committee that was prepared under the previous Executive. This document still needs to be approved. Val also worked on putting together information about Archives Week and created a poster that has now been posted to the website. Lara Wilson thanked Val for her work on these projects.
7.4 Grants & Nominations Committees
Ramona Rose reported that she has written a letter to the CCA outlining that B.C. priorities have been set for the upcoming grant adjudication process. The deadline for BC applications to the Grants Committee is January 9, 2008, with the adjudication meeting to take place during the week of January 21–28, 2008. Ramona will be writing a letter to the CCA letting them know BC’s adjudication timeline (this is a new requirement by the CCA as of this year). Ramona will be working with the Education Contractor to have grant information updated on the website that will include notice that grant applications must be submitted both December 11, 2007–Executive meeting minutes 3 electronically and in hard copy (1 signed copy) by the deadline. Ramona will also be contacting the Membership Committee to get an updated list of eligible Institutional Members and this list will be posted on the grants page on the website. Ramona reported that Fred Farrell has written an article about the Archival Community Digitization Program for the upcoming newsletter. In discussion with Ramona he noted that BC has not had any applicants to the program lately.

Action: Ramona Rose will get information on the Archival Community Digitization Program and have a link for information posted on the grants page on the website.

7.5 Membership & Conference Committees
Val Billesberger reported that she will be working with Carey Pallister to update the membership form so that it will also include the updated membership fees. Lisa Glandt is working with the Conference Committee to hold a joint mailout of the conference registration package with the AGM reports at the end of January 2008. Val will contact Carey to get an update on arrangements for the opening reception and on the decision to use on-line registration. The Executive feels that using this service would not be effective at this time since the registration package is already being mailed out. The Executive also agreed that information about the conference should be reviewed by someone on the Executive (Val) before it is posted to the website.

8. Other Business

9. Adjournment
Lisa Glandt moved to adjourn the meeting, seconded by Lara Wilson. Motion carried. Meeting adjourned at 10:20am

NEXT MEETING: Monday, December 3, 2007

AABC Executive Committee Meeting
Minutes - December 3, 2007

Executive of the Archives Association of British Columbia
Location: teleconference

Present:
Lara Wilson, President
Lisa Glandt, Secretary
Sharon Walz, Treasurer
Ramona Rose, Institutional Member-at-Large
Val Billesberger, Individual Member-at-Large
1. Approval of Agenda
Lara Wilson called the meeting to order at 9:10am. Agenda approved.

2. Approval of Minutes of November 5, 2007
Minutes of the November 5, 2007 Executive meeting as prepared by Lisa Glandt are still being reviewed by the Executive. Once approved they will be sent to be posted on the website.

3. Business Arising

3.1 Archives Week Committee – approval of Terms of Reference
The Executive will review the Terms of Reference sent by Val Billesberger and direct any questions to her. To be discussed at the January 7, 2008 meeting.

3.2 SLAIS scholarships
Sharon Walz reported that she received notice from the Development Office at UBC regarding the two AABC scholarships awarded annually to SLAIS students. The Executive discussed increasing the award amounts to $250.00 each but decided to keep the amounts the same for the next year.

4. President’s Report
Lara Wilson reported that she will be sending a letter of thanks to the new Lieutenant Governor as he has agreed to act as the honorary patron of the AABC for his term. Lisa Glandt has updated the AABC letterhead with the new Lieutenant Governor information and forwarded it to all committee chairs, regional reps and contractors for use.
Lara reported that Allouette Canada is still undergoing its merge with “Canadiana.org” and she has written to Brian Bell informing him that the AABC will wait on signing a MOU until we have a better understanding of the resource commitment required as an aggregator partner.
Lara will be attending a CCA Board meeting in February 2008 that will be held in Vancouver.
She has received an email from a SLAIS graduate about volunteering on an AABC Committee and will check with Committee Chairs to see who needs committee members.
Lara reported that she has spoken with Janet McMaster about the ASA taking on the responsibility for CANWAN. They have agreed to do this and are in the process of planning how to transition the data from the AABC server.
Lara also reported that we have not received a reply from the Irving K. Barber Centre about our request for addition project funds. Until we hear otherwise we will proceed with financial planning using our current budget and resources. We did not receive a reply from the Gaming Commission about our appeal.

5. Vice-President’s Report
There is no Vice-President at this time.

6. Treasurer’s Report
Sharon Walz reported that the Finance Committee met last week to discuss budget preparations. The goal for this year is to build the budget from the bottom up, specifically, looking at programs we want to have and building the budget around them. The Programs Committee will be working with the contractors to plan for programs they will be delivering in 2008/2009 and how the NADP funds will be allocated and, based on this, the draft budgets for the programs will be put together.
The Education and Advisory Services Contractor has proposed some changes to delivery of EAS services that would change the budget. Sharon will ask Karen Blimkie to prepare and send an invoice to the Barber Centre.
Approval of the October 2007 financial statements as prepared by Karen Blimkie will be deferred to the next Executive meeting.

7. Committee and Program Reports

7.1 Programs Committee (Education/Internet/Preservation Services)
Lara Wilson reported that a committee meeting was held with the contractors and all committee members on December 1, 2007 in Victoria. Lara presented some recommendations from the meeting to the Finance Committee that included:
- Barber funding for 2008/2009 will be $25,000 so our activities need to be planned strategically
- budget planning should be more bottom up versus top down – we should identify the most needed services and then develop budgets around them
- we need to look at the actual cost of site visits - it is strategically stronger to build the capacity for more workshops versus site visits
The contractors will be providing an itemized breakdown of their rates for the 2008/2009 year, detailing how much projects cost and putting them in a priority order so that the Executive and Programs Committee can strategically review the projects and build the budget. Lara noted that by the end of December we should have a good sense of NADP funding which will make it easier to build the budget and allocate matching funds from the AABC budget and Barber funding.

7.2 Finance Committee
See section 6.0 for report update.

7.3 Communications Committee (Newsletter/Regional Representatives/PAAL)
Lisa Glandt reported that distribution of the newsletter has been delayed slightly due to technical issues but should be on the website shortly. There is nothing to report from either the Regional Representatives or the PAAL Committee.

7.4 Grants & Nominations Committees
Ramona Rose reported that Erica Hernandez has put together a list of potential nominations candidates for the upcoming vacant AABC Executive positions and will be contacting them over the coming weeks.
Ramona reported that the CCA/LAC only approved the significance section of the AABC’s proposed provincial priorities so they have been revised. Information about the changes has now been posted to the website. The deadline for the submission of NADP applications has been set at January 9, 2008 and Ramona will be traveling to Vancouver for the January 25, 2008 adjudication meeting.
The CCA will be holding a National Adjudications Guidelines conference call on December 17, 2007. Ramona will be dialing in and has asked Val Billesberger to also participate in the call. Ramona has send information about the 2008 Barber Centre History Digitization grants for posting to the AABC website.

Action: Ramona Rose will put together a brief report on the amount of time she spends adjudicating and managing the grants program and send this information to Lara Wilson.

7.5 Membership & Conference Committees
Val Billesberger reported that the Membership Committee is still working on updating the membership form. The new Membership Directory is under production but there are a number of outstanding membership renewals. Carey Pallister has send out notifications to those members as a reminder.
Val reported that conference planning is coming along as per her earlier email reports. The draft budget that was presented to the Executive is going to be partially split with ARMA and she will talk to the conference committee about increasing the fees charged to commercial vendors and sponsors. Registration fees will be higher this year due to the increased costs of hosting a three-day conference. They are still waiting to hear if the Lt. Gov. will host the opening reception and are working on an alternate location if not. There are 5 workshops planned for the conference.

8. Other Business

9. Adjournment
Lisa Glandt moved to adjourn the meeting, seconded by Lara Wilson. Motion carried.
Meeting adjourned at 10:30am

NEXT MEETING: Monday, January 7, 2008
postings. The Executive agreed that this would support all of the AABC’s varied member institutions.

Action: Lara Wilson and Lisa Glandt will work on the text for a new job posting webpage and circulate to the rest of the Executive for comment.

3.3 Institutional membership renewal process
Ramona Rose reported that as a result of the grant process she has been contacted by institutions who have had difficulty confirming their membership status. The Executive discussed the current registration method and agreed that we should look at ways of streamlining the process.

Action: Val Billesberger will talk to the Membership Committee about the process and Sharon Walz will talk to Karen Blimkie (who produces the receipts) about way of improving the process.

3.4 AABC servers – hosting
Lara Wilson reported that as of March 31, 2008 Cinemage will no longer be hosting our servers. Lara has asked the Archival Network Services contractor to get a quote from Primus (who is currently hosting the Cinemage servers).

3.5 Executive position nominations
Sharon Walz informed the group that she has accepted a new job and will be moving to Toronto in February. She is stepping down as Treasurer and Chair of the Finance Committee but would like to stay on during the transition process in an advisory capacity. Lara noted that we need to have a Treasurer in place for the AGM and the Executive discussed some people who could be contacted to fill in as the Acting Treasurer between now and the AGM. Lisa Glandt reported that she has been in contact with Erica Hernandez about the status of nominations for 2008/2009 Executive positions. The Executive will work with Erica to develop an extended list of potential candidates to be approached.

3.6 AGM year-end reports
Lisa Glandt reported that January 25, 2008 has been set as the deadline for the Executive, committee chairs, contractors, and regional representatives to submit their year-end reports for the AGM package. Lisa will be working with the Conference Committee to have the AGM package mailed out with the conference registration package at the beginning of February.

Action: Val Billesberger will prepare a summary report of the members survey for inclusion in the AGM report.

4. President’s Report
Lara Wilson reported that she has written a letter to the Vancouver Sun and the Victoria Times Colonist in response to two earlier stories on archives and that the Times Colonist letter was published on January 3, 2008.

5. Vice-President’s Report
There is no Vice-President at this time.
6. Treasurer’s Report
Sharon Walz reported that she has been working on a final draft of the 2008/2009 budget with the help of the Finance Committee. Sharon has asked Val to contact the Conference Committee to provide an updated and detailed conference budget.

Action: Sharon Walz will send Ramona Rose the allocation amount for NADP institutional grants by January 23 for adjudication purposes.

Sharon Walz moved to accept the October 2007 financial statements as prepared by Karen Blimkie. Seconded by Lara Wilson.
Sharon Walz moved to accept the November 2007 financial statements as prepared by Karen Blimkie. Seconded by Lisa Glandt.

7. Committee and Program Reports

7.1 Programs Committee (Education/Internet/Preservation Services)
Lara Wilson reported that the Education and Preservation contractors both submitted program reports in December that include a breakdown of activities and related costs to be used for 2008/2009 planning purposes. The Finance Committee will be reviewing the reports in order to determine how Barber and NADP funds will be used to fund activities in the coming year.

7.2 Finance Committee
See section 6.0 for report.

7.3 Communications Committee (Newsletter/Regional Representatives/PAAL)
Lisa Glandt stated that there is nothing to report at this time.

7.4 Grants & Nominations Committees
Ramona Rose reported that the deadline for NADP grants is later this week - January 9, 2008 and that she is continuing to receive applications. The Grants Committee will hold its NADP adjudication meeting on January 25. It has been recommended that for next year’s NADP application process that the Education and Advisory Service consider the creation of an NADP application workshop to assist institutions with the process. The AABC Grants Committee will be hosting an informal session at this year’s conference in Victoria to review the NADP application/adjudication process for members.

7.5 Membership & Conference Committees
Val Billesberger reported that the Conference Committee last met at the beginning of December. The Executive discussed the need for an updated and detailed conference budget from the committee as it is needed for the overall AABC budget planning process that is currently underway.

Action: Val Billesberger will contact the Conference Committee and get an updated budget to Sharon Walz as soon as possible.

8. Other Business

8.1 Records storage space
The Executive discussed the need to find an appropriate general records storage location for the semi-active records currently being held by various contractors, past members of the Executive, and committee members. The ideal situation would be to have a centralized storage
location that would hold all records until they are transferred to Victoria. On a yearly basis records could be transferred there and an appraisal/inventory/accessioning project would take place. Management of the records storage account and location logistics would be the responsibility of a member of the Executive.

**Action:** Lisa Glandt will get some quotes for storage locations in Vancouver and report back to the Executive.

**9. Adjournment**
Lara Wilson moved to adjourn the meeting, seconded by Lisa Glandt. Motion carried. Meeting adjourned at 10:35am.

**NEXT MEETING:** Monday, February 4, 2008

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**AABC Executive Committee Meeting**
**Minutes – February 5, 2008**

Executive of the Archives Association of British Columbia
Location: teleconference

**Present:**
Lara Wilson, President
Lisa Glandt, Secretary
Sharon Walz, Treasurer
Ramona Rose, Institutional Member-at-Large
Val Billesberger, Individual Member-at-Large

**1. Approval of Agenda**
Lara Wilson called the meeting to order at 10:35am. Agenda approved.

**2. Approval of Minutes of January 7, 2008**
Minutes of the January 7, 2008 Executive meeting as prepared by Lisa Glandt are still being reviewed by the Executive. Once approved they will be sent to be posted on the website.

**3. Business Arising**

**3.1 AABC records storage/assessment project**
Lisa Glandt reported that she will be moving forward with renting a storage space as approved by the Executive (via email). She has sent a message to the list serve and heard back from 12 people who have a total of 34 boxes of records to be picked up. Lisa will be arranging the rental agreement and coordinating the pickup of records in the coming weeks. Lisa will arrange to use the most cost-effective means of transporting the records to the storage locker. The Executive has agreed that she will be reimbursed gas receipts to pick up records stored locally, and cover courier/bus costs for boxes sent from outside Vancouver.

**4. President’s Report**
Lara Wilson reported that she has been liaising with the Barber Centre regarding funding for updating BCAUL. On behalf of the organization she has sent a thank you letter to the Barber Centre. The Barber Centre is also considering the possibility of further outreach/funding
possibilities for BC communities whereby the AABC would engage in an education/advisory role. A meeting will be arranged with interested stakeholders to explore this project. An invoice has been sent to Barber for the outstanding portion of 2007/2008 funding.

Lara has met with Peter Van Garderen regarding ICA AToM, an open source, multilevel description database that he has developed. She attended a presentation given to LAC and CCA representatives on Feb. 4 and feels that the AABC could work with Peter to pilot test the database as a means to upgrade BCAUL. The database allows for multi-level descriptions, has content management capabilities, and would allow small and medium sized institutions access to an archival standards compliant database. With training, institutions would be able to upload their own data that would reduce the time spent by AABC contractors uploading descriptions and website content. This would result in efficiencies in NADP-funded services and possible increase in grant funding available to institutions for backlog reduction and capacity building activities.

Lara recommended to the Executive that they approve a motion to ask Peter Van Garderen for a quote to test pilot the ICA AToM for BCAUL use. All in favor. Motion approved.

**Action:** Lara Wilson will contact Peter Van Garderen to get a quote for a pilot project to test ICA AToM database for BCAUL use. She will specifically ask him for costs related to migration and data conversion and activities unique to BCAUL.

Lara reported that the local members of the Executive and a number of AABC members attended the CCA reception held in Vancouver on February 4, 2008.

5. **Vice-President’s Report**
There is no Vice-President at this time.

6. **Treasurer’s Report**
Sharon Walz reported that she has been working on the budget and the allocation of NADP application funding. She stated that workshops held earlier in the year made a profit and there are restrictions on how this money can be spent (it cannot go back into the general funds). Any unspent revenue will have to be returned to NADP.

Sharon Walz moved to accept the December 2007 financial statements as prepared by Karen Blimkie. Seconded by Ramona Rose.

7. **Committee and Program Reports**

7.1 **Programs Committee (Education/Internet/Preservation Services)**
Lara Wilson reported that she has been working on the NADP program applications for 2008/2009. She will send them to the Executive for review once completed. She is hoping to establish a sub-contract (using the extra NADP funds from this year) to complete some education projects identified during strategic planning including a review of the AABC website, updating education information, and establishing an institutional database to collect service-use stats for the CCA.

7.2 **Finance Committee**
Sharon Walz reported there is nothing to report at this time.

7.3 **Communications Committee (Newsletter/Regional Representatives/PAAL)**
Lisa Glandt stated that there is nothing to report at this time.
7.4 Grants & Nominations Committees
Ramona Rose reported that the Grants Committee met on January 25, 2008 to adjudicate institutional NADP applications. A total of 19 applications were received and 13 projects have been recommended to CCA/LAC for funding; a 14th application was approved in principle without sufficient funding to support it.

The remaining projects were ineligible for NADP funding primarily due to criteria related to budgetary submissions. The committee discussed the BC Provincial Priorities for NADP and were disappointed that few respondents considered them in their applications. The committee put forth the recommendation to create a FAQ section on the website for future reference.

Ramona reported that the committee felt that electronic submissions worked well this year and would like to use this method again next year. They will be sending this recommendation to CCA/LAC as they felt it streamlined the process. Ramona will be sending off the package of recommended applications to CCA this week.

Ramona, Sylvia Stopforth, and Chris Hives will be presenting a session at the upcoming AABC conference on the NADP grant process and tips on how to write a successful application.

Lara Wilson reviewed the status of Executive nominations for the upcoming AGM. Lisa Glandt and Val Billesberger will contact nominees in Erica’s absence.

7.5 Membership & Conference Committees
Val Billesberger reported that she has been corresponding with the Membership Committee regarding fee updates and developing a new registration form. Lisa Glandt has supplied the membership committee with the history of fee updates over the past couple of years.

Val Billesberger provided an update on conference planning.

The Executive discussed the importance of having a formal financial agreement in place between the AABC and ARMA regarding the division of conference payments/fees/revenue. The Executive has agreed to assist the Conference Committee in working with ARMA to make sure that an agreement is in place. As she is in Victoria, Lara Wilson has agreed to set up a meeting with the Conference Committee.

Action: Val Billesberger will contact the Conference Committee and let them know of the deadline to have a signed agreement in place with ARMA. Sharon Walz will prepare a draft financial agreement and circulate it to the Executive. Lara Wilson will set up an in-person meeting with the Conference Committee and ARMA conference representatives to discuss the agreement.

8. Other Business

9. Adjournment
Lara Wilson moved to adjourn the meeting, seconded by Sharon Walz. Motion carried. Meeting adjourned at 12:00pm.

NEXT MEETING: Monday, March 3, 2008
AABC Executive Committee Meeting
Minutes – March 3, 2008

Executive of the Archives Association of British Columbia
Location: teleconference

Present:
Lara Wilson, President
Lisa Glandt, Secretary
Ramona Rose, Institutional Member-at-Large
Val Billesberger, Individual Member-at-Large

Regrets:
Sharon Walz, Treasurer

1. Approval of Agenda
Lara Wilson called the meeting to order at 9:05am. Agenda approved.

2. Approval of Minutes of February 5, 2008
Minutes of the February 5, 2008 Executive meeting as prepared by Lisa Glandt were approved electronically by the Executive and will be sent for posting on the website.

3. Business Arising

3.1 AABC records storage/assessment project
Lisa Glandt reported that she rented a storage locker on behalf of the AABC. Ten boxes of records were moved there on March 1 and another twelve boxes will be stored there once Lisa has received them. Rental paperwork, keys, and a box/file list inventory for the storage space will then be sent to the President, the new Secretary, and one other local member of the Executive. Signing authority for the account will have to be changed over with the new Executive (someone from the lower mainland).

4. President’s Report
Lara Wilson reported that she has been working with the CCA Board on developing the ICA AToM pilot project. The CCA will send a letter to the Librarian and Archivist of Canada indicating that ICA AtoM may be an option for future development of ArchivesCanada.ca and requesting support from LAC for the implementation phase of the project. Lara has sent a message to Archives Society of Alberta President Garth Clarke, advising ASA of the ICA AtoM pilot and indicating that a demonstration of AtoM will take place at the AABC conference in April. Lara will be submitting an article for the upcoming newsletter and she has been working with Lisa Glandt to prepare a letter for the list of dignitaries that will be invited to the conference reception.

5. Vice-President’s Report
There is no Vice-President at this time.

6. Treasurer’s Report
Lara Wilson reported that she is filling in as the Acting Treasurer until Jennifer Mohan begins on April 1, 2008. She has been working on the year-end financial statements with our finance contractor. The Gaming Commission has approved our re-submitted application for Gaming
funds, and AABC has received $13,000.00 for Archival Network Service Activities. The Gaming bank account has been reactivated and Lisa Glandt has updated all the account information with the bank. Lara will be drafting a new financial contract for conference expenses/revenues with ARMA that will be signed by their president in the coming weeks. Sharon Walz dropped off the bank account signing authority paperwork that will have to be completed by the new Executive. The current Executive agreed that the signing authorities should include one member of the Executive who lives in the lower mainland.
Lisa Glandt moved to accept the January 2008 financial statements as prepared by Karen Blimkie. Seconded by Lara Wilson.

7. Committee and Program Reports

7.1 Programs Committee (Education/Internet/Preservation Services)
Lara Wilson reported that Cinemage has agreed to be our server support contractor for one more year. The server website was down two weeks ago due to a build-up of error messages in the system. We will need to consider whether new servers are needed to support the Archival Network Service and future network requirements.
Lara reported that the NADP service applications were submitted and will be adjudicated by our March 31, 2008 financial year-end. We should know the results by then so we can plan for a seamless transition of contractors. Lara will be working on renewing contracts with our program contractors for 2008/2009.
There are two workshops planned for the conference (Metadata and Archives (EASKelly); Digital Output: Inkjet and Laser Prints (BCAPS-Rosaleen). Also, EAS 2-day workshop “Introduction to Archival Practice” was held at the University of Victoria last week.
Lara reported that we will need to recruit new members for the Programs Committee for 2008/2009.

7.2 Finance Committee
See section 4.0, President’s Report for details.

7.3 Communications Committee (Newsletter/Regional Representatives/PAAL)
Lisa Glandt reported that the Newsletter Editor is seeking submissions for the upcoming spring newsletter issue. Lisa has been corresponding with the Regional Reps on tips and suggestions for regional activities to promote interaction with their local institutions/members.
Lisa reported that the Archives Week information on the website needs to be updated. The theme for November 2008 is “Taking Care of Business – trade & Commerce”. Val has some information she will forward to Lisa.

Action: Lisa Glandt will draft text for Archives Week 2008 that will be reviewed by the Executive and posted to the website.

7.4 Grants & Nominations Committees
Ramona Rose submitted the adjudication meeting report to the Executive. The Grants Committee funded 13 of 19 applications that were submitted for funding. Letters have been sent to all applicants informing them of the B.C. adjudication outcome. The Grants Committee is working on FAQ’s for the grant page on the website and they will be presenting a session on grant writing at the upcoming conference.
On behalf of the Grants Committee Ramona presented a motion that the Executive recommend to the CCA/LAC that they use an electronic submission process (using an online form) with fixed field lengths and calculating functionality for the budget section. All in favor. Motion carried.
Action: Ramona Rose will draft a letter to the CCA/LAC regarding changes to the NADP institutional grant application process and form.

Ramona reported that Erica Hernandez has returned to work and will be follow up on the outstanding open position nominations for the upcoming AGM.
Ramona reported that, on behalf of the AABC, she will be attending the “Who Do You Think You Are?” LAC-sponsored meeting in Toronto at the end of the month. The purpose of this meeting is to provide LAC and the CBC feedback from the Canadian archival community on the recent CBC programme “Who Do You Think You Are?”, which featured prominent Canadians undertaking genealogical research.

7.5 Membership & Conference Committees
Val Billesberger reported that she has been working with the Membership Committee on updating membership forms and preparing new text for the website. She will be circulating a copy of the draft forms and website text to the Executive for comment this week. The Membership Committee will be sending out the 2008/2009 membership directory once they have finished their work on the forms and then they will be working on updating the membership database.

Action: Val Billesberger will send the membership survey summary report to Kelly Stewart for posting to the website.

Lara Wilson reported that she had received the conference sponsorship report from the Conference Committee. Letters have been sent out to all prospective sponsors and committee members will be doing follow-up phone calls in the coming weeks. The BC Archives will be sponsoring the conference coffee breaks. The Local Arrangements Committee has done site walk-throughs of the conference venue and ARMA has sent us a cheque for their half of various conference deposit fees.

Action: Val Billesberger will contact BCLA to see if they are interested in a joint conference with the AABC for 2009.

8. Other Business

9. Adjournment
Lisa Glandt moved to adjourn the meeting, seconded by Ramona Rose. Motion carried. Meeting adjourned at 10:30am.

NEXT MEETING: Monday, April 7, 2008
AABC Executive Committee Meeting  
Minutes – April 7, 2008

Executive of the Archives Association of British Columbia  
Location: teleconference

Present:  
Lara Wilson, President  
Lisa Glandt, Secretary  
Ramona Rose, Institutional Member-at-Large  
Val Billesberger, Individual Member-at-Large  
Jennifer Mohan, Acting Treasurer

Guest:  Jane Morrison, 2008 Conference Programs Committee Chair (only for section 7.5)

1. Approval of Agenda  
Lara Wilson called the meeting to order at 9:05am. Agenda approved.

2. Approval of Minutes of March 3, 2008  
Minutes of the March 3, 2008 Executive meeting as prepared by Lisa Glandt were approved electronically by the Executive and have been sent for posting on the website.

3. Business Arising

3.1 LAC/CBC Genealogy meeting  
Ramona Rose reported that she represented AABC at a LAC-sponsored meeting in Toronto at the end of March concerning the CBC genealogical TV programme “Who Do You Think You Are?”. 33 reps attended the meeting from archival organizations/provincial associations and the show’s producers. There was no representative from CBC at the meeting. The production team discussed the experience they gained from producing the show and their experiences using Canadian archives for genealogical research. The larger group agreed that the archival community should take a proactive approach to work with television productions by putting together a list of archives advisors. It was agreed that CCA will act as liaison.

Action: Ramona Rose will prepare formal meeting minutes and circulate to the Executive and the AABC Education Advisor who will serve as BC’s archival liaison for any future film projects.

4. President’s Report  
Lara Wilson reported that she will be attending the opening ceremony for the Irving K. Barber Learning Centre on April 11. Lara has been managing the invitations sent out to special dignitaries to attend the opening reception at the conference. Contracts for the 2008 fiscal year are now in place with all of the AABC contractors. Lara noted that we have not heard back from LAC regarding our “ask for support” of the ICA AToM proposal. Peter Van Garderen has since given a presentation to LAC representatives in Ottawa that was very well received.

5. Vice-President’s Report  
There is no Vice-President at this time.
6. Treasurer’s Report
Lara Wilson reported that she has been working with the new Treasurer, Jennifer Mohan to transition finance responsibilities. Jennifer Mohan moved to accept the February 2008 financial statements as prepared by Karen Blimkie. Seconded by Lisa Glandt.

7. Committee and Program Reports

7.1 Programs Committee (Education/Internet/Preservation Services)
Lara Wilson reported that contracts for the 2008 fiscal year are now in place with all of the AABC contractors. The Education and Preservation contractors will both be giving workshops at the conference.
Lara reported that the hosting and maintenance agreement with Cinemage for 2008/09 is in place and the group discussed issues related to recent server problems. Lara noted that Cinemage reps have been invited to attend the ICA AToM session at the conference.

7.2 Finance Committee
Jennifer Mohan reported that Karen Blimkie will assist Jennifer and Lara in preparation for the AGM. Jennifer plans on arranging a meeting this summer with the Finance Committee.

7.3 Communications Committee (Newsletter/Regional Representatives/PAAL)
Lisa Glandt reported that information about Archives Week (November 2008) was drafted and reviewed by the Executive. The information is now on the website and will be discussed further at the upcoming AGM.

7.4 Grants & Nominations Committees
Ramona Rose reported that all grant applicants have been notified of their provincial adjudication status. Ramona has had some follow-up conversations with unsuccessful applicants and encouraged them to attend the upcoming conference session on grant writing. Lara noted that national review of provincial and territorial adjudicated application was completed at the end of March and applicants should be notified soon. Ramona sent out notice of the National Archives Digitization Program to the list-serve.
Ramona reported that Erica Hernandez has been working on filling the last vacant nomination positions - Constitutions & Bylaws and PAAL Chair. Ramona will be presenting the Nominations Report at the AGM in Erica’s absence.

7.5 Membership & Conference Committees
Val Billesberger reported that she has been corresponding with the Membership Committee on a number of issues. They have received a request to pay membership fees by credit card, a service we do not currently offer. The Executive agreed that if SPORG (currently being used for conference registration) turns out to be a positive experience, we should further research it for AABC workshop registrations, paying memberships etc.
Membership renewals and the 2007/2008 Directory have now gone out to all members. The Executive agreed that if members do not wish to provide an email address, they can choose not to include the information on their membership renewal.
The Membership Committee received a request from a member who wanted all AABC publications/notifications/newsletters sent to them in hardcopy. The Executive recommended that the member could get printed copies from another member or use the facilities of a local library to print out items posted to the list-serve or website.
The Membership Committee inquired if there were any copies of new or recent membership brochures that they could use for the conference. Lisa Glandt noted that she had some old brochures with the secretary records; that they had outdated prices/information and that no new
brochures have been printed for many years. The Executive agreed that the Committee should print off information and forms from the website and make that available to interested non-members.

Val Billesberger motioned to approve the Institutional Membership application as recommended by the Membership Committee for the Fraser-Fort George Regional Museum. Seconded by Lara Wilson. All in favor.

Lara Wilson reported that Linda Nobrega will be sending an updated budget report to the Executive shortly. Registration numbers are looking good. Lara and the ARMA President will be the special dignitaries introduced at the Lt. Gov’s reception during the conference.

Jane Morrison, Conference Program Committee Chair, reported that the keynote speaker might have to cancel their presentation at the conference and the Conference Committee has asked that they definitely confirm this by April 8 so that alternate plans can be made.

**Action:** Lara Wilson will send out a registration reminder for the conference and workshops to the AABC list-serve and ARCAN-L.

8. Other Business

9. Adjournment

Lisa Glandt moved to adjourn the meeting, seconded by Lara Wilson. Motion carried.

Meeting adjourned at 10:10am.

**NEXT MEETING:** to be determined by new Executive after April 2008 AGM.
AABC Executive Committee Meeting
Minutes – July 16, 2008

Executive of the Archives Association of British Columbia
Location: teleconference

Present:
Lara Wilson, President
Jennifer Mohan, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large

Regrets:
Jordana Feist, Vice-President
Val Billesberger, Individual Member-at-Large

1. Approval of Agenda:
L. Wilson called meeting to order at 9:04 a.m. Agenda approved; moved by J. Mohan, seconded by S. Moore

2. Approval of Minutes of April 7, 2008
Minutes of the April 7, 2008 Executive meeting as prepared by Lisa Glandt were approved electronically by the Executive and have been posted on the website.

3. Business Arising

3.1 Responsibility for issuing of conference receipts
J. Mohan reported that this item arose from this year’s conference. Because the online registration service Sporg was used, the majority of conference delegates and speakers registered through Sporg and received receipts through it. Those who used the paper registration system, however, did not automatically receive receipts. This needs to be specified as a conference committee duty in revised conference documentation.
Motion made by J. Morrison, seconded by L. Wilson that this revision be made.

3.2 2006/2007 Strategic Plan – introduction to new Executive members
L. Wilson provided a brief introduction and description of the most important outcomes to new executive members. This planning process took place over 2006-07; its central initiatives include the interim Programs Committee (not to be confused with a Conference Programs Sub-Committee), a revision of the organisation’s mandate statement, a wide members survey, transfer responsibility for CANWAN to the Archives Society of Alberta, and strategic allocation of NADP funding. The major planning task for the current year is to plan for a rolling three year budget.
3.3 Association records storage locker – designate needed
S. Moore is able to assume responsibility for the storage locker from L. Glandt.

**Action:** J. Morrison to email L. Glandt informing her of this and of S. Moore’s contact information.

3.4 Summer/Fall Executive Meeting schedule
Executive members prefer days earlier in the week, and 9 a.m. is ideal time. There will be no August meeting. There will be an October roundtable meeting and Finance committee meeting, to take place over 1 ½ days (Friday p.m. – Saturday).

**Action:** J. Morrison to schedule executive meetings and fall roundtable;

4. President’s Report
L. Wilson had a number of matters on which to report.
• UBC notice of award assignment – the recipient of the Mary Ann Pylypchuk Memorial Prize ($150) has been selected

**Action:** L. Wilson to send letter of congratulations and ask if recipient would be willing to have an item in the next newsletter

• L. Wilson sent copy of NADP 2007/08 Annex G (letter of thanks) to the Librarian and Archivist of Canada, with copies to the Honourable Josée Verner, Minister of Canadian Heritage and Status of Women, the CCA Executive Director Christina Nichols, and all BC MPs. She received a supportive reply from MP Hon. Hedy Fry, who is a member of the Standing Committee on Canadian Heritage. Her Honour stated: “I am extremely pleased to support the enhancement of the archives programs in the province of British Columbia. It is important that the people of British Columbia, as well as all Canadians, have access to history . . . I am impressed with the progress that the Archives Association of British Columbia has made thus far. The innovative methods used today to preserve our heritage ensure that our inheritors will be able to better understand our culture, tradition, and shared values.”

• It was reported to L. Wilson that His Honour Stephen Point, Lieutenant Governor of B.C., recently paid a surprise visit to the City of Richmond Archives, where the staff was pleased to provide His Honour with a tour of the facility and its holdings. His Honour hosted the opening reception for the joint AABC and ARMA VI 2008 Conference.

• L. Wilson met with representatives of the RBCM/BC Archives and the Architectural Institute of BC (www.aibc.ca) to discuss concern over the potential loss of the records of foundational post-war BC architectural firms. The Architectural Institute of B.C. is new to the idea of preserving records but wants to initiate a discussion with the help of other suitable organisations. The AABC could assist them with sponsored workshops, with membership on a working group, with finding tools and resources from the two existing architectural archives in Canada.

• City of Vancouver Archives has asked about coordinating a copyright workshop in early 2009.

**Action:** Discuss with EAS archivist and Programs Committee

• There was some discussion regarding future conferences. L. Wilson to discuss next year’s conference with Val and BCLA, who have been interested in holding a joint conference.
• L. Wilson attended the council of presidents meeting at the recent ACA conference in Fredericton. She advised them of ICA-AtoM/BCAUL pilot. It was evident that the new practice of advertising our workshops on Arcan-L is of benefit to those in nearby provinces and territories who may not have access to the same types of workshops at home. The CCA advised that this year’s NADP application information will be up on their website at the end of September, a benefit for members. All provincial / territorial allocations will remain the same amount this year. The CCA General Assembly is the third week of October this year; S. Moore will attend in her capacity; L. Wilson may attend in her role as Special Advisor to the Board.

• L. Wilson was advised by the Irving K. Barber Learning Centre that the Centre will begin planning a provincial symposium on digitisation late in 2008. L. Wilson to attend a first meeting of this committee on July 30th. Update to follow.

5. Vice-President’s Report
J. Feist not in attendance.

6. Treasurer’s report
J. Mohan asked for a motion to approve the May financials. S. Moore moved approval, L. Wilson seconded. There were several items on which to report.
• J. Mohan will send letters to current website advertisers.
• The NADP holdback has not yet been received
• The Association’s $20,000 GIC that matured on 30 June has been rolled over for 30 days.
• The Archives Advisor has $217 remaining in her travel budget for the fiscal year, so this will need to be topped up if she needs to travel beyond the lower mainland; this could be done through a cost-recovery basis.
• The Gaming application has been sent in, and the report on last year’s successful application has been submitted (funds to be used to update BCAUL).

7. Committee Reports

7.1 Program Committee
L. Wilson reported that Margery Hadley will take over the non-BCAUL/BCAIN website updating. The Toolkit’s suggested revisions (undertaken in 2007/08) the Programs and Finance Committee will discuss when to undertake the actual updates. A draft structure for an institutional member tracking database (to assist with following institutional development and related statistics) was developed in 2007/08.
Submission of an article to the B.C. Historical Federation magazine was briefly discussed. Revisions to the sponsored workshop page were discussed (offerings/fees). Executive members agreed that this fee structure should account for both cost recovery and a profit margin. Membership on the Programs Committee was discussed, the need for a member with some technical expertise was mentioned. The workshop R. Hill was to offer in Prince Rupert had to be cancelled because of a lack of participants – a case where for-profit workshops could have subsidised an association-sponsored offering. A replacement offering will be discussed by the Committee and R. Hill

Action: Program Committee to discuss adding additional member who has some technical expertise

7.2 Finance Committee
J. Mohan had nothing to report.

7.3 Communications Committee
J. Morrison reported that the PAAL committee is still operating on an as-needed basis and there was some discussion that this is how it should be, as issues arising often require different peoples’ expertise. It is proposed that the association Newsletter be released three times a year rather than four. Regional Representatives: some recruiting needs to be done for the vacant positions, and the Strategic Plan action regarding the reps needs to be addressed starting at the fall roundtable.

**Action:** check in with G. Kozak that he has enough help with the Newsletter.

**Action:** revise R. Reps list on website and start search for new reps as necessary

### 7.4 Grants and Nominations Committees
S. Moore reported on recent Bylaw Committee membership activity, and a discussion was held on how to meet the membership obligations laid out in the constitution. There will be new members joining this committee. There will be reporting on the Nominations Committee at the next meeting.

### 7.5 Membership and Conference Committees
(V. Billesberger not in attendance) L. Wilson reported that a wrap-up meeting for the conference finances is taking place next week.

### 8. Other Business
- the BCAUL pilot project is to start August-September
- Jennifer Mohan is to represent the AABC on the Terry Reksten award committee this year
- there was a low number of applications to the Reksten award the last two years. This award could be publicized in the newsletter in some way.
- the Grants page on the website needs work and additional links to awards such as the Reksten.

### 9. Adjournment
Meeting adjourned at 10.29 a.m

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**Executive Committee Meeting Minutes – September 9, 2008**

Executive of the Archives Association of British Columbia

Location: teleconference

**Present:**
Lara Wilson, President
Jordana Feist, Vice-President
Jennifer Mohan, Treasurer
Jane Morrison, Secretary
Val Billesberger, Individual Member-at-Large

**Regrets:**
Shaunna Moore, Institutional Member-at-Large

**1. Approval of Agenda:**
L. Wilson called meeting to order at 2:08 p.m. Agenda approved; moved by J. Feist,
2. Approval of Minutes of July 16, 2008
Minutes of the July 16, 2008 Executive meeting as prepared by J. Morrison were approved electronically by the Executive and have been posted on the website.

3. Business Arising

3.1 Information Privacy and Identity Theft Conference – supporting association
The AABC has been asked by the organizers of this conference (November 24-25 2008 in Vancouver) to be a supporting association of the conference. This involves no financial outlay and will result in some promotion for the AABC. Executive members agreed that this should be done.

**Action:** L. Wilson will provide the contact person with a digital version of the AABC logo and the conference will be promoted on archives-bc.

3.2 Agenda planning for Fall Roundtable meeting
The Roundtable will take place October 4th at the Archives of the Roman Catholic Archdiocese of Vancouver, 150 Robson St. A discussion was held regarding potential agenda items and who would be able to attend the meeting.

**Action:** J. Morrison to draft agenda.

4. President’s Report
L. Wilson reported on a several matters.
- A short discussion was held about the amount awarded in the two prizes given out to UBC MAS students.
- The ICA-AtoM BCAUL pilot will be proceeding shortly, as administrative matters are progressing.
- The CCA General Assembly will take place October 18-19, in Ottawa. S. Moore will attend as Institutional Member at Large and chair of the grants committee. L Wilson will also be attending in her capacity as advisor to the CCA board.
- December digitisation symposium at UBC: L. Wilson is a member of the steering committee for the 2-day symposium about developing a province-wide, cross-sector strategy. The symposium will include what other provinces are doing; what is happening in B.C.; small ‘table discussions’ and a users’ panel. The archives sector has been initially allotted 25 places at the symposium.

**Action:** identify two panelists for the users’ panel; send out listserv call for expressions of interest to participate.

5. Vice-President’s Report
J. Feist had nothing to report.

6. Treasurer’s Report
The executive briefly reviewed the July financial statements together, including discussion about the Network Services and Education and Advisory Services funds to date this year. J. Mohan moved to approve the statements, J. Morrison seconded.

7. Committee and Program Reports

7.1 Programs Committee (Education/Internet/Preservation Services)
M. Hadley’s contract has been renewed to do non BCAUL web updates to AABC site. The CCI workshop on Sept. 25 & 26 is full.

**Actions:** J. Feist to ask what the current enrollment is for the Distance Education course and to help with recruitment for another Programs Committee member.

### 7.2 Finance Committee
The committee will be meeting prior to the Roundtable on Friday, October 3rd at 3 p.m. location to be determined.

### 7.3 Communications Committee (Newsletter/Regional Representatives/PAAL)
The next newsletter is being prepared and approximate dates have been set for upcoming issues. The website has been updated to reflect current vacancies in Regional Reps positions. Some discussion was held on recruiting for the vacancies. There was also discussion around the upcoming annual Archives Week.

### 7.4 Grants and Nominations Committees
S. Moore reported via email on activities. The Grants Committee membership requirements are now fulfilled. Updating of the Grants page on the website is a priority for the near future.

### 7.5 Membership and Conference Committees
AABC will be partnering with BCLA for the 2009 conference, to take place in Burnaby April 16-18th with the theme “Be Curious: Think, Share and Discover...Explore the Possibilities of Learning and Teaching.” An AABC conference committee needs to be finalised with more members recruited. BCLA organizers want to meet in the near future to discuss conference organisation. There was a brief discussion of the theme and possible offerings. The membership committee is considering needed changes to the membership database. These could possibly be rolled into a new database of institutional information.

**Action:** V. Billesberger to put preliminary conference information together for the website, and various executive members to contact potential committee members.

### Other Business:
- S. Moore has taken over the association’s records storage locker from L. Glandt.
- J. Mohan reported that the Friends of BC Archives are hosting two separate events celebrating BC’s 150th in Victoria and Vancouver.
- J. Mohan reported that the Terry Reksten award recipient has been determined and there was a discussion again about future promotion of this award.

### 8. Adjournment
Meeting adjourned at 3.28 p.m.
Executive Committee Meeting
Minutes – October 4, 2008

Executive of the Archives Association of British Columbia
Location: Archives of the Roman Catholic Archdiocese of Vancouver, 150 Robson St.,

Present:
Lara Wilson, President
Jordana Feist, Vice-President
Jennifer Mohan, Treasurer
Jane Morrison, Secretary
Val Billesberger, Individual Member-at-Large
Shaunna Moore, Institutional Member-at-Large

1. Approval of Agenda:
Agenda amended to add Grants Committee business and West Beyond the West
digitisation symposium business. Annual Roundtable meeting immediately preceded
this executive meeting and therefore normal executive and committee report meeting
structure not in place.

2. Approval of Minutes of July 16, 2008
Minutes of the September 9, 2008 Executive meeting as prepared by J. Morrison
were approved electronically by the Executive and have been posted on the website.

3. Strategic Plan: Review and tasks to complete
A number of strategic plan initiatives were undertaken last year and the membership survey
was highlighted as one of these initiatives. One outstanding is the need for an appropriate
motion at the next AGM to make a bylaw change regarding the program committee. Action is
needed on regional representatives – a number of positions are vacant. It was mentioned that
the BCAUL/ICA-AtoM project will make regions more active in the near future. Other strategic
plan tasks for the year are being acted upon (joint conference, workshop fee structure, BCAUL,
contractor services). The Finance Committee will begin planning for a three-year budget and
various future funding scenarios. LW will ensure that all new executive members and
contractors have the strategic plan documents.

4. Grants Committee
SM and LW will be attending the CCA General Assembly in October. There was a discussion
around the NADP provincial priorities: last year’s applicants tended to not address these
directly, having addressed them elsewhere in their applications. It is up to the AABC whether to
include these or not and does not affect the funding. It was decided that it would ease the
paperwork burden on applicants to not add provincial priorities. Members will be informed of
this via the listserv and grants page; CCA will be informed. There was a brief discussion on the
report to CCA (given at general assembly), and on our NADP deadline relative to CCA’s
deadline.

5. Finance Business
The Finance committee met on October 3rd. It discussed and brought forward to this meeting
the dollar value of the two awards to SLAIS students provided by the AABC. There was a
discussion about how to increase these amounts and the possibility of creating a professional
development bursary for practicing professionals.

6. Succession Planning
Three positions will be open on the 2009-2010 executive: Vice-President, Treasurer, and Individual Member-at-Large. The Nominations and Elections Committee will need to make a call. Further discussion will occur at the November meeting.

7. West Beyond the West
The seating capacity allotted to the archival community is almost full. There was some discussion of submitted proposals and how to fill the few remaining spots.

8. Conference and AGM (including bylaw change)
(Conference discussion occurred at 9.30 a.m. via teleconference with VB) VB provided a synopsis of the conference planning to date. It will be a joint conference held with BCLA; she reviewed its theme, which is essentially a focus on learning in various ways. It will be held April 16-18 in Burnaby and planning is well advanced. VB has been in touch with Chris Middlemass, program chair, and is attempting to arrange a meeting prior to Oct. 18 with Alane Wilson, new ED of BCLA and the other conference affiliates. VB has been in communication with BCLA regarding their desire for a pre-conference workshop on disaster planning. It was commented that our contribution to the overall conference could be in developing some workshops more than concentrating on sessions; there was then discussion on workshop format, registrants, fees, and registration. There are already some members of the AABC conference committee and the possible recruitment of others was discussed; this will be followed up on by VB. VB will also ensure that the AABC is mentioned on the BCLA conference site (not currently) and update conference responsibilities list per 2008 conference. VB left meeting. Bylaw change regarding addition of program committee: LW and JM need to follow up on the deadline associated with this.

9. Archives Week
Action: Poster to celebrate Archives week will be made in the coming weeks (JM to co-ordinate). Action: send out call on listserv re poster and any Archives Week exhibits and activities (JM).

Meeting adjourned at 4:02.
3. Business Arising

3.1 Upcoming Executive meetings
Members discussed the need to re-schedule the December meeting, and approved proposed dates for 2009 meetings.

4. President’s Report
L. Wilson reported on several matters.
• At CCA General Assembly, Peter Van Garderen presented on ICA-AtoM. The national community is beginning to learn about the software, and it was clarified that it is designed to accept exports from other archival description management systems.
• West Beyond the West digitisation symposium: 24 members of the archival community are attending. LW will be presenting on digitisation in the BC archival sector and will touch on major initiatives at some institutions by way of example.

5. Vice-President’s Report
J. Feist reported that the Programs committee is running smoothly and all contractors’ workplans are going well. Registration will open in December for 2009 offerings: the BCEAS “Managing Archival Photographs” distance education course and the joint BCEAS/BCAPS “Managing Your Digitisation Project” to be held at North Vancouver Museum and Archives.

6. Treasurer’s Report
J. Mohan has drafted a letter regarding increase to the amounts of student awards at UBC. Discussion followed regarding a challenge amount and optional donor recognition or anonymity. There was also preliminary discussion about a new award in Debra Barr’s name.

Action: comments on draft letter to J. Mohan due as soon as possible.

7. Committee and Program Reports

7.1 Programs Committee (Education/Internet/Preservation Services)
• K. Stewart is running the distance IAP course currently, and also preparing for delivery of the MAP course.
• R. Hill will not be delivering a CCI-sponsored workshop next year.
• There was discussion about a possible copyright workshop to take place in the new year.
• The network statistics show traffic is down slightly in unique visits and database sessions; the total number of hits is up 3,498,881.

7.2 Finance Committee
Executive members briefly reviewed the September financial statements, and discussed ICA-AtoM funding and the Gaming grant. There was discussion about the institutional adjudications allotment from NADP funding – it is expected that the same amount will be available as last year (approximately $50,000).
7.3 Communications Committee (Newsletter/Regional Representatives/PAAL)
J. Morrison reported that the next newsletter is being prepared. A new regional representative for the South Vancouver Island region has been found. J. Feist created a poster for Archives Week; this has been posted on the website and a message sent to archives-bc with a link to the poster and a request that institutions share their Archives Week activities with the community.

7.4 Grants and Nominations Committees
S. Moore reported that the NADP application deadline date has been set for December 16. A discussion followed about the need for the individual member-at-large to be a member of the committee; this duty can be onerous, the committee has 'individual' members, and is focused on the needs of institutional members. It was suggested that the committee membership could comprise a minimum of four institutional members, the institutional member-at-large, and additional individual members. The executive agreed that this could go ahead as a bylaw amendment at the next AGM.

**Action:** S. Moore and V. Billesberger to draft amendment.

**Action:** L. Wilson and J. Morrison to undertake planning for this additional bylaw amendment.

7.5 Membership and Conference Committees

**Membership:** V. Billesberger reported that there has been no recent communication on membership.

**Conference:**
- A letter was sent to the Executive Director of BCLA indicating no formal AABC participation in their 2009 conference as had been formerly planned, due to the advanced stage of BCLA planning by the time they agreed to AABC participation. BCLA responded that they would still like to have AABC involvement in a future conference and conveyed their interest in working with our sector in the future.
- Planning is now underway for the AABC mini-conference. There was discussion about the format of the conference (number of days, workshops) and funding. The committee will prepare recommendations for the executive.
- VB left meeting at 10.15 – will provide updates on the conference via email.
- There was a short discussion about a proposed joint conference in 2010 with ASA. They would like the AABC to provide some program committee members, and brainstorm/provide some BC speakers. **Action:** LW to contact M. Gourlie to ask how soon they need committee members.

**Other Business:**
- The records storage locker is rented at a cost of $75/month; the number of boxes located there are between 10-20.

**Action:** JM to look in previous executive minutes to determine what the plan was for long-term storage and disposition of these records.

8. Adjournment
Meeting adjourned at 10:27 a.m.

**Future meetings:**
Tuesday, January 6th, 9 a.m.
Tuesday, February 10th, 9 a.m.
Tuesday, March 10th, 9 a.m.
Tuesday, April 7th, 9 a.m.

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Executive Committee Meeting
Minutes – 17 December 2008

Executive of the Archives Association of British Columbia
Location: teleconference

Present:
Lara Wilson, President
Jordana Feist, Vice-President
Jennifer Mohan, Treasurer
Jane Morrison, Secretary
Val Billesberger, Individual Member-at-Large
Shaunna Moore, Institutional Member-at-Large

1. Approval of Agenda:
L. Wilson called meeting to order at 9.04 a.m. Two changes were made to the agenda – additions under Business Arising.

2. Approval of Minutes of November 4, 2008
Minutes of the November 4, 2008 Executive meeting as prepared by J. Morrison to be approved via email.

3. Business Arising

3.1 Records Storage Locker
J. Morrison reported that she looked into the history of the records storage locker and summarised for the other executive members what she had discovered. J. Mohan mentioned the B.C. government semi-active storage rates. Members discussed archival institutions on the mainland that might be approached to house the records.

Action: L. Wilson to discuss with BC Archives staff as a preliminary step.

3.2 By-Law Amendments
L. Wilson and J. Morrison reported that they had completed the initial planning for the necessary bylaw amendments. S. Moore reported that she has drafted the Grants Committee bylaw change and V. Billesberger will review it and circulate it for comments in January.

4. President’s Report
L. Wilson reported briefly on several matters:
• She presented at West Beyond the West as planned. The WBTW steering committee met via teleconference yesterday to discuss the steps of conveying the outcomes of the symposium to the communities; the proceedings will be up on the website shortly, as well. She read out a letter of thanks from a member who received travel assistance to attend the symposium.
• L. Wilson and J. Mohan met recently to review the association’s budget.
• Both K. Stewart and R. Hill have provided proposals for the recent announcement of B.C. 150 Legacy funding; L. Wilson is preparing the application, due at the end of the week.
**Action:** J. Feist volunteered to prepare the application.

- L. Wilson has also completed the interim reports to the Barber Centre and to NADP.

**5. Vice-President's Report**

J. Feist reported on several matters regarding workshops:
- has signed the certificates for students who completed the distance education "Introduction to Archival Practice" course;
- the copyright workshop with Jean Dryden is tentatively planned for March, to be held in Vancouver;
- she is working on the draft of the new workshop fee structure.

**6. Treasurer's Report**

J. Mohan reported briefly on several matters:
- She would still appreciate for comments on the draft letter re: SLAIS scholarships.
- There was a review and discussion about the November financial statements, focusing on the funding of the three services.
- The financial statements for September, October, and November were approved: moved by L. Wilson, seconded by V. Billesberger, all in favour.

**7. Committee and Program Reports**

**7.1 Programs Committee (Education/Internet/Preservation Services)**

L. Wilson reported the following concerning the application to BC150 Heritage Legacy fund: R. Hill suggested the development of a distance education course for preservation. K. Stewart has suggested the development of two distance education courses – managing maps and plans, and managing an oral history project. L. Wilson reported that ICA AtoM beta testing is proceeding well. The Network Services Coordinator J. McMaster is working closely with Artefactual Systems.

**7.2 Finance Committee**

Nothing to report; a meeting should be planned for the new year, potentially at the time of the one-day symposium at UBC (mid-February). A location is needed that is convenient for all attendees.

**7.3 Communications (Newsletter/Regional Representatives/ PAAL)**

J. Morrison reported that there may be upcoming activity for PAAL. Some regional representative replacements are still needed.

**7.4 Grants & Nominations Committees**

S. Moore reported that the NADP applications have started to arrive, approximately 10 so far. The applications will be discussed with the committee on the 16th. There was a brief discussion about upcoming nominations committee activity.

**7.5 Membership & Conference Committees**

V. Billesberger reported that she is expecting an update on membership activities. A brief discussion followed on the membership application and receipt process. Regarding the conference, additional hours from excess distance education revenues could be used for extra hours for K. Stewart to assist with conference organisation, including budgeting, with the assistance of two people for programming and two for local arrangements. These people have already stepped forward. The tentative theme is "Public Programming on the WWW".
There was a discussion about using online registration, not just for the conference but also as a longer-term option for workshops and membership. A reliable system needs to be sourced and priced with consideration of how its fee will be built into fees.

8. Adjournment
Meeting was adjourned at 10.32 a.m.

Executive Committee Meeting
Minutes – 6 January 2009

Executive of the Archives Association of British Columbia
Location: teleconference

Present:
Lara Wilson, President
Jordana Feist, Vice-President
Jennifer Mohan, Treasurer
Jane Morrison, Secretary
Val Billesberger, Individual Member-at-Large
Shaunna Moore, Institutional Member-at-Large

1. Approval of Agenda:
Meeting was called to order at 9.05 a.m. There was one change to the agenda: addition of item 3.1.

2. Minutes of December 17, 2008 meeting
The minutes of the November meeting were approved. The minutes of the December 17, 2008 meeting will be approved by email.

3. Business Arising

3.1 Honourary Membership for George Brandak
V. Billesberger spoke about this proposal. She organised Terry Eastwood’s honourary membership and would be able to do the same for George. She will approach one or two individuals who know George best to prepare a citation. L. Wilson called up the bylaw regarding honourary memberships to look at the necessary preparations; the executive makes a motion which is voted on at the AGM.

4. President’s Report
L. Wilson briefly reported on several matters:
• J. Feist drafted the B.C. 150 application and L. Wilson submitted it. It is not know yet whether the application was successful.
• She had a budget discussion the previous week with J. Mohan, who will report on it below.
• She responded to the Federal budget consultation online yesterday, stressing how archives are part of a knowledge economy and that, like many sectors of the economy, they will be facing a HR deficit in the near future.

5. Vice-President’s Report
J. Feist had nothing new to report.

6. Treasurer’s Report
J. Mohan reported on several matters:
• There was recent confirmation of the exact amount of funds left in the Gaming grant, which must be used by February.
• She requested that the donation form on the AABC website be updated.

**Action:** J. Morrison to update form.

• There was a discussion about the funds remaining in the EAS and ANS budgets (in relation to their NADP funding).

**Action:** L. Wilson follow up with CCA on the need for a project modification form

### 7. Committee and Program Reports

#### 7.1 Programmes Committee (Education/Internet/Preservation Services)
A date in March has been requested for the copyright workshop. J. Feist offered to manage the registrations for the workshop. Both the MAP distance course and the Digitisation Program workshop are full. L. Wilson will call the B.C. 150 office today to enquire about the status of our application.

**Action:** committee to examine, in the coming week, EAS, ANS and BCAPS 2009/10 proposed work plans.

**Action:** L. Wilson to ask M. Hadley to provide new and revised content for the non-preservation parts of the Toolkit.

#### 7.2 Finance Committee
J. Mohan reported that the committee will meet on Saturday, February 14 in Vancouver (late morning). A. Seles has offered to host at the Diocesan Archives.

**Action:** L. Wilson will investigate whether a meeting can be set up with the new Barber Centre director on the 13th.

#### 7.3 Communications Committee (Newsletter/Regional Representatives/PAAL)
J. Morrison had nothing to report. V. Billesberger reported there will soon be news about the Fraser Valley regional rep.

#### 7.4 Grants & Nominations Committees

**Grants:** S. Moore reported that 16 NADP applications were received, however two were disqualified because the institutions are only associate and not full institutional members. The total amount requested is approximately $62,000. The adjudications will take place next Friday. It was suggested that a reminder is sent out each August/September about institutional membership being required for NADP funding –this would allow institutions a couple of months to apply for full membership prior to NADP deadlines.

**Action:** S. Moore to distribute draft grant committee bylaw change.

**Nominations:** There was a discussion about approaching individuals about the executive positions that will be vacant (Vice-President, Treasurer, Individual Member-at-Large).

**Action:** executive members to contact these individuals.
7.5 Membership & Conference Committees

Membership: V. Billesberger reported that C. Casenas is arranging to meet with someone who has database expertise prior to making changes to the membership database. Updates to the webpage are also planned. The membership booklet is released each year with the conference package.

Conference: V. Billesberger briefly reviewed the local arrangements and conference planning terms of reference. It was discussed how the EAS coordinator will assist, guide and take part of the planning load from the two sub-committees. There was a discussion about whether, and when, to offer topical sessions or only workshops. There was a short discussion about the fee structure.

Other Business:
J. Mohan reported that she has been in contact with UBC about scholarships. One member had feedback on the draft letter that L. Wilson will forward. More biographical information is needed on Mary Ann Polypchuk, for a revised description of the Mary Ann Polypchuk memorial award.

8. Adjournment
Meeting adjourned at 10.15 a.m.

Executive Committee Meeting
Minutes – 18 February 2009

Executive of the Archives Association of British Columbia
Location: teleconference

Present:
Jordana Feist, Vice-President
Jennifer Mohan, Treasurer
Jane Morrison, Secretary
Val Billesberger, Individual Member-at-Large
Shaunna Moore, Institutional Member-at-Large

Regrets:
Lara Wilson, President

1. Approval of Agenda:
Meeting was called to order at 9.03 a.m. No items were added to the agenda. As L. Wilson was unable to attend meeting, J. Feist chaired.

2. Minutes of January 6, 2009 meeting
The minutes of the January meeting will be approved via email shortly and posted.

3. Business Arising
There was no business arising.

4. President’s Report
J. Morrison read out the President’s report, as follows. (L. Wilson attended an ICAAtOM Project meeting at SFU at the time of this meeting.)
• Lara met with the new director of the Irving K. Barber Learning Centre, Sandra Singh, on January 22nd in Vancouver. Lara gave Sandra an overview of the AABC’s history and activities, in particular the services supported by their annual (2006/07-2010/11) contribution. Lara also explained the ground breaking nature of the ICAAtoM Project, its significance to the BC and Canadian archival community and the importance of the project’s initial contribution from the IKBLC as the “seed money.” IKBLC is supportive of AABC carrying over unused contribution to 2009/10 in support of various AABC activities related to the IKBLC mission.

**Action:** Lara send IKBLC a letter outlining activities for 2009/10.

• Lara continues to be active with the West Beyond the West Steering Committee in wrapping up the documentation from the December symposium. Copies of speaker presentations, Ian Wilson’s webcast remarks, survey responses and other resources are available on the website: [http://symposium.westbeyondthewest.ca/programme.php](http://symposium.westbeyondthewest.ca/programme.php) “Next step” documentation will be available soon, including a final report and the priorities list formulated and voted on by symposium attendees. There may be opportunities to discuss the action items for the archival community at the AABC Conference +/- or AGM.

• Lara, Jennifer and Jordana planned, developed and submitted the AABC’s National Archival Development Programme services applications for 2009/10. Thanks to everyone for their help.

• Lara submitted project modification forms (Annex Cs) for ANS and EAS budget adjustments. Canadian Council of Archives/NADP has approved the changes.

5. Vice-President’s Report

J. Feist reported that the BC 150 grant has been received and budgeted for developing new online distance education content. The copyright workshop was filled within one week of its announcement; there is a waitlist for it and it has been asked whether it could be delivered again in 2010/11.

6. Treasurer’s Report

J. Mohan reported on several matters:

• There was a good turnout at the Finance Committee meeting. The conference fee structure and budget have been drafted by K. Stewart; J. Mohan outlined and explained both of these for executive members, and also explained the finalised structure of the conference. There was a discussion about the fees and budget. There will be online registration available again this year, with hardcopy registration to those who receive their membership directories that way, or upon request.

• J. Mohan moved to approve the conference budget and fee structure, seconded by V. Billesberger. All in attendance in favour. L. Wilson had indicated her approval in writing in advance of the meeting.

• J. Mohan also reported on the proposed new workshop fee structure, as developed and reported on by J. Feist and K. Stewart. The current one- and two-day workshop fees do not cover the costs of development and delivery, which are approximately $85 per student for a one-day workshop and $170 per student for a two-day workshop. The proposed fees are:

**2009 Proposed Workshop Fees**

<table>
<thead>
<tr>
<th>Duration</th>
<th>Member Fee</th>
<th>Non-Member Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day</td>
<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>2 days</td>
<td>$200</td>
<td>$300</td>
</tr>
</tbody>
</table>
distance - member $300 (no change)
distance - non-member $400

2009 Conference Fees (includes up to 3 conference workshops or concurrent session)
   Early Bird: $130 (without reception)
   $145 (with reception)

• The Finance Committee is comfortable with the proposed fees. J. Feist moved approval, seconded by V. Billesberger; all in favour.

• J. Mohan has started to draft an initial budget for next year, to aid the new executive. Members asked to have it submitted to the Finance Committee.

Action: J. Mohan to follow up on this.

7. Committee and Program Reports

7.1 Programmes Committee (Education/Internet/Preservation Services)
J. Feist had nothing further to report.

7.2 Finance Committee
J. Mohan had nothing further to report (reporting included in Treasurer’s report, above).

7.3 Communications Committee (Newsletter/Regional Representatives/PAAL)
J. Morrison had nothing to report.

7.4 Grants & Nominations Committees

Grants:
• S. Moore asked whether a separate report has to be generated for the Grants Committee. The previous Institutional Member-at-Large will be able to assist on this point.

   Action: S. Moore to contact her.

• Recommendations to CCA on the NADP process have been drafted; the Grants Committee will comment on these and then the comments will be forwarded to the executive for review. The draft bylaw amendment pertaining to Grants Committee membership (sections 5 and 5e) was circulated to the Executive for review.

Nominations: Members discussed the executive positions that will be open and brainstormed possible candidates for those positions not tentatively filled.

7.5 Membership & Conference Committees
Due to time constraints, V. Billesberger reported very briefly on the committees and will follow up with further updates via email. The conference planning is going very well – sessions have been outlined under the theme “Making Archives Digital”.

8. Adjournment
Meeting adjourned at 9.50 a.m.
Executive Committee Meeting
Minutes – 19 March 2009

Executive of the Archives Association of British Columbia
Location: teleconference

Present:
Lara Wilson, President
Jennifer Mohan, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large

Regrets:
Val Billesberger, Individual Member-at-Large
Jordana Feist, Vice-President

1. Approval of Agenda:
Meeting called to order at 9.02 a.m. L. Wilson added to agenda item 3.1.

2. Approval of Minutes of February 10, 2009
Minutes will be approved via email.

3. Business Arising

3.1 Records Storage Locker
BC Archives will remain as the repository for the association’s records over 10 years old. After the AGM the storage locker account will be closed and the records brought to Victoria to sort prior to transfer to BC Archives.

4. President’s Report
• L. Wilson reported on the March ICA-AtoM meeting. It was determined that the go-live will be in June; no submissions to the current BCAUL will be taken after May 1st; there will be a session at the conference on ICA-AtoM on Friday 24th; a capacities survey of institutions will be conducted during May and June; the rollout of ICAAtoM will be in two phases with no image upload capability in the first year. As a result of the meeting, L. Wilson has emailed CANWAN members to discuss the future of the regional network of networks and hosting of the Yukon and NWT descriptive records. AABC website hosting will move to Artefactual in June 2009 and the site will be redesigned for the move.
• Those in attendance at the meeting also discussed and were in favour of changing the name of the British Columbia Archival Union List to “Memory B.C. – B.C. Archival Information Network”. There was a discussion about how many users today are not familiar with the concept of a “union list” and that there was agreement that a name change is timely. A motion was made to recommend the change by J. Mohan, seconded by J. Morrison. All in favour.
• It was also suggested at the ICA-AtoM meeting to change the AABC site domain from .bc.ca to .ca; executive members agreed that this would provide symmetry with memorybc.ca. Absent executive members agreed to name change via email.

5. Vice-President’s Report
J. Feist sent her regrets and had nothing to report.
6. Treasurer’s Report
• There was a motion to approve the January and February financials by L. Wilson, seconded by S. Moore; all in favour.
• J. Mohan reported that the end of fiscal year is approaching and the finances of the three services are being finalised. Regarding conference fees, higher sponsor revenue than expected means that it is not necessary to charge an additional fee for the reception – there will be a flat early bird rate of $130 for member delegates.

7. Committee and Program Reports

7.1 Programs Committee (Education/Internet/Preservation Services)
L. Wilson reported for the committee on several matters:
• she and J. Mohan will work on the next year’s service contracts next week; all contractors are returning for the next year.
• The copyright workshop was delivered to a total of 22 participants. There will be a small amount of revenue from the workshop.
• Corrections are needed to the AABC’s NADP service applications.
• In response to feedback on the digitisation program workshop, the committee is considering putting on a more advanced one next year, or in conjunction with the 2010 conference, perhaps delivered by an expert from outside B.C.

**Action:** bring forward to new executive and next year’s programs committee.

7.2 Finance Committee
J. Mohan reported that she has done preliminary work on budgets for next year, although she does not know carryover amounts, and will be able to pass this work on to the next treasurer and finance committee.

7.3 Communications (Newsletter/Regional Representatives/ PAAL)
J. Morrison reported on portfolio activity that related to recruitment.

7.4 Grants & Nominations Committees
**Nominations:** there were brief discussions about student membership on committees, and about the lack of a chair for the membership committee.

**Action:** J. Morrison to follow up with V. Billesberger.

**Grants:** L. Wilson thanked S. Moore for the NADP recommendations and will forward them to CCA with a cover letter.

7.5 Membership & Conference Committees
• V. Billesberger was unable to attend the meeting but sent in a report.
• L. Wilson mentioned that the 2010 conference could possibly be held jointly with BCLA or with the newly proposed joint Northwest meeting in Seattle.
• The bylaw revisions notice needs to be sent to the membership by next week.

**Action:** J. Morrison to finalise and send out.

Meeting adjourned at 9.56 a.m.
Executive Committee Meeting
Minutes – 7 April 2009

Executive of the Archives Association of British Columbia
Location: teleconference

Present:
Lara Wilson, President
Jordana Feist, Vice-President
Jennifer Mohan, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large

Regrets:
Val Billesberger, Individual Member-at-Large

1. Approval of Agenda:
Meeting called to order at 9.05 a.m. Two items added to agenda under Business Arising.

2. Approval of Minutes of March 19, 2009
Minutes will be approved via email.

3. Business Arising

3.1 2009 Archives Week
J. Morrison noted that Archives week is an AGM agenda item and therefore some planning in advance should be done. The theme is commonly aligned with the year’s Heritage Week theme. J. Morrison should contact V. Billesberger to discuss. There was a short discussion of whether the theme should focus on ICA-AtoM and rejuvenated access.

3.2 Records Storage Locker
S. Moore will inform the records storage locker facility that we will vacate on 26th April (2 days notice). There are 23 boxes on site.

4. President’s Report
L. Wilson reported on a number of matters:
• She and J. Mohan have revised the contracts (for the next year) for all AABC contractors, and have been reviewing the final NADP budget.
• CCA required revision to the association’s NADP applications, particularly EAS, and these have been completed. CCA will be giving Artefactual $10,000 to partly fund development of a workflow model in ICA-AtoM.
• The URL aabc.ca has been registered for the next 8 years, and re-routing for the old address will be set up. There was a short discussion and agreement that the list-serv address could remain the same.
• R. Hill has changed her email address because of spam problems, although this is an interim measure until the website is hosted by Artefactual.
• The final report is available from the West Beyond the West symposium.
• Reports are due soon on the BC150 funding – J. Feist will draft ours and send to L. Wilson.
• The new fee structure for workshops will be posted shortly.
5. Vice-President’s Report
J. Feist noted that having the new workshop fee structure posted prior to the AGM will enable discussion. Other Programs committee business was discussed above.

6. Treasurer’s Report
J. Mohan reported on a number of matters:
• The Grants Committee budget was $1,200 because it needed to cover travel costs; now that this is no longer the case, its budget can be reduced and the funds used to cover other administrative costs such as for the Finance committee and the moving of the association’s inactive records from Vancouver to Victoria.
• Conference registration revenues are somewhat lower than expected, although the number of registrants is good – approximately one third have registered at the volunteer/student rate. However, the sponsorship revenues are much higher than expected.
• It was noted how important membership fees are to the budget of the association, and a short discussion regarding membership renewal notices followed.
• The BC150 grant funding has been used.

7. Committee and Program Reports

7.1 Programs Committee (Education/Internet/Preservation Services)
Programs Committee business has already been discussed in the previous reports. There will be no further workshops delivered until after the conference.

7.2 Finance Committee
J. Mohan, K. Blimkie and the new Treasurer will meet after the AGM on Saturday April 25th.

7.3 Communications (Newsletter/Regional Representatives/ PAAL)
J. Morrison had nothing to report.

7.4 Grants & Nominations Committees
Nominations: the newsletter editor/editorial board was discussed; the executive positions for which there are candidates were discussed; the still vacant VP position and possible candidates was discussed. Remaining committee chair positions will be called later. There was a brief discussion about alternate ways of determining executive positions.

7.5 Membership & Conference Committees
V. Billesberger was unexpectedly absent.
• It was noted that the online registration system, GiftTool, has worked well.

Meeting adjourned at 10.07 a.m.
Executive Committee Meeting
Minutes – 5 May 2009

Executive of the Archives Association of British Columbia
Location: teleconference

Present:
Jordana Feist, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large

Regrets:
Anthea Seles, Individual Member-at-Large

1. Approval of Agenda:
J. Feist called meeting to order at 9.10 a.m. Two items were added to the agenda: one regarding Seattle conference under conference committee; and one regarding suggested change in Network reporting under Programs.

2. Approval of Minutes of 7 April, 2009
Minutes of the April 7th, 2009 Executive meeting as prepared by J. Morrison to be approved via email.

3. Business Arising

3.1 Roundtable meeting scheduling
The annual Roundtable meeting is normally scheduled for the beginning of October or very late September. Thanksgiving this year is 10, 11,12. Action: J. Morrison to check with executive via email re: October 3rd and if A. Seles can host.

4. Vice-President and Programs Committee Report

4.1 BCAUL/ICA-AtoM reporting
The Network Co-ordinator has made a recommendation that the Network Services reporting schedule be reviewed, and in particular suggested that a report be delivered monthly, being 1-2 pages in length instead of the current format of longer quarterly reports. It was agreed by the executive that this change would be helpful in light of the MemoryBC transition. The other two Services already report monthly. Action: J. Johnston to notify J. McMaster via email to go ahead with monthly reporting.

It was reported for the Programs committee that final reports have been received for the IK Barber and NADP grants, completed by L. Wilson. L. Wilson reported to
Barber that half their funds were used, half carried over for ICA-AtoM, and requested that the balance of the funds be received now. The NADP final report has been sent to the new Librarian and Archivist of Canada, Daniel Caron. All final reports are very positive. In addition, the final report for BC150 has been submitted, while the Gaming funding is not yet completed.

5. **Treasurer and Finance Committee report**

L. Nobrega will have signing authority transferred to her next week; J. Mohan is assisting her in the transition of the Treasurer position. There was a short discussion regarding the complexity of the monthly financial statements. The previous month’s financial statements will be approved via email by Friday, May 8th.

6. **Committee and Program Reports**

6.1 **Communications (Newsletter/Regional Representatives/ PAAL)**

J. Morrison had a few items to report on: the Newsletter needs to be transitioned from the previous editor to the new editorial team – she will check to ensure this is going forward. The list of the executive and committee chairs on the AABC website needs to be updated with new names; this is almost ready to be sent to the website co-ordinator.

Regarding PAAL, the executive agreed to brainstorm for chair candidates prior to the next meeting (Action).

6.2 **Grants & Nominations Committees**

There was nothing to report.

6.3 **Membership & Conference Committees**

A. Seles was unable to attend the meeting.

Membership: There was a discussion regarding a decline in membership numbers, particularly institutional memberships. The possibility of increasing the notification and reminder system around membership renewal time was raised.

Conference: A North West regional conference is taking place in Seattle next year; a representative from the region attended the AABC conference two weeks ago. The AABC is invited to participate as well. There was a discussion weighing the benefits and concerns of participating in the regional conference; the discussion generally favoured no official participation and no-one felt strongly in favour of participation. Undoubtedly, individual members will attend. Action: J. Feist to notify that the AABC will not participate as a joint organizer, and ask that members be able to attend at member rates as the conference will be of interest to our members. A call for the 2010 conference host and volunteers should be made as soon as possible. The date should not conflict with the North West region’s date or with BCLA.

7. **President’s Report**

J. Feist had nothing further to report.
8. **Adjournment**

Meeting adjourned at 9.57 a.m.
Executive Committee Meeting
Minutes – 17 June 2009

Executive of the Archives Association of British Columbia
Location: teleconference

Present:
Jordana Feist, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large
Anthea Seles, Individual Member-at-Large

1. Approval of Agenda:
J. Feist called meeting to order at 9.06 a.m. The agenda was approved.

2. Approval of Minutes of 5 May, 2009
Minutes of the April 7th, 2009 Executive meeting were approved.

3. Business Arising

3.1 Meeting times and scheduling
It was determined that executive meetings for the remainder of the year would be scheduled for the second Wednesday of each month with as few exceptions as possible. Action: J. Morrison to schedule these dates.
Roundtable: one contractor is unable to attend the proposed roundtable date. Action: J. Morrison to contact her re: alternatives.

4. Vice-President and Programs Committee Report

4.1 Network – BCAUL/ICA-AtoM reporting
J. Johnston has received the April and May reports and noted the following highlights: 157 new descriptions were submitted; the revised AABC domain name has been registered for 8 years; testing has started on the export of UVic descriptions to the UVic Libraries catalogue. In late June, the BCAUL transfer will take place.
The AABC’s CANWAN partners have a very strong interest in ICA-AtoM.

Preservation reporting
There was nothing to report.

Education reporting
The upcoming Distance Education courses have now been scheduled and email announcements sent out this week.
K. Stewart has submitted a working group report to CCA, which was a summary of her October 2008 to April 2009 EAS work.
J. Johnston noted that she had recently spoken at SLAIS about the role of the AABC.

5. **Treasurer and Finance Committee report**
L. Nobrega noted that the website ‘Marketplace’ needs some status updating and will follow up on this.
There is no Finance Committee business at this time.
There was a discussion regarding the May financial statements.

6. **Committee and Program Reports**

6.1 **Communications (Newsletter/Regional Representatives/ PAAL)**
J. Morrison reported that the newsletter committee has submitted a draft to her which she will forward to the rest of the executive for comment. There was a short discussion about the newsletter submission deadline and it was agreed that the committee can set its own. It was suggested that regional representatives could be invited to submit their activities to the newsletter. There was a discussion about PAAL, including committee membership and recruitment of a chair, the mandate, and work that should be done this year. **Action**: A. Seles and J. Morrison to follow up on discussion for next meeting.

6.2 **Grants & Nominations Committees**
Grants: some updating is needed on the website, including the newsletter page and posting of the bylaw changes. Two members are needed for the Grants committee and a chair of the Nominations committee.

6.3 **Membership & Conference Committees**
Membership: The Membership committee recommended to the Executive approval of the City of Burnaby Archives’ institutional membership; the Executive was pleased to vote approval. There was a discussion regarding lapses in institutional membership. **Action**: A. Seles to work with S. Romkey on renewals.
Conference: A. Seles proposed the theme “Re-conceptualising the Role of Archives and Archivists” for next year and expanded on some of the ideas behind this theme. She has one conference committee volunteer. All Executive members agreed that the them is good. A discussion of a possible conference location followed. **Action**: A. Seles to work further on canvassing a location.

7. **President's Report**
J. Feist reported that she will finish the gaming grant in the upcoming weeks.

8. **Adjournment**
Meeting adjourned at 10:01 a.m.
Executive Committee Meeting
Minutes – 8 July 2009

Executive of the Archives Association of British Columbia
Location: teleconference

Present:
Jordana Feist, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large
Anthea Seles, Individual Member-at-Large

1. Approval of Agenda:
   J. Feist called meeting to order at 9.09 a.m. The agenda was approved.

2. Approval of Minutes of June 17, 2009
   Minutes of the June Executive meeting were approved with one change to the
   Programs Committee report.

3. Business Arising
   Upcoming executive meeting scheduling was briefly discussed.

4. Vice-President and Programs Committee Report

   4.1 Network – BCAUL/ICA-AtoM reporting
   - A meeting will be held with Artefactual at the end of June to discuss
   migration issues. BCAUL will go offline and MemoryBC come online at the
   end of August, with official launch in November. Some migration issues that
   have arisen will be fixed by the end of July; still needing resolution are the
   memory cap on the Artefactual server for searching indices, and scaling of
   data templates which makes linking levels of description slow. EAD imports
   will be postponed until October. Action: It was agreed that the Programs
   Committee, with EAS and NS will update members about migration issues as
   it progresses through both emails on the list and a report in the next
   Newsletter.
   - BC Digitisation Committee: a successor committee is being formed,
   including the same membership. It will focus on co-ordinating and capacity-
   building and will meet in September. Further workshops will be organised
   by Electronic Library Services.

   Preservation reporting
   There was nothing to report.

   Education reporting
The EAS archivist has been giving distance advice regarding NADP grants and reporting and has made 5 site visits.

5. **Treasurer and Finance Committee report**
L. Nobrega reported that she followed up on the website Marketplace status and set a reply-by date for advertisers.

6. **Committee and Program Reports**

6.1 **Communications (Newsletter/Regional Representatives/ PAAL)**
Executive members agreed that the latest Newsletter is outstanding and wishes to thank the editorial board for their hard work.
There was a discussion about recruitment for the PAAL committee and current issues that the committee could work on. There will be a call for volunteers on the committee.

6.2 **Grants & Nominations Committees**
Grants: 6 applications were received for the Terry Reksten award. S. Moore has volunteered to briefly review any NADP applications that she receives early. There was a discussion about the need for contractors who are able to undertake grant-funded work and how the services of any such contractors are advertised.
Nominations: a number of positions need to be filled. **Action**: S. Moore will draft a list including brief descriptions and send to the executive for input prior to posting on the list.

6.3 **Membership & Conference Committees**
Membership: a meeting of the committee will be scheduled to review the institutional approval process. One institution is currently applying for membership.
Conference: there was a brief discussion about recruitment for the committee; this will be included in the call for volunteers.

7. **President’s Report**
J. Feist reported that the Gaming grant application was not submitted on time. A discussion followed about whether any anticipated gaming funding had been worked into the budget. She will contact the Financial Manager today and follow up with the contractors.
Other possible funding sources were discussed.

8. **Adjournment**
Meeting adjourned at 10:00 a.m.
Executive Committee Meeting
Minutes – 12 August 2009

Executive of the Archives Association of British Columbia
Location: teleconference

Present:
Jordana Feist, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large
Anthea Seles, Individual Member-at-Large

1. Approval of Agenda:
J. Feist called meeting to order at 9:07 a.m. The agenda was approved with one additional item in business arising.

2. Approval of Minutes of previous meeting
Minutes of the 8 July 2009 Executive meeting were approved.

3. Business Arising

3.1 PIPA Conference sponsorship
J. Morrison was contacted by the conference management company organising the 4th annual PIPA conference in Vancouver. Last year, an AABC logo and description were posted with those of other organisations in exchange for small promotion among our members of the conference. The executive agreed that we should repeat this exchange this year. Action: J. Morrison will follow up on setting this in place.

4. Vice-President and Programs Committee Report
The Vice-President’s report concentrated on ICA-AtoM related matters. She noted that the new domain is running, including the list-serve, and contractors’ emails. She also noted that K. Stewart’s upcoming workshop is full. There was a discussion about contractor financing for ICA-AtoM work.

4.1 Programs Committee recommendations to the Executive
- J. Johnston reported on a recent Programs Committee meeting. J. McMaster is drafting new policies for adding descriptions to MemoryBC, and will send them to the executive for approval in the fall. The committee is drafting a message to the membership regarding the MemoryBC implementation timeline, and descriptions.
- J. Johnston and J. Feist reported that there is an unexpected shortfall in funding of $12,500 that may affect the Education Archivist’s services. The
committee, in conjunction with the Finance Committee, recommends that the executive maintains the current contract with K. Stewart and utilizes workshop revenues and reserve funds as necessary, as well as revising the plan for upcoming site visits and travel funding, to make up the shortfall.

**Content Management system for aabc.ca**
- Now that the domain has been migrated, the AABC website also needs to be updated to current standards and to enable easier management and change. While it is planned to use an open-source content management system (Drupal), the migration should be handled professionally. Several companies have been recommended and estimates provided; the minimum funds necessary will be $15,000. A discussion followed regarding possible grant funding sources that might allow funding on this type of infrastructure project.

**AABC servers**
- The AABC servers at Cinemage will be shut down in late August. They will need to be wiped and disposed of. There was a discussion regarding various methods for this. **Action:** J. Johnston and J. Feist will plan further and make a decision.

5. **Treasurer and Finance Committee report**
L. Nobrega reported further on Finance/Programs committees discussion and planning regarding the funding shortfall and how EAS may be affected. A discussion followed regarding upcoming committee tasks and financial revision of the EAS plan.
The Membership Committee has been allocated a further $200, taken out of the executive expense account, to meet current meeting and teleconference needs.

6. **Committee and Program Reports**

6.1 **Communications (Newsletter/Regional Representatives/ PAAL)**
J. Morrison reported regarding the current state of recruitment for PAAL.

6.2 **Grants & Nominations Committees**
S. Moore reported that she received a very good response to the call for nominations – many committee positions were filled. The only remaining positions to be filled are regional representatives and on PAAL.
Grants: the committee budget requires a small increase to fund travel for a new member at NADP adjudication time.

6.3 **Membership & Conference Committees**
The Membership committee will meet next week. A. Seles will act in advisory capacity to the committee after the meeting has occurred.
Conference: further planning will begin after membership duties have decreased.

7. **President’s Report**
J. Feist had nothing further to report.
8. **Other Business**
   - **Action:** J. Morrison will arrange an AABC records appraisal event in Victoria to process and appraise AABC records held at BC Archives and those transferred in April from Vancouver.
   - **Action:** J. Johnston will draft a project proposal including outline and budget and job posting for indexing work that needs to be done for the official MemoryBC launch.

9. **Adjournment**
   Meeting adjourned at 10.40 a.m.
Executive Committee Meeting
Minutes – 8 September 2009

Executive of the Archives Association of British Columbia
Location: teleconference

Present:
Jordana Kerry, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large

Regrets:
Anthea Seles, Individual Member-at-Large

1. Approval of Agenda:
J. Johnston called meeting to order at 9.10 a.m. as the call to J. Kerry was delayed. The agenda was approved.

2. Approval of Minutes of August 12, 2009
Minutes of the August 12 Executive meeting were approved.

3. Vice-President and Programs Committee Report
J. Johnston reported that she will be taking over L. Wilson’s position on the BC Digitisation initiative.

4.1 Network – BCAUL/ICA-AtoM reporting
- The servers at Cinemage were shut off on August 28 and the executive approved via email the process and cost ($120) to wipe and recycle them. - The Indexer position has been posted on the listserv, and the work is expected to occur over the month of October.
- The Committee is reviewing the draft policies for MemoryBC and a draft communication for the listserv is almost ready to be approved.
- J. McMaster was very busy during August reviewing data on the servers and along with M. Hadley attended training for website updating with P. Van Garderen. M. Hadley’s contract will be revised to reflect the website work she has recently been tasked with.

Preservation reporting
There was nothing outstanding to report for Preservation – regular services continue.

Education reporting
An ICA-AtoM workshop may be delivered at the BCMA conference. K. Stewart conducted 5 site visits in the north.
4. **Treasurer and Finance Committee report**  
L. Nobrega reported that the first Barber funding and NADP funding for the year have been received. The notices to vendors on the Marketplace were given and the site will be updated as required.

5. **Committee and Program Reports**

6.1 **Communications (Newsletter/Regional Representatives/ PAAL)**  
J. Morrison had nothing new to report.

6.2 **Grants & Nominations Committees**  
S. Moore had nothing to report.

6.3 **Membership & Conference Committees**  
A. Seles reported via email that the Membership committee met on August 19th and discussed the institutional application process. The committee is going to review the application package and will re-issue renewal notices. A Conference committee meeting in September is anticipated.

6. **President's Report**
- J. Kerry reported that executive approval for the Artefactual hosting agreement is needed next week.
- A discussion was held about the Archives Marketplace and the need for more advertising from contractors throughout the province about the availability of their services.

7. **Adjournment**  
Meeting adjourned at 10:04 a.m.
Executive Committee Meeting
Minutes – 3 October 2009
Held in conjunction with Roundtable Meeting

Executive of the Archives Association of British Columbia
Location: Archives of the Roman Catholic Archdiocese
of Vancouver, 150 Robson St.

Present:
Jordana Kerry, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large
Anthea Seles, Individual Member-at-Large

4.1 Approval of Minutes of September 8, 2009
There were no suggested changes to the minutes but to provide further time to
review it was asked to forward anything to J. Morrison during the next week.

4.2 Vice-President and Programs Committee Report
J. Johnston did not have much to report that did not get discussed during the
roundtable portion of the meeting.
- Archives Marketplace: the contractor list was discussed in depth at the last
Programs Committee meeting. The need for this is strong; it would be a service to
members and the contractors who are members. It could be maintained even if not
posted online and provided to members upon request (posting online would conflict
with the Marketplace). Contractors would still be invited to place ads on the
marketplace. It was agreed that a message would be sent out via archives-bc and
arcan-l asking BC contractors to submit their names for a list of those available to
provide services in the province (including the notices that by sending AABC their
contact information, they will be contacted by AABC in the future and that the
AABC does not endorse them); the information to include name, contact, regions,
services available. S. Moore is willing to maintain the list. The Programs Committee
can send the email after the message and form are drafted.
- The Programs Committee is available to do more work; it was agreed that they
could draft the terms of the RFP or RFI for the content management software.

4.3 Treasurer and Finance Committee report
L. Nobrega reported on several matters:
- The AABC’s BC Historical Federation membership is due. Do we want to
maintain this – the fee is $75? It was agreed to maintain the membership.
- In early August, the Finance Committee made a number of recommendations in response to the Barber reduction with regards to the Education and Advisory Archivist’s work plan. A discussion followed confirming that the work plan has not been changed, and that $12,500 will be transferred into EAS from the Reserve Fund. - the Indexer position will be funded internally as an additional line under NETS.

4.4 Committee and Program Reports

4.4.1 Communications (Newsletter/Regional Representatives/ PAAL)
The official launch of MemoryBC is scheduled for the third week of November, Archives Week. It was discussed and approved by the executive to forgo the regular theme of Archives Week in favour of celebrating MemoryBC. Some ideas for celebrating the launch were brainstormed. It was determined that ideas should be passed by the Network Services Coordinator for feasibility. It was suggested that PAAL members could be involved in the planning.

4.4.2 Grants & Nominations Committees
Grants: The Executive agreed to not set a provincial priority for NADP again this year.
Nominations: M. Wallace is working on recruiting for the next executive and vacant positions.

4.4.3 Membership & Conference Committees
Conference: There is nothing new to report on the conference.
Membership: The committee has been very active. A meeting is scheduled for Oct. 4. At the August meeting it was determined to focus on institutional membership, including a revision of the application process/form.

4.5 President's Report
All matters were already covered in earlier discussion.

Further Business:
Discussion returned to electronic delivery of workshops, and advanced workshops; there was some discussion on the executive and members keeping abreast of technology.

Adjournment
Meeting adjourned at 3.16 p.m.
Executive Committee Meeting
Minutes – 10 November 2009

Present:
Jordana Kerry, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary

Regrets:
Shaunna Moore, Institutional Member-at-Large

1.0 Agenda
There were no changes to the agenda.

2.0 Approval of Minutes of October 3, 2009
There were no suggested changes to the minutes but to provide further time to review it was asked to forward anything to J. Morrison during the next week.

3.0 Business Arising
There was no business arising.

4.0 Vice-President and Programs Committee Report
J. Johnston reported on the CCA General Assembly and the Programs activities. She represented the AABC at the recent General Assembly. A brief report was sent to the executive, but she wanted to review 3 things: 1) that the CCA 25th anniversary is next year. Promotional material will be provided to provincial councils, and the annual meeting will be an extra day. We must confirm attendance by January 22nd. 2) The CCA plans to create an ad-hoc forum for provincial and territorial council presidents – more information will follow soon. 3) the BCA has asked other councils to provide them with codes of ethics. Do we have a provincial one?

Action: JM to search.

Network: ICA-AtoM rollout is underway. P. Van Garderen is doing updates: beta version will go live on 2 November and updates are ongoing. At the moment there are some minor difficulties in presentation. J. Johnston confirmed that the Network Co-ordinator will always be expected to vet descriptions. Policies and training for digitisation are anticipated to rollout one year from now, with the same timeline for the anticipated for MARC upgrade. J. Johnston will be attending the RAD Refresher/ICA-AtoM workshop next week.
M. Hadley completed the indexing contract, with 2,132 descriptions indexed. J. McMaster reported that she has had a good response to the repository information update invitation.

Education: K. Stewart has been researching web seminars. The digitisation workshop in Victoria was cancelled due to limited enrollment. She will use hours to look into webinars and teleconferences. (40 hours) Program Committee approves this. The SAA charges for webinars: $145 to $175 for members, $185 to $215 non-members. Teleconference contract with Telus has been signed; will only be billed as we use it.

J. Johnston mentioned two upcoming events at UBC to which the AABC has received invitations: a University Library function on Nov 24th (no-one can attend); and an InterPARES 10th anniversary reception (JJ, LN and JM will be there).

5.0 Treasurer and Finance Committee report
K. Blimkie brought forward a reminder about donations and tax receipts. J. Kerry to send reminder that donations are tax deductible on archives-BC.
K. Blimkie is going to re-do the budget tracking sheet for the Preservation Services and Education Advisory Services workshop development as the current one is outdated.

6.0 Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)
J. Morrison reported that a newsletter issue is in draft form. She has asked L. Pearse to draft a new editorial policy for the newsletter as there isn’t one fully formed in the old (draft) policy and procedures manual and none is posted on the website.

6.2 Grants & Nominations Committees
S. Moore reported via email as she could not attend the meeting. J. Morrison briefly reviewed the report for the executive.
Grants: institutional NADP applications are due the beginning of December. J. Kerry has last year’s service applications and will meet with J. Johnston to update and change for this year, and will inform S. Moore of the institutional allocation a.s.a.p.

6.3 Membership & Conference Committees
A. Seles has resigned her position. Membership and Conference chairs will be asked to report directly to the executive/ to another executive member. Conference decisions have to be approved by the executive. Action: JM to contact S. Romkey and contact J. Teasley re the conference - to find committee chair and work on conference format.

7.0 President’s Report
J. Kerry briefly reviewed the grants coming up – applications to do this month. A short discussion followed regarding planning and completing applications.
8.0 Adjournment
Meeting adjourned at 9.58 a.m.
Executive Committee Meeting
Minutes – 9 December 2009

Executive of the Archives Association of British Columbia
Location: teleconference

Present:
Jordana Kerry, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large

1. Approval of Agenda:
   J. Kerry called meeting to order at 9.03 a.m. The agenda was approved with no changes.

2. Approval of Minutes of 12 November 2009
   Minutes of the November Executive meeting were approved with one change to the Vice-President’s report.

3. Business Arising
   J. Kerry advised that she has created a wiki for the executive using a common open source software called BluWiki and hopes to finish setting it up soon.

4. Vice-President and Programs Committee Report
   J. Johnston reported on the preparation of the provincial NADP application. She has received proposals for the year’s work from K. Stewart and R. Hill and a synopsis from J. McMaster. She and J. Kerry met to review them and forwarded their suggestions to the Programs Committee; the Committee has met and made their recommendations for the contractors’ 2010-2011 workplans, which has been forwarded to the executive. J. Johnston asked the executive to discuss the recommendations today and reach a decision as soon as possible. The document includes an overview of each of the programs. She reviewed the major points of the document.
   a. P. Van Garderen is developing a tool to import in CSV format into ICA-AtoM from the various common databases used by the community. The Program Committee strongly recommends that the AABC provide some funding towards this tool.
   b. The total NADP envelope for the province is $117,112. She, J. Kerry, and the Programs Committee are recommending that approximately $76,000 be used for the programs this year, leaving approximately $40,000 for the community.
   J. Kerry asked S. Moore how this recommendation accords with the NADP applications received; this would not cover the applications received but the CSV
project will benefit the entire community and so is a worthy alternative to our usual level of community funding for one year. There was a discussion about drafting a letter to the community about limited funding this year. J. Johnston also reviewed the allocation expected for each program.

4.1 Each program’s menu was reviewed and discussed briefly. It was asked that the Finance committee review these recommendations and respond to the executive.

There was a discussion about the general funding priorities for the next year. While it had been hoped to focus on the AABC website, further improvements to MemoryBC/ICA-AtoM in the form of useability by the community is seen to be a higher priority.

5. Treasurer and Finance Committee Report
There was a short discussion about Barber funding and the conference planning budget. J. Kerry has asked K. Blimkie to renew the Directors’ liability insurance. L. Nobrega advised that the UBC awards have been processed.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)
J. Morrison reported that a newsletter edition has just been posted; she had nothing else to report.

6.2 Grants & Nominations Committees
Grants: S. Moore reported that the NADP adjudications will take place on January 8th.
Nominations: she will contact M. Wallace regarding filling the Individual Member-at-Large position for the next term. There was a short discussion of whether attendance at CCA General Assembly falls within the Institutional Member-at-Large responsibilities; it was determined that it should be as back-up or second to attend.

6.3 Membership & Conference Committees
J. Morrison reported on developments regarding the conference committee: J. Teasley has agreed to chair. Action: follow up with K. Blimkie to obtain budget breakdowns for previous conference(s), and make recommendations to executive.

7. President’s Report
J. Kerry reported that she is working on the MAP grant; the recommendations regarding the indexing project have been forwarded to P. Van Garderen.

8. Adjournment
Meeting adjourned at 10.10 a.m.
Executive Committee Meeting  
Minutes – 13 January 2010

Executive of the Archives Association of British Columbia  
Location: teleconference

Present:
Jordana Kerry, President  
Janine Johnston, Vice-President  
Linda Nobrega, Treasurer  
Jane Morrison, Secretary  
Shaunna Moore, Institutional Member-at-Large

1. Approval of Agenda:
J. Kerry called meeting to order at 10.30 a.m. The agenda was approved with no changes.

2. Approval of Minutes of 9 December 2009
Minutes of the December Executive meeting were approved with no changes.

3. Business Arising
There was no business arising.

4. Vice-President and Programs Committee Report
J. Johnston reported that the NADP application is almost completed and the Programs Committee will review it prior to the deadline of January 22nd. There will be a Committee meeting scheduled in the next few weeks.

4.1 Network – BCAUL/ICA-AtoM reporting
Planning for the funding of the Comma-Separated Values project (ICA-AtoM) is progressing, with the MAP application submitted and SFU and UVic willing to contribute funding. Other grant funding is being looked at as alternatives, including Barber. 7 new user IDs have been issued for MemoryBC, bringing the total to 14; 20 new descriptions have been added.

Preservation reporting
There was no BCAPS news to report.

Education reporting
The Telus conferencing feature has been successfully tested for MemoryBC training. K. Stewart will schedule remote training sessions.

5. Treasurer and Finance Committee report
L. Nobrega reported that she will have a draft 2010/11 budget by the next executive meeting.
There was a short discussion regarding workshop revenue shortfalls as reflected in the November financial statements. J. Morrison will advise L. Nobrega of when the audited financial statements are due for the AGM. There was a discussion about reaching out to other Heritage sector organisations to share our course offerings, beyond what is already done for this.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)
J. Kerry commended the Newsletter editor and committee for the excellent newsletter issues. J. Morrison had nothing further to report.

6.2 Grants & Nominations Committees
Grants: The Committee met last week, including K. Stewart by invitation for her role in answering questions about NADP institutional applications. There are three new members of the Committee this year. Eleven applications were received, down in number from last year. A number of the applications were ineligible; all of those eligible were funded, although one was funded by a reduced amount. S. Moore will compile a list of recommendations regarding the application form to CCA as in other years. There was a discussion regarding whether to offer a workshop (based in Vancouver) on writing NADP applications. Nominations: S. Moore will be in touch with M. Wallace in the next few weeks. A call will be sent on archives-bc.

6.3 Membership & Conference Committees
Conference: there was a discussion about the budget, planning for the conference, and committee membership and executive assistance. J. Morrison will discuss with the conference chair on the 15th of January. Membership: S. Romkey and the committee are drafting a communication regarding institutional membership reviews, that will be forwarded to the executive.

7. President’s Report
There was a discussion about the BCIT Archives closure.

8. Adjournment
Meeting adjourned at 11.29 a.m.
Executive of the Archives Association of British Columbia
Location: teleconference

Present:
Jordana Kerry, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary

Regrets:
Shaunna Moore, Institutional Member-at-Large

1. Approval of Agenda:
J. Kerry called meeting to order at 2.02 p.m. The agenda was approved with no changes.

2. Approval of Minutes of 13 January 2010
Minutes of the January Executive meeting were approved with one change in section 4.1 regarding funding sources.

3. Business Arising
There was no business arising.

4. Vice-President and Programs Committee Report
J. Johnston reported on Programs business. She requested that the executive forward recommendations regarding the recently drafted EAS policy documents by next week.

4.1 Network – BCAUL/ICA-AtoM reporting
MemoryBC statistics are showing a high volume of traffic.
J. McMaster will resign as Network Co-ordinator at the end of March; there was a discussion about filling the position.

Preservation reporting
There was no BCAPS news to report.

Education reporting
There was no BCEAS news to report.

5. Treasurer and Finance Committee report
L. Nobrega reported on the draft 2010-2011 budget which has been reviewed by K. Blinkie. The general and programs sheets have incorporated the contractors’ draft menus. There was a short discussion about the Barber funding budget line. There was a discussion about the BCANS budget, including ICA-AtoM and the CSV
There was a question about anticipated revenues from workshops to be delivered in 2010-2011. L. Nobrega asked J. Johnston to forward the budget portion of the NADP proposals to assist in the preparation of the final budget. The current ANS budget was discussed briefly, and the executive committee budget may be reduced.

It was agreed that the budget would stand as tentative until the next executive meeting, and that J. Johnston will solicit Programs Committee feedback on the three programs budgets before it is finalised.

A budget for the conference is needed prior to the next executive meeting.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

J. Morrison reported briefly on the potential FIPPA review submission (PAAL).

6.2 Grants & Nominations Committees

J. Morrison read S. Moore’s report.

Grants: there was nothing to report.

Nominations: some nominees for executive positions have been found but further nominees are needed for executive and committee positions. S. Moore asked executive members to forward any suggestions, prior to circulation of a call for volunteers.

6.3 Membership & Conference Committees

J. Morrison reported in the absence of an Individual Member-at-Large.

Membership: S. Romkey’s report on committee tasks was reviewed.

Conference: Planning for the mini-conference and AGM is progressing. The association should thank the Barber Centre for agreeing to host; J. Kerry to draft letter and forward to J. Johnston to review. J. Morrison will ask K. Blimkie for last year’s budget and forward.

7. President’s Report

J. Kerry had nothing further to report.

8. Adjournment

Meeting adjourned at 3.11 p.m.
Executive Committee Meeting
Minutes – 12 March 2010

Executive of the Archives Association of British Columbia
I.K. Barber Learning Centre, UBC

Present:
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large

Regrets:
Jordana Kerry, President

1. Approval of Agenda
J. Johnston called meeting to order at 5.50 p.m. The agenda was approved with the addition of an item of business arising.

2. Approval of Minutes of 11 February 2010
Minutes of the February Executive meeting were approved with one change to section 5.

3. Business Arising
3.1 Institutional Membership
There was a discussion regarding correspondence from an institution with lapsed institutional membership. The institution’s archivist has enquired about opportunities for a committee to investigate a particular issue. Barriers to NADP funding because of the requirement for institutional membership were discussed as well as the progress and requirements of the proposed membership review process. **Action:** J. Morrison to draft a response to the institution and propose that PAAL look into the issue alongside the institutional review process.

4. Vice-President and Programs Committee Report
4.1 Network – MemoryBC reporting
J. McMaster will complete her contract at the end of the month. The application deadline for the position is the 15th - some applications have been received and more are expected. There are some funds left in the ANS budget and there was a short discussion whether they would need to be used for training.

**Preservation and Education reporting**
The April 15 and 16th workshop “Managing a Digitization Program” is almost full with further registrations anticipated.
If the ANS funds are not fully used, there are potential ANS and EAS expenses to which they could be transferred.

5. **Treasurer and Finance Committee report**
   L. Nobrega reported on drafting of the 2010-2011 budget. There was discussion about aspects of the Programs budget, including funding travel for the new ANS coordinator, and workshop materials costs. There was a discussion about the conference budget and J. Johnston provided an updated budget sheet. Lunch costs and resourcing of speakers gifts were discussed.

6. **Committee and Program Reports**

   6.1 **Communications (Newsletter/Regional Representatives/ PAAL)**
   J. Morrison had nothing to report regarding Regional Representatives. There are still two vacancies and these will be included in the upcoming volunteer recruitment email.
   See item 3 for a discussion involving PAAL.
   Another newsletter edition was released last week; there was a discussion regarding developing editorial policy about advertising, sponsorship, and the archives marketplace.

   6.2 **Grants & Nominations Committees**
   S. Moore had nothing to report regarding the Grants Committee.
   Nominations: the Secretary and Vice-President positions remain with no nominations received to date. J. Johnston has drafted a V-P job description; J. Morrison to draft Secretary position description.

   6.3 **Membership & Conference Committees**
   J. Morrison reported on the Membership Committee’s drafting of the 5-year institutional review form. She will forward it to the rest of the executive for feedback and suggestions. It was suggested that it is important that the review be transparent, its criteria be very clear, and that its rationale be explained. It was agreed that for the Membership Committee, having an updated terms of reference for committee members would be helpful.
   Conference: nothing further to report beyond budget discussion above.

7. **President's Report**
   J. Kerry was unable to attend the meeting.

8. **Adjournment**
   Meeting adjourned at 7 p.m.