

Executive Committee Meeting Minutes – 6 April 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

Regrets:

Shaunna Moore, Institutional Member-at-Large

1. Approval of Agenda:

J. Kerry called meeting to order at 2.18 p.m. The agenda was approved.

2. Approval of Minutes of 12 March 2010

Minutes of the March Executive meeting were approved.

3. Business Arising

There was no business arising.

4. Vice-President and Programs Committee Report

J. Johnston reported that the Managing a Digitisation Program Workshop on April 15-16 is full, with 30 participants. She read a letter of feedback regarding the Oral History distance education course delivered last spring, from an out-of-province attendee, commenting on what an excellent and well-crafted course it was.

Further Programs reporting focussed on the renewal of contracts. The Financial Manager's contract has increased \$600 this year because of HST-related costs. She is paid by sum not hours.

4.1 Network reporting

David Mattison has been hired as the new Archival Network Services co-ordinator. His contract involves no HST or GST because of a lower number of hours; there are some savings anticipated from the new contract that may be directed to the Preservation contract instead.

The web administrator has proposed an increase in contract hours; there was a discussion regarding this resulting in a decision that an increase in hours would not be possible and to offer the current contract again.

J. Johnston proposed that the 2010 Roundtable meeting be moved to earlier in the year, as it would be beneficial to the Services budgets to have any planning

determined earlier in the year. There was agreement that the meeting should be held in May or June if possible.

5. Treasurer and Finance Committee report

There was a discussion about the annual allocation of Barber funding. L. Nobrega reported that the 2008-09 Financial statements are finished and submitted for the AGM. She is working on the final version of the 2010-11 budget and on revising the tracking forms for the contractors. J. Johnston noted that due to the HST implementation in July, the number of hours in the contracts is approximate rather than specific as before.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

J. Morrison noted that a volunteer or volunteers were needed for each part of the portfolio.

6.2 Grants & Nominations Committees

Grants: S. Moore was unable to attend the meeting.

Nominations: there was a discussion about the lack of a volunteer for the Vice-President position. J. Morrison will follow up with S. Moore.

6.3 Membership & Conference Committees

Membership: J. Morrison had nothing new to report.

Conference: J. Johnston reported that the registration for the conference is at 38. Artefactual Systems has made a donation to the conference. There was a short discussion about speakers' gifts.

7. President's Report

J. Kerry had nothing further to report.

8. Adjournment

Meeting adjourned at 3.20 p.m.



Executive Committee Meeting Minutes – 19 May 2010

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

Janine Johnston, President
Jane Morrison, Vice-President
Linda Nobrega, Treasurer
Jennifer Pecho, Secretary
Peter Johnson, Institutional Member-at-Large
Corinne Rogers, Individual Member-at-Large

1. Approval of Agenda:

J. Johnston called meeting to order at 1:36. The agenda was approved.

2. Approval of Minutes of 6 April 2010 meeting:

Minutes of the April Executive meeting were approved.

3. Business Arising

J. Morrison reported that Lisa Snider has accepted the job of web administrator.

3.1 Annual Roundtable Meeting

J. Pecho reported that the date for the annual Roundtable Meeting was set for June 26, 2010. Possible locations for the meeting were discussed. P. Johnson offered the use of the Surrey archives. A decision was made to have the next executive meeting after the roundtable meeting.

J. Johnston asked L. Nobrega about the new tracking forms for contractors which would likely be sent to contractors by the end of May and discussed the possibility of using the forms before the roundtable so they could be discussed there.

J. Morrison suggested that Lisa Snider should be invited to the roundtable meeting.

On the subject of Lisa, J. Johnston reported that Peter Van Garderen could not train her until mid-June and wondered whether her start date should be moved.

4. Vice-President and Programs Committee Report

ANS: David Mattison has reported that the transition from Janet to himself went smoothly. He received 3 hours of training from Peter Van Garderen and Evelyn McLellan on April 16th. He also reported that Memory BC now has 37 contributors and 183 repositories. J. Morrison reported on the availability of statistics for Memory-BC and AABC website for August 2009-April 2010 and that it is now possible to identify the number of unique visitors to the sites. There was a brief discussion regarding the possibility of finding money for a new website and it was determined that the discussion be held for the roundtable meeting.

EAS: Kelly Stewart will liaise with the membership chair regarding training members on Memory-BC. Site visits planning for the year is underway.

APS: J. Morrison reported on a letter from the Richmond Archives commending Rosaleen Hill for her help and work after a flood in the archives.

5. Treasurer and Finance Committee Report

L. Nobrega reported that the proposed budget had not yet been formally approved but that she would distribute over email and the executive committee members could approve it via email as well.

5.1 Publishing Financial Statements/Budget

With regard to a proposal at the AGM that the AABC budgets for last and this year be published, L. Nobrega and the committee agreed that the 2009/2010 financial statements could be published once audited and the 2010/2011 budget could be published once approved. The possibility of publishing them in the newsletter was discussed, as was distribution on the Archives BC listserv.

L. Nobrega reported that discussion of tracking forms could be deferred to the roundtable meeting. It was agreed that the forms should be sent by the contractors to both L. Nobrega and J. Morrison. The need for a policy on how contractors use hours and when was also discussed.

6. Committee and Program Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

J. Pecho reported on the concerns brought forward by Leah Pearse with regard to the May edition of the newsletter which was currently without enough submissions for publication. The committee discussed various solutions including executive submissions, submissions from AGM and conference presenters and photographs. J. Pecho also reported on the appointment of Harrison Inefuku as the new technical editor of the newsletter.

6.2 Grants & Nominations Committees

Grants: P. Johnson reported that 4 members of the committee were staying while 3 were leaving. A discussion followed about possible members. L. Nobrega noted that the by-laws stated the need for 4 institutional and 2 individual members.

Nominations: P. Johnson had nothing new to report.

6.3 Membership & Conference Committees

Membership: C. Rogers had nothing new to report.

J. Morrison noted that the membership committee needed new terms of reference and guidelines and suggested soliciting ideas from individuals involved with membership in recent years.

Conference: J. Johnston recommended that C. Rogers check with Jill Teasley regarding the Conference Committee chair and membership. Jill is continuing on as Chair.

7. President's Report

J. Johnston reported that all NADP and Irving K. Barber applications had been submitted by April 30th. She also reported that tentative approval had been received for grants. She noted that the AABC had not sent out a call for donation request for the UBC Scholarship fund. J. Morrison suggested finding previous emails, and creating a draft request which would be sent to J. Morrison and L. Nobrega and then to the rest of the executive for approval and finally to the membership.

J. Johnston noted that J. Morrison would attend the Council of Presidents' meeting held at the ACA Conference in her stead and provide a brief report consisting of the overview of the year end conference report.

J. Johnston will attend the SLAIS graduation on May 27, and provide a digitization update at the June 15 digitization coalition meeting.

8. Adjournment

Meeting adjourned at 2:48 pm.

Next Meetings

June 26, 2010

To be scheduled



**Executive Committee Meeting
Minutes
Held immediately following the Roundtable Meeting**

**Saturday 26 June 2010
Location Surrey Archives
17671 - 56 Avenue Surrey, British Columbia**

Present:

Janine Johnston, President
Jane Morrison, Vice-President
Linda Nobrega, Treasurer
Jennifer Pecho, Secretary
Peter Johnson, Institutional Member-at-Large
Corinne Rogers, Individual Member-at-Large

6.1. Approval of Minutes of May 19, 2010

Changes to the minutes were suggested and J. Pecho will re-submit to the Committee for approval.

6.2 Vice-President's Report

J. Morrison reported on meetings attending while at the ACA conference. Her report to the ACA Council of Presidents focused on ICA-Atom. The ICA-Atom meeting involved discussion of the ongoing costs involved in migration and training. J. Johnston said she would forward the Contractors and Program Committee cost documentation information about the transition to ICA-Atom.

6.3 Treasurer's Report

L. Nobrega revisited the issue of financing the re-development of the website. The possibility of using money from the reserve fund for the contract as well as applying to for NADP or Irving K. Barber funding were discussed.

It was suggested that the Program Committee should be prepared to submit an RFP by August 1st.

L. Nobrega had a question regarding the conflation of the conference and workshop budgets in April as seen on the financial statement. It was determined that sponsorship had been provided for the conference only.

J. M. suggested that terms of reference were necessary for the conference.

6.4 Committee and Program Reports

6.4.1 Communications (Newsletter/Regional Representatives/ PAAL)

J. Pecho reported that the spring newsletter had been postponed given the lack of submissions received.

She also reported that Krista Blaisdell from EBSCO had expressed interest in having the newsletter published on their database. It was suggested that she consult with L. Snider regarding this possibility and forward further information to the committee for perusal.

6.4.2 Grants & Nominations Committees

Grants: P. Johnson discussed possible members for the committee and reported that he would participate in judging the awarding of the Terry Reksten Fund.

Nominations: No new business.

6.4.3 Conference Committees

Conference: No new business.

6.5 President's Report

J. Johnston reported on some next steps including meeting with Peter Van Garderen, strategic planning in August and the possibility of using a Wiki to exchange and provide access to pertinent records.

Adjournment

Meeting adjourned at 4:10 p.m.

Next Meetings:

20 August 2010,

24 September 2010



Executive Committee Meeting Minutes

Thursday July 22 2010
By teleconference

Present:

Janine Johnston, President
Jane Morrison, Vice-President
Linda Nobrega, Treasurer
Peter Johnson, Institutional Member-at-Large

1. Approval of Agenda

Agenda was approved.

2. Approval of Minutes of June 26, 2010

J. Johnston had a question regarding the minutes for which a correction was determined and will be approved via email.

3. Business Arising

There was no business arising.

4. Vice-President's Report

J. Morrison reported on recent services activities.

ANS: Activity report for June was reviewed briefly. As of June 25, L. Snider has fully taken over web administrator duties. There was a discussion about the process of ANS co-ordinator reviewing item-level descriptions submitted to MemoryBC regarding whether this process can be streamlined or automated in part. As a policy and perhaps software matter this will require future discussion.

J. Johnston asked the Programs Committee to discuss it further.

EAS and APS: there was no significant activity.

J. Johnston reported in relation to Programs activity that Artefactual has determined that the availability of the digital upload functionality in release 1.0.9 of ICA-AtoM will be next spring. A discussion followed regarding EAS service needs and workshop delivery in the next two years.

5. Treasurer and Finance Committee Report

L. Nobrega had little to report. She confirmed that the contractors are using the new financial and activity tracking forms developed this spring. It was confirmed that the 2010-11 budget was approved via email.

- 6. Committee and Programs Reports**
 - 6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
J.Pecho sent regrets and had nothing to report
 - 6.2 Grants & Nominations Committees
Grants: the Terry Reksten award has been judged – there were three entries and the recipient of the award will be Chase Archives for oral histories and related photographs digitization. Three candidates for the Grants Committee vacancies have been found; the executive agreed they would all make excellent committee members.
Nominations: no activity to report. It is planned to begin work in September. There was a short discussion regarding a possible need for nominations committee members and it was determined that this is not likely necessary.
 - 6.3 Membership & Conference Committees
C. Rogers sent her regrets and had nothing to report. J. Morrison reported that she had been approached by ARMA Vancouver Island regarding a potential joint conference.
- 7. President's Report**

J. Johnston reported briefly on the SLAIS scholarship funds and a discussion about donations by executive members followed. She encouraged all executive members to donate to the fund.
Two of the NADP final contracts have been received from the CCA and signed. The third and the contract for the CSV project are expected next week.
- 8. Adjournment**

Meeting adjourned at 4.43 p.m.

Next Meeting:

27 August 2010
24 September 2010



Executive Committee Meeting Minutes

Friday August 27, 2010
By teleconference

Present:

Janine Johnston, President
Jane Morrison, Vice-President
Jennifer Pecho, Secretary
Peter Johnson, Institutional Member-at-Large
Corinne Rogers, Individual Member-at-Large

1. Approval of Agenda

Agenda was approved.

2. Approval of Minutes of July 22, 2010

Minutes were approved.

3. Business Arising

There was no business arising.

4. Vice-President's Report

J. Morrison reported on recent programs activities.

ANS: Activity report for July was reviewed which included discussion of the ease of revising descriptions using MemoryBC.

APS: Rosaleen Hill is working on the preparation for the new graphic material workshop.

EAS: The Introduction to Archival Practice workshop is now full. There was a discussion about potential delivery of ICA-AtoM training in other provinces in the next two years.

J. Morrison requested feedback for the website RFP by Friday September 3 if possible. J. Johnston thanked the Programs Committee for their efforts on the website RFP.

5. Treasurer and Finance Committee Report

L. Nobrega sent regrets and had nothing to report.

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

J.Pecho reported that Lisa Snider has reviewed the EBSCo Licensing Agreement and saw no conflict in licensing the newsletter to EBSCo. It was decided that J. Pecho would send the agreement to the rest of the Executive for feedback. Leah Pearse will send out a submission request for the October newsletter deadline in September. She also plans to work on a submission policy this fall.

6.2 Grants & Nominations Committees

Grants: P. Johnson reported that the committee membership is now complete and a full membership list would be circulated to members in September. He will post a reminder for only full institutional members to apply for NADP funding to Archives-bc in September.

Nominations: no activity to report. There was a short discussion regarding gaps in the membership of the committee.

6.3 Membership & Conference Committees

Membership committee: C. Rogers reported that Royal Roads is being recommended for membership to the Executive. They have successfully completed their application. A discussion ensued regarding this application and it was agreed that the Executive would approve the membership. The committee was waiting for points of clarification from another institution and then would likely be recommending approval.

Conference committee: C. Rogers reported that the SLAIS Anniversary Committee supports the scheduling of the AABC conference on the same weekend as the SLAIS Anniversary celebrations (the weekend of April 27). She reported that the Dodson and Lillooet Rooms at the Irving K. Barber Centre are free on these dates. The Executive agreed to the rooms being booked. A brief discussion took place regarding the location of the 2012 conference and the possibility of billeting out-of-town attendees of the conference.

C. Rogers also reported that the committee would attempt to have a call for proposals out in mid-September.

7. President's Report

J. Johnston reported briefly on an item missing from the year's budget and that the Artefactual fee for hosting MemoryBC would be included in the ANS budget.

She also reported that hosting MemoryBC should be included in the RFP for the website as Artefactual will not continue to host.

When final cheques from the CCA are received, J. Johnston will contact Peter Van Garderen regarding projects.

8. Adjournment

Meeting adjourned at 3:47 p.m.

Next Meeting:

24 September 2010



Executive Committee Meeting Minutes

Friday September 24, 2010
By teleconference

Present:

Janine Johnston, President
Jane Morrison, Vice-President
Jennifer Pecho, Secretary
Linda Nobrega, Treasurer
Peter Johnson, Institutional Member-at-Large
Corinne Rogers, Individual Member-at-Large

1. Approval of Agenda

Agenda was approved.

2. Approval of Minutes of August 27, 2010

Minutes were approved.

3. Business Arising

J. Morrison suggested that Executive meetings be held earlier in the month to correspond with the reports from the various committees. It was agreed by all.

4. Vice-President's Report

J. Morrison reported on recent programs activities.

ANS: Activity report for August was reviewed which included a discussion of the introduction of the ICA-Atom 1.0.9. The need to follow up on some usability issues was discussed. J. Johnston noted that there was no longer a link back to the AABC homepage on MemoryBC.

APS: No new business to report.

EAS: Kelly Stewart is preparing for site visits to Haida Gwaii where she will work with First Nations archives and Prince Rupert where she will attend a regional archival meeting.

J. Johnston asked that Rosaleen Hill and Kelly Stewart both submit an outline of regions they have visited in the past 5 years to ensure that services were being distributed throughout the province.

A discussion of budget items and Irving K. Barber funding took place. The website RFP deadline dates were also discussed. It was decided that two proposed timelines for completion of the website would be sent to David Mattison and Lisa Snider for their advice on which would be more feasible.

5. Treasurer and Finance Committee Report

A brief discussion of the monthly financial statement and the budget took place including a discussion that hosting MemoryBC should fit in the ANS budget. After a brief discussion of funding for the website redesign, it was decided that a joint Finance/Programs meeting should take place. J. Johnston will attend if possible. L. Nobrega noted that she would send Leah Pearse an email about including the budget and financial statements in the next newsletter.

6. Committee and Programs Reports

- 6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
The Executive decided that due to copyright issues, the AABC would not enter into a licensing agreement with EBSCO.
It was decided that copyright should be written into the new submission policy. J. Pecho will look at other submission and copyright policies and report back.
- 6.2 Grants & Nominations Committees
Grants: P. Johnson reported on a possible new funding opportunity which, if proven open to AABC members will be forwarded to Lisa Snider to post on the website.
Nominations: P. Johnson reported that Melanie Wallace will continue in her role on the committee. It was decided that a call for new Executive members should be made to Archives-bc.
- 6.3 Membership & Conference Committees
Membership: C. Rogers reported that the committee was meeting on Sunday September 29, and would review suggested edits and updates to the guidelines issues to organizations applying for membership.
Conference: The call for papers is out and the committee is getting inquiries. The location is confirmed as the Barber Centre where two rooms are booked for four days: April 27-30. The Conference Committee will coordinate with the SLAIS Anniversary celebrations. Kelly Stewart and Rosaleen Hill will hold a two-day pre-conference workshop on Graphic and Photographic Media. The committee is discussing to whom invitations to present will be sent in addition to the call for papers. Another meeting is scheduled for the first week of October.

7. President's Report

J. Johnston reported that all expected funding had been received from NADP and Barber. Possible photographs for the AABC Banner funded by the CCA were discussed.

Data migration will happen between January and March. The cost of the project is higher than it appeared on the budget. J. Johnston is currently drafting a statement of work, and a scope statement for the project as a whole.

J. Johnston also reported that Lara Wilson is going to attend the CCA General Assembly for the AABC and that she would draft a report for Lara to give. She also reported that hosting MemoryBC should be included in the RFP for the website as Artefactual will not continue to host.

When final cheques from the CCA are received, J. Johnston will contact Peter Van Garderen regarding projects.

8. Adjournment

Meeting adjourned at 2:49 p.m.

Next Meeting:

To be scheduled.



Executive Committee Meeting Minutes

Wednesday October 27, 2010
By teleconference

Present:

Janine Johnston, President
Jane Morrison, Vice-President
Jennifer Pecho, Secretary
Linda Nobrega, Treasurer
Peter Johnson, Institutional Member-at-Large
Corinne Rogers, Individual Member-at-Large

1. Approval of Agenda

Agenda was approved. (Please note that the agenda was changed during the meeting to accommodate the schedules of participants.)

2. Approval of Minutes of September 24, 2010

J. Morrison suggested changes to the minutes. J. Pecho will revise and submit for approval.

3. Vice-President's Report

J. Morrison reported on recent programs activities.

ANS: A discussion took place regarding ANS funding.

APS: Rosaleen Hill will conduct site visits in the Okanagan.

EAS: Site visits are ongoing.

3.1 Report on Library and Archives Canada Stakeholders Meeting

J. Morrison gave a report on her attendance at the meeting designed as a consultation forum to discuss LAC's relationship with the archival and historical communities and organizations in Canada and directions for the future.

LAC is looking for input on a pan-Canadian documentary heritage network. They discussed plans for the Trusted Digital Repository, for resource discovery and access services and other “projects of common interest” to the heritage communities in Canada.

J. Morrison also attended the CCA 25th Anniversary Celebration where the AABC banner featuring a photograph from the Jewish Museum and Archives was on display.

4. Committee and Programs Reports

- 4.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
J. Pecho reported that she had no luck identifying existing submission and copyright policies for newsletters like the AABC newsletter and reported that she had contacted several organizations directly in hopes of getting more information.
It was decided that Archives Week would take place this year from November 14th – 20th to coincide with Douglas Day. In addition, the decision was made to follow the Museum community's theme of "Looking Ahead Together."
- 4.2 Grants & Nominations Committees
Grants: P. Johnson reported that the Endangered Archives funding is available in Canada and for researchers working on archives fitting the criteria here or abroad. That information would be posted to the AABC website by Lisa Snider.
A discussion took place regarding the CCA deadlines for application for NADP funding. Some concerns were raised regarding the short time between applications being made available and submission deadlines. P. Johnson will draft a letter to send to J. Johnston to alert to the archival community in BC to the necessity to start planning applications.
Nominations: P. Johnson reported that the committee would make appeals on Archives-bc and the BCMA listservs for Executive Committee member nominees.
J. Johnston discussed putting out a call on the Archives-bc, BCMA and BCLA listservs for descriptions for the AABC contractors list.
- 4.3 Membership & Conference Committees
Conference: C. Rogers reported that Alex Allen has joined the committee to help coordinate and that the committee is making progress with regard to speaker ideas.
J. Morrison reminded the group that the Conference Committee needs to communicate with the Executive Committee regarding approval of budget and programming decisions.
C. Rogers discussed the need to create a workflow for the Conference. A short discussion took place regarding the existence of Conference Committee records from earlier years.
Membership: The committee was currently formulating recommendations for an institution to complete its application. Several other applications are being considered.
Sarah Romkey is working on recommendations for a new application process.

5. **Treasurer and Finance Committee Report**

A brief discussion about the financial statements, including ANS funding and how to refer to the "data-migration project" took place.
A joint Programs and Finance Committee meeting is scheduled for November 11.
L. Nobrega pointed to the need for EAS and APS reporting to determine if the AABC workshops are profitable.
L. Nobrega also reported that she would send financial statements and budget to Leah Pearse for inclusion in the fall newsletter.

6. President's Report

J. Johnston reported on the beta-testing funding for ICA-Atom. NADP and Barber funding will pay for data-migration project with in-kind funding from Artefactual. J. Johnston also reported that she and Peter van Garderen would draft a statement of work when he returned from being away.

A meeting will take place with Mimi Lam and Simon Neame from the Irving K. Barber Centre and R. Hill, K. Stewart and J. Johnston to ensure collaboration and no duplication of efforts between the AABC and the Barber Centre initiatives.

J. Johnston also reported that Kathy Bossart from the Constitution and By-laws committee was available to help other committees and asked J. Pecho to contact PAAL and P. Johnson to contact Grants to see if additional help was needed.

J. Johnston also suggested that Kathy could look into term limits for Executive members.

7. Business Arising

7.1 It was decided than an in-person Executive Meeting would take place on Wednesday, November 17th at 7:30 pm at the Archdiocese of Vancouver.

8. Adjournment

Meeting adjourned at 3:07 p.m.

Next Meeting:

November 17, 7:30 pm

December 8, 1:30 pm

January 6, 2:30 pm



Executive Committee Meeting Minutes

**Wednesday November 17, 2010
150 Robson St., Vancouver, BC**

Present:

Janine Johnston, President
Jane Morrison, Vice-President
Jennifer Pecho, Secretary
Linda Nobrega, Treasurer
Peter Johnson, Institutional Member-at-Large
Corinne Rogers, Individual Member-at-Large

1. Approval of Agenda

Agenda was approved.

2. Approval of Minutes of September 24, 2010

Some changes were suggested changes to the minutes. Other changes were to be sent via email. J. Pecho will revise and submit for approval.

3. Business Arising

There was no business arising.

4. Vice-President's Report

J. Morrison reported on recent programs activities.

ANS: A discussion took place regarding ANS funding.

APS: Rosaleen Hill has conducted all her site visits in the Okanagan which went well. She is now planning for next year.

EAS: The Managing Archival Photographs distance education course is available for registration.

J. Johnston asked that J. Morrison ask the contractors for their menus of what they are willing and able to do next year.

J. Morrison reported on the joint meeting of the Programs and Finance committees that took place on Nov. 11 which included a further discussion of ANS funding and funding for the data migration and website projects and a discussion of changes to the contract for the Website Administrator.

The Executive Committee voted in favour of a 5% rate increase to the base pay for contractors across the board.

5. Treasurer and Finance Committee Report

L. Nobrega had little new business to report beyond what had been discussed regarding the joint Finance/Programs meeting.
She will begin work on next year's budget.

6. Committee and Programs Reports

- 6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
J. Pecho began a discussion regarding the allocation of responsibility for Archives Week in future years. A discussion took place regarding what committee and executive representative should be responsible for Archives Week initiatives.
P. Johnson reminded the Executive that Archives Week had begun as an endeavour to help strengthen the connection between local archives and their surrounding communities.
J. Pecho also reported that a decision had been made to post the audited financial statements and budget online and to include the link in the AABC Newsletter. It was decided that the financial statements but not the budget would be posted online. J. Pecho would contact Leah Pearse and Lisa Snider to that effect.
A short discussion took place regarding the planned submission policy for the newsletter.
- 6.2 Grants & Nominations Committees
Grants:
P. Johnson reported that the CCA had produced a time table for NADP procedures, beginning with the release of the new NADP applications and guidelines on December 13, 2010 with a return of adjudicated applications to the CCA by February 11, 2011.
Both P. Johnson and J. Johnston expressed concern with the deadlines in a letter sent to the CCA.
The CCA advised that applicants could use the previous year's application as a guide for their applications this year and could send electronic copies of their application to provincial councils.
P. Johnson will send a reminder to Archives-bc on December 7th regarding the NADP applications.
The Grants Committee will meet in Surrey to adjudicate on January 29, 2011.
Nominations:
P. Johnson reported that despite the appeals on Archives-bc and the BCMA listservs for Executive Committee member nominees there had been none. J. Johnston and J. Morrison made several recommendations of people to contact.
It was confirmed that suggestions for the contractors list should be sent to P. Johnson.
- 6.3 Membership & Conference Committees
Conference:
C. Rogers reported that Jill Teasley has stepped down as committee chair. Plans for the conference are going ahead to coincide with the SLAIS Anniversary celebrations but there is no overlap between the two events. The Archivematica workshop is to be confirmed for April 28th and the cost needs to be checked with Peter van Garderen.

The committee has thus far received one session proposal and one poster proposal.

A discussion took place regarding the budget including the responsibility of the Executive to approve budget and general conference decisions.

It was decided that approved details should be sent to Lisa Snider to post on the website.

Membership:

C. Rogers reported that the committee is recommending Royal Roads University and Vancouver Holocaust Education Centre for full institutional membership. The Executive approved the recommendation.

They are still awaiting documentation from another institution and one institution has been asked to reapply for full institutional membership in the future when they are able to provide the requisite documentation. It has been recommended they apply for Associate Institutional membership in the meantime.

Sarah Romkey has followed up with institutions who owed their membership fees and one has declined further membership due to financial concerns. She is hoping to draft a new application by the New Year and will be stepping down as committee chair after this year.

7. President's Report

J. Johnston asked that by January's Executive meeting all members provide a draft document of their roles and responsibilities, their roles with regard to their committees, as well as the roles and responsibilities of the committees themselves. She reminded the Executive of her meeting with representatives from the Barber Centre on November 22nd which would include discussion of the development of a 5 day workshop on digitization.

J. Johnston will send out a reminder to Archives-bc regarding AABC scholarship fund donations.

8. Adjournment

Meeting adjourned at 9:20 p.m.

Next Meetings:

December 8, 1:30 pm

January 6, 2:30 pm



Executive Committee Meeting Minutes

Wednesday December 8, 2010
By teleconference

Present:

Janine Johnston, President
Jane Morrison, Vice-President
Jennifer Pecho, Secretary
Peter Johnson, Institutional Member-at-Large
Corinne Rogers, Individual Member-at-Large

Regrets:

Linda Nobrega, Treasurer

1. Approval of Agenda

Agenda was approved.

2. Approval of Minutes of November 17, 2010

One change was suggested to the minutes. J. Pecho will circulate for approval by email.

3. Business Arising

J. Morrison asked if any donations to the AABC Scholarship funds had been received after the call to the listservs. J. Johnston reported that she had not heard of any but would check with Karen Blimkie.

4. Vice-President's Report

J. Morrison reported on recent programs activities.

ANS: Repository profiles are currently being updated. A discussion took place regarding the ANS contract which will be revised for 2011. J. Johnston will follow up with David Mattison.

A similar discussion took place regarding the Website Administrator's contract.

APS: There was nothing new to report.

EAS: J. Morrison reported that Rosaleen Hill and Kelly Stewart had both submitted their menus for next year. The Programs Committee will meet to discuss funding their services for 2011 and a general discussion took place regarding funding sources for contractor services. It was agreed by the Executive that NADP funding would be used for the new AABC website and the AABC reserve funds would be used to augment the budget for Contract Services.

A brief discussion took place regarding funding/budgets for out-of-province workshops given by Kelly Stewart and Rosaleen Hill.

5. Treasurer and Finance Committee Report

L. Nobrega was absent so there was nothing new to report.

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
J. Pecho reported that the AABC Fall Newsletter was complete and had been submitted to the Executive for approval. A discussion took place regarding the need for both an editorial and a submission policy to be worked on in 2011. Leah Pearse and her team were congratulated for their work.

6.2 Grants & Nominations Committees

Grants:

P. Johnson reported that an updated list of institutional members from Sarah Romkey had been forwarded to Lisa Snider to be posted on the website. C. Rogers confirmed that Royal Roads and the Vancouver Holocaust Information Center should be added to the list.

P. Johnson also reported that the website had been updated with regard to NADP application process, including the need to submit a signature copy of the electronic application by the 21st of January, 2011. He also reported that he would send out a further reminder of deadlines before December 13th and that he would attend an adjudication meeting on December 16th at which points of concern would be brought forward including the length of the scoring sheet.

NADP funding is still awaiting ministerial approval in early 2011.

Nominations:

A discussion took place regarding possible Executive Committee member nominees.

6.3 Membership & Conference Committees

Conference:

C. Rogers asked for input from the Executive on several points.

She reported that with regard to the AGM, it would need to be held on Friday afternoon in order not to compete with the SLAIS open house on Saturday. J. Johnston began a discussion regarding planning a pub-night or some incentive to encourage people to stay for the AGM and offered her services to help find sponsorships.

A discussion took place regarding the fee for the conference with different prices discussed for students and early registrants. A suggestion was made that the fee for registration on the day should be raised to compensate for logistical difficulties.

It was advised that the committee should speak to Kelly Stewart regarding opening registration which would coincide with registration for the AABC workshop. It was confirmed that the Archivematica workshop was included in the registration fee but could not be attended without registration.

It was decided that revisions of the conference budget would be sent to the Executive for comment and approval and that the committee could feel free to send information to Lisa Snider for the website as it was approved.

Membership:
C. Rogers had nothing new to report

7. President's Report

J. Johnston reported on the necessity of deciding how many individuals can register at the institutional rate. It was agreed that there could be 3 participants and that this would be added to the EAS policies and procedures and made clear on the website. J. Johnston asked that the draft documentation of the roles and responsibilities of the Executive, their roles with regard to their committees, as well as the roles and responsibilities of the committees themselves be submitted by the February Executive meeting.

She also reported that the November 22nd meeting at the Barber Center went well and that the Barber Centre representatives were very interested in the 5 day digitization institute and have requested a draft report which will be circulated. Kelly Stewart and Rosaleen Hill have also been invited to attend the BC Digitization Coalition Meeting.

Interim reports on NADP are due on December 17th. J. Johnston is working on that and will submit to Programs Committee for review.

J. Johnston also reported that the invoices have been delivered for the Data Migration project and funding is committed by all the parties involved.

8. Adjournment

Meeting adjourned at 2:34 p.m.

Next Meetings:

January 6, 2:30 pm



Executive Committee Meeting Minutes

Thursday January 6, 2011
By teleconference

Present:

Janine Johnston, President
Jane Morrison, Vice-President
Linda Nobrega, Treasurer
Jennifer Pecho, Secretary
Peter Johnson, Institutional Member-at-Large

Regrets:

Corinne Rogers, Individual Member-at-Large

1. Approval of Agenda

Consultation on FIPPA changes was added after the President's Report.

2. Approval of Minutes of December 8, 2010

One change was suggested to the minutes. J. Pecho will circulate for approval by email.

3. Business Arising

There was no business arising.

4. Vice-President's Report

J. Morrison reported on recent programs activities.

ANS: The coordinator reports that the total number of descriptions has decreased by 43 records whether from deletion or data migration due to the upgrade to ICA-AtoM 1.1. There is no audit function in MemoryBC that determines what and when something is deleted and by whom. A discussion regarding RAD validation checks took place including a discussion of Artefactual's role in MemoryBC and the fact that if they undertake future customization for MemoryBC it will be charged to the AABC.

There was a brief discussion about a potential need for a project coordinator for MemoryBC and an executive liaison to the CCA's Canadian Committee on Archival Description, as the experience in implementing MemoryBC could be valuable to the national community.

J. Morrison also noted that David Mattison's revised contract was ready and being sent to David for approval.

APS: There was nothing new to report.

EAS: There was nothing new to report.

J. Morrison reported that the Programs Committee had met to discuss funding the contractor services for 2011. The specific recommendations would be circulated to the Executive members for approval.

5. Treasurer and Finance Committee Report

L. Nobrega had little to report.

Some changes are upcoming to the financial statements. It has been decided that the AABC will maintain its membership with the BC Historical Federation. She also reported that the signing authority difficulties are being resolved.

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

J. Pecho reported the AABC Fall Newsletter had been posted to the website.

6.2 Grants & Nominations Committees

Grants:

P. Johnson reported that all information pertaining to NADP grants was up to date on the website and that one eligible application had been received.

A discussion took place clarifying the budget for the Grants Committee to meet and adjudicate the applications.

Nominations:

There was nothing new to report.

6.3 Membership & Conference Committees

Conference:

C. Rogers sent her regrets so there was nothing new to report.

It was noted that the information on the AABC was for last year's conference and AGM which should be changed.

Membership:

There was nothing new to report.

7. President's Report

J. Johnston reported that she was trying to schedule a meeting with Ingrid Parent and Simon Neme to discuss Irving K. Barber funding.

It was agreed that the Digitization Institute proposal would be made public at the BC Digitization Coalition meeting and confirmed that the program would be owned by the AABC for use in BC although Kelly Stewart and Rosaleen Hill may eventually be able to travel elsewhere with it.

8. FIPPA

J. Morrison and J. Johnston reported that the AABC had been asked to consult on the proposed changes to the *Freedom of Information and Protection of Privacy Act* (FIPPA), specifically on proposed amendments relating to Archives. Government requires the proposed amendments to be kept confidential at this time; the AABC will make public its input when it is able to do so.

It was decided that J. Morrison would draft a letter from the AABC stating our position and circulate to the Executive for approval.

9. Adjournment

Meeting adjourned at 3:29 p.m.

Next Meetings:

February 2, 1:30 pm



Executive Committee Meeting Minutes

Wednesday February 2nd, 2011 1:30 pm
By teleconference

Present:

Janine Johnston, President
Jane Morrison, Vice-President
Linda Nobrega, Treasurer
Jennifer Pecho, Secretary
Peter Johnson, Institutional Member-at-Large
Corinne Rogers, Individual Member-at-Large

1. Approval of Agenda

Agenda was approved.

2. Approval of Minutes of January 6, 2010

Minutes were approved.

3. Business Arising

There was no business arising.

4. Vice-President's Report

J. Morrison reported on recent programs activities.

ANS: There was nothing new to report.

APS: There was nothing new to report.

EAS: J. Morrison reported that Kelly Stewart had spent additional hours in January updating the Introduction to Archival Practice course.

J. Morrison reported that she had met with the Programs Committee to work on NADP applications and discuss Irving K. Barber Funding. She reported that the applications would be reviewed by the President and Treasurer before the deadline of February 11th. J. Johnston thanked Jennifer Mohan and Lara Wilson for their assistance with NADP applications.

5. Treasurer and Finance Committee Report

L. Nobrega reported that the signing authority issues had been resolved and that she and J. Morrison now had authority for the AABC.

She also reported that Karen Blimkie had submitted the financial statements which reflected some changes.

L. N. reported that approval had been given for Lisa Snider to undertake the technical editing of the Winter 2011 newsletter since Harrison Inefuku would be away.

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
J. Pecho had nothing new to report except to reiterate that Lisa Snider would do the digital editing for the Winter newsletter owing to Harrison Inefuku's absence.

6.2 Grants & Nominations Committees

Grants:

P. Johnson reported that the NADP adjudication meeting had been held on Saturday January 29th. He reported that 12 applications had been received and that once funding was determined a decision would be made regarding how many applications to approve, either 9 or 10.

A discussion ensued regarding allocating funding to as many approved projects as possible and moving NADP money from the website or services which can be funded by other means to do so.

J. Morrison moved to fund all 10 projects. The executive approved it.

J. Johnston thanked the Grants Committee for their work and P. Johnson for organizing the adjudication, reporting, etc.

P. Jonson also reported that the committee recommended that a grant writing workshop should be arranged for the near future. J. Morrison suggested possibly incorporating it into a future conference or having a teleconference workshop.

Nominations:

There was nothing new to report. It was noted that Melanie Wallace should be informed of all vacant positions within the AABC, including regional representatives and committee chairs.

6.3 Membership & Conference Committees

Conference:

C. Rogers reported that preparations for the Conference were moving along and that the notice is posted to the website. The Committee has issued lots of requests for participation and has issued sponsorship reports.

J. Morrison asked that she and J. Johnston be cced with anything to be posted on the website.

Membership:

There was nothing new to report.

7. President's Report

J. Johnston reported that on January 24th she and J. Morrison met with Ingrid Parent and Simon Neame at the Barber Centre. She outlined projects and services undertaken by the AABC with the help of Barber funding. She suggested that funding be continued for similar work.

A discussion took place regarding the draft a of a letter circulated by J. Johnston to the Truth and Reconciliation Commission regarding sponsoring a member of the

AABC to attend their National Research Centre Forum in Vancouver. The draft was approved with some changes.

9. Adjournment

Meeting adjourned at 2:31 p.m.

Next Meetings:

Tuesday March 15, 1:30 pm

Tuesday April 12, 1:30 pm



Executive Committee Meeting Minutes

Tuesday March 15, 2011 1:30 pm
By teleconference

Present:

Janine Johnston, President
Jane Morrison, Vice-President
Linda Nobrega, Treasurer
Jennifer Pecho, Secretary
Peter Johnson, Institutional Member-at-Large
Corinne Rogers, Individual Member-at-Large

1. Approval of Agenda

Agenda was approved.

2. Approval of Minutes of February 2nd, 2011

One change was proposed to the Minutes. J. Pecho will revise and circulate via email for approval.

3. Business Arising

J. Johnston reported that a final report and funding invoice had been submitted to the Irving K. Barber Centre.

4. Vice-President's Report

J. Morrison reported on recent programs activities.

ANS: David Mattison has been updating repository records on MemoryBC and there were few new or revised descriptions. He will continue as ANS Coordinator for 2011-2012. Lisa Snider has been working on improving the look of the website.

APS: There was nothing new to report.

EAS: J. Morrison reported that the AABC was sponsoring a Managing Archival Photographs workshop in Yellowknife. Kelly Stewart had also spent time updating the ICA-AtOM manual.

J. Johnston reported on some problems she had found with MemoryBC. A brief discussion ensued regarding website maintenance.

5. Treasurer and Finance Committee Report

L. Nobrega asked that as we were nearing the end of the fiscal year, invoices and expense submissions from the contractors needed to be in by April 4th.

The 2011-2012 budget is in process with some questions needing to be directed to Karen Blimkie and the Programs committee. Once the draft budget was complete, it would be submitted for executive approval.

6. Committee and Programs Reports

- 6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
J. Pecho had little new to report except that the Winter 2011 newsletter had been posted to the website.
- 6.2 Grants & Nominations Committees
Grants:
P. Johnson reported a final report from the Grants Committee had been submitted to the Executive and that recommendations from the committee were submitted to the CCA.
He reported that NADP funding was still not confirmed.
Nominations:
There was nothing new to report. P. Johnson will send out another notice of Executive and committee vacancies to Archives-bc.
- 6.3 Membership & Conference Committees
Conference:
C. Rogers reported that the conference program was available on the website, that registration for the conference and pre-conference workshops were open and that sponsorships for the conference were in.
J. Johnston offered to look into organizing Thursday and Friday night social events during the conference and reported that there needed to be at least 13 participants in the pre-conference Managing Archival Photographs workshop.
Peter van Garderen will produce a program for the Archivematica workshop on April 28th.
Membership:
C. Rogers reported that membership forms have been sent out for the 2011-2012 year and a description for Chair of the Membership Committee will be produced.

7. Report on TRC National Research Centre Forum

J. Pecho reported that she had attended the Truth and Reconciliation Commission's National Research Centre Forum "Sharing Truth – Creating a National Research Centre on Residential Schools" in Vancouver from March 1st to 3rd. She reported on the forum had brought together over 40 speakers and 500 participants from various archival, historical, research and aboriginal organizations and from a variety of countries and international organizations to consult with the TRC Commissioners on the construction of a research centre as laid out in the TRC's mandate.

An article on the forum will appear in the Spring 2011 newsletter.

8. President's Report

J. Johnston reported that she had sent a letter to Gary Mitchell at the provincial archives regarding the AGM agenda. She also reported that she, J. Morrison and PAAL Chair, Jenny Borland, had composed an open letter to new BC Premier Christy Clark which would be circulated for edits and comments. It was decided that

a hardcopy of the letter would be sent to Premier Clark, that it would be posted to Archives-bc and sent to Alliance for Arts.

J. Johnston also reported that AABC Executive members had received invitations to the SLAIS 50th Anniversary reception and a discussion took place regarding AABC participation in the SLAIS meet the grads event.

A letter has been sent to the Irving K. Barber Centre regarding AABC projects to be funded including the development and delivery of the digitization institute proposed by Kelly Stewart and Rosaleen Hill, targeting of First Nations archival institutions for education and advisory services, and creating a training infrastructure for British Columbia.

J. Johnston also reported that LAC was seeking consultation from the wider archival and heritage community and would like someone from the AABC to participation. Funding was discussed.

In addition, J. Johnston noted that she had been sitting on the BC Digitization Coalition as President of the AABC and now that her term was nearly up, she recommended that someone from the executive continue to sit on the coalition.

9. Adjournment

Meeting adjourned at 2:53 p.m.

Next Meetings:

Tuesday March 15, 1:30 pm

Tuesday April 12, 1:30 pm



Executive Committee Meeting Minutes

Wednesday May 25, 2011 3:30 pm
By teleconference

Present:

Jane Morrison, President
Courtney Mumma, Vice-President
Christine Gergich, Treasurer
Jennifer Pecho, Secretary
Peter Johnson, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large

1. Approval of Agenda

Agenda was approved.

2. Approval of Minutes of April 12, 2011

Any changes will be sent to J. Pecho and revised minutes will be circulated via email for approval.

3. Business Arising

There was no business arising.

4. Vice-President's Report

C. Mumma reported that the BC Digitization Coalition was scheduling its next meeting for late June and she would report back to the Executive.

J. Morrison asked if C. Mumma had received April's tracking sheets from the contractors and advised her to get a tracking sheet from David Mattison if the ANS report wasn't enough.

5. Treasurer and Finance Committee Report

C. Gergich reported that she had met with Karen Blimkie regarding the Treasurer change-over and was starting to go through contractor invoices from April. She also reported that they were waiting on some information from the Conference Committee regarding catering costs between the conference and the workshops for the financial statements. J. Morrison pointed out that there should be clearer information regarding this division on the tracking sheets.

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

J. Pecho asked for feedback regarding the draft submission policy submitted by Leah Pearse and the newsletter committee to be submitted to her via email.

With regard to PAAL, before the end of her term as AABC President, Janine Johnston had suggested following up on the Open Letter to Christy Clark. It was decided that J. Morrison and C. Mumma would consult with PAAL Chair Myshkaa McKeen on that follow-up reply.

6.2 Grants & Nominations Committees

Grants:

P. Johnson reported that there was not yet any firm information from the CCA on NADP funding applications.

J. Morrison said that funding needs to be in place get the RFP out for the new website.

P. Johnson also reported that the White Rock Museum and Archives were renewing their membership in order to be eligible for NADP funding next year.

Nominations:

There was nothing new to report.

6.3 Membership & Conference Committees

There was nothing new to report for either committee.

J. Morrison asked if D. Brocklehurst could get a conference debriefing from the Conference Committee.

7. President's Report

J. Morrison reported on the LAC Stakeholders' Meeting on May 17 and addressed some of the initiatives LAC is promoting coming out of this and the October 2010 meeting.

J. Morrison also reported that the Irving K. Barber Centre is not ready to move ahead with immediate funding of the proposed Digitization Institute due to their wish to discuss aspects such as audience capacity and content control further.

She also reported that the AABC should have a representative at the InterPARES meetings. C. Mumma volunteered to attend on behalf of the AABC.

J. Morrison will report on AABC activities at the provincial and territorial meeting at the ACA Conference in Toronto at the beginning of June and will attend a workshop on the NADP application process.

9. Adjournment

Meeting adjourned at 4:12 p.m.

Next Meetings:

Thursday June 16, 2011, 3:00 pm



Executive Committee Meeting Minutes

Wednesday June 16, 2011 3:00 pm
By teleconference

Present:

Jane Morrison, President
Courtney Mumma, Vice-President
Christine Gergich, Treasurer
Jennifer Pecho, Secretary
Peter Johnson, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large

1. Approval of Agenda

Some changes were made to the agenda before approval.

2. Approval of Minutes of May 25, 2011

Any changes will be sent to J. Pecho and revised minutes will be circulated via email for approval.

3. Business Arising

3.1 Roundtable meeting

A brief discussion took place regarding the need to move ahead with scheduling the meeting in hopes it would take place on a Saturday in the early fall. The possibility of a Sunday meeting was also discussed if Saturday proved unworkable.

4. Vice-President's Report

C. Mumma reported that a response to the letter from Minister Stephanie Cadieux has been started by herself and J. Morrison, with input from the Programs Committee and Terry Eastwood. With an eye to initiatives such as the recent Open Government West meeting wherein the provincial government's commitment to Open Initiatives were reiterated, C. Mumma articulated the importance of clearly expressing funding and legislative needs for Archives in British Columbia to Minister Cadieux.

C. Mumma reported on the AABC's participation in Ask Archivists Day on June 9th which was a good way to promote archives and archival work. It was suggested that she send out information and links to the timeline from that day to the listserv.

C. Mumma also attended the SLAIS graduation on behalf of the AABC and reported that due to lack of funding InterPARES was currently suspended.

EAS: There was little new to report. Budget questions arising from the conference and workshops would be reviewed by C. Mumma, C. Gergich and J. Morrison for clarification.

APS: There was nothing new to report.

ANS: There was nothing new to report.

5. Treasurer and Finance Committee Report

C. Gergich reported that she was still waiting for signing authority to be resolved but believed it would happen shortly.

A brief discussion took place regarding how to handle the question of HST in the budget for this and/or next year. The Executive and Finance Committees will consult.

C. Gergich also reported that some amendments to the budget had been undertaken with Karen Blimkie and that the amended budget would be circulated to the Executive and Finance committees for consultation and approval.

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

J. Pecho noted that the Spring 2011 newsletter had been posted to the website and would send a note to that effect to the listserv.

With regard to the newsletter submission policy, J. Pecho noted that any feedback should be sent to her via email.

She also noted that PAAL Chair Myshkaa McKeen would be available to consult on the letter to Minister Cadieux once she returned from holidays.

6.2 Grants & Nominations Committees

Grants:

P. Johnson reported that the NADP grants funding has been approved. He also noted that the Terry Rekston fund assessment process is underway and he will be adjudicating on behalf of the AABC again this year.

J. Morrison reported briefly on the grants workshop at the ACA Conference this year.

Nominations:

There was nothing new to report.

6.3 Conference Committees

D. Brocklehurst reported that there would be debriefing with Corinne Rogers and the Conference committee in July.

J. Morrison reported that she had received an email from Trevor Bond of the Pacific Northwest Archivists group regarding the possibility of a joint conference. A joint conference in Vancouver this or next year was discussed briefly and it was decided that further discussion would be undertaken.

Membership:

J. Pecho reported that she had heard from Sarah Romkey regarding whether or not the revised Institutional Membership Application could be used by the membership committee. The revised application has not yet had executive approval and it was decided that the application would be circulated by the executive for information and comments.

7. President's Report

J. Morrison reported on the Council of Provincial and Territorial Presidents' meeting at ACA. She reported that several provinces are launching ICA-AtoM imminently while others have plans to do so or are getting on board.

On behalf of the AABC, J. Morrison sent Simon Neame a message congratulating him on becoming Director of the Irving K. Barber Centre. In his reply he said he is looking forward to working with the AABC.

On a related note, J. Morrison asked C. Mumma to check in with Rosaleen Hill and Kelly Stewart before the BC Digitization Coalition meeting for details on digital initiatives.

9. Adjournment

Meeting adjourned at 3:52 p.m.

Next Meetings:

Tuesday July 12, 2011, 3:00 pm



Executive Committee Meeting Minutes

Tuesday July 12, 2011 3:00 pm
By teleconference

Present:

Jane Morrison, President
Courtney Mumma, Vice-President
Christine Gergich, Treasurer
Jennifer Pecho, Secretary
Peter Johnson, Institutional Member-at-Large

Regrets:

Deidre Brocklehurst, Individual Member-at-Large

1. Approval of Agenda

Agenda was approved.

2. Approval of Minutes of June 16, 2011

Any changes will be sent to J. Pecho and revised minutes will be circulated via email for approval.

3. Business Arising

3.1 Roundtable meeting

J. Pecho will send out a “hold the date” message to all participants in the AABC roundtable meeting for November 5th.

4. Vice-President's Report

C. Mumma reported that she had met with the Programs Committee and was updated on contractor menus and timelines. It was determined by the committee that C. Mumma and J. Morrison should set up a meeting with Simon Neame at the Barber Centre to try and find funding opportunities.

C. Mumma also reported on the BC Digitization Coalition meeting where a discussion took place of creating an expanded web portal using digital collections builder. C. Mumma volunteered to sit of the technical committee which affords an opportunity to advise on preservation and MemoryBC. There was no discussion of the Digitization Institute during the meeting.

EAS: There was nothing new to report.

APS: There was nothing new to report.

ANS: David Mattison had discovered that while some repositories are updating their own descriptions, they do not always update the MemoryBC site. A brief discussion

took place regarding the ease of updating descriptions, whether automatic updates were possible. C. Mumma will follow-up.

5. Treasurer and Finance Committee Report

C. Gergich reported that she now has signing authority for the AABC. Because Karen Blimkie is on vacation, Financial Statements will be forwarded in the future. Because there was still no resolution of the catering budget issue for the April conference, J. Morrison said she would separate and the Wednesday/Thursday and Friday/Saturday budget breakdowns to Corinne Rogers and Elizabeth Shaffer for confirmation of catering budget divisions.

A brief discussion took place regarding the question of HST in the budget for this year. The Finance Committee has agreed to Karen Blimkie's recommendations. The executive voted to accept the recommendations and implement them depending on the outcome of the HST referendum. A discussion will need to take place regarding the allocation of additional funds available to contractors created by applying the HST to the budget.

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

J. Pecho noted that a message had been sent to the listserv regarding the available of the Spring 2011 online.

She also noted that any feedback on the new submission policy should be sent to her via email.

A discussion took place regarding the letter to Minister Cadieux. Terry Eastwood was not available to consult. J. Pecho and PAAL Chair Myshkaa McKeen will consult on the letter in hopes of sending it before the end of the follow week.

6.2 Grants & Nominations Committees

Grants:

P. Johnson reported that final approval of funding for the NADP grants funding has still not been approved.

He also noted that the five applications for the Terry Rekston fund would soon be circulated to him and the other adjudicators.

Nominations:

There was nothing new to report.

6.3 Conference Committees

D. Brocklehurst was absent and there was nothing to report from the Conference Committee.

J. Morrison hoped that we would speak to the Pacific Northwest Archivists group by next month's executive meeting regarding the possibility of a joint conference. C. Mumma said she would speak to Trevor Bond at SAA.

Membership:

It was decided that the goal would be to review the revised Institutional Membership Application by next month so it can be used by the membership committee. Comments should be sent to J. Pecho.

7. President's Report

J. Morrison reported that the website RFP went out on July 4th. She bcced Lisa Snider and David Mattison and had addressed some specific questions from interested parties. It was decided that the RFP would be posted to the website including some FAQs. A discussion took place regarding where else to post the RFP.

A discussion also took place regarding how the review would take place and who would be involved.

With regard to the AABC listserv, Erwin Wodarzak is happy to continue as moderator but would like to have a second moderator as well. It was decided that any suggestions for who should be brought forward at the next meeting and possibly a request posted to the listserv. The possibility of adding it to the Web Administrator or ANS position was also discussed.

Further to the discussion of the Council of Provincial and Territorial Presidents' meeting at ACA, J. Morrison stated that the EAS advisor for Yukon was stepping down and had discussed with Kelly Stewart the possibility of being EAS for both BC and Yukon. The possibility of joint BC/Yukon applications for NADP for advisory services was also discussed.

In addition, coming out of ACA J. Morrison reported that having an ACA Tax committee was discussed, as was the creation of opt-in advocacy protocols. As well, the possibility of having ACA in Victoria in 2014 was discussed.

9. Adjournment

Meeting adjourned at 3:57 p.m.

Next Meetings:

TBA



Executive Committee Meeting Minutes

Thursday, August 4th, 2011 3:00 pm
By teleconference

Present:

Jane Morrison, President
Courtney Mumma, Vice-President
Christine Gergich, Treasurer
Jennifer Pecho, Secretary
Peter Johnson, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large

1. Approval of Agenda

Agenda was approved.

2. Approval of Minutes of July 14, 2011

Minutes approved.

3. Business Arising

There was no business arising.

4. Vice-President's Report

C. Mumma had little new to report.

All the contractor reports had been received and Kelly Stewart and Rosaleen Hill have been informed about the changes to the budget due to HST recalculations.

5. Treasurer and Finance Committee Report

C. Gergich reported that Karen Blimkie has no done calculations up to October for the budget to account for the HST which changes the amount available for APS and EAS. A brief discussion ensued regarding spending allocations.

She also reported that the Conference budget breakdown between the workshop and conference had been confirmed by the Conference Committee.

C. Gergrich reported that K. Blimkie has sent the 2010-2011 financial statement to EPR for the audit.

She also reported that AABC term deposits had been locked into a 1-year term without authorization. In consultation with the bank, it was established that a mistake had been made and that the AABC would not incur any penalties for rolling the deposits back into a 30 day GIC. It was decided that we should receive monthly statements from the bank.

Some discussion regarding eliciting donations occurred.

- 6. Committee and Programs Reports**
- 6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
J. Pecho had nothing new to report.
- 6.2 Grants & Nominations Committees
Grants:
P. Johnson reported that institutions were starting to hear back regarding their NADP grants.
He also reported that the Haney Heritage Museum was awarded the Terry Rekston fund this year.
Nominations:
There was nothing new to report.
- 6.3 Conference Committees
D. Brocklehurst had not yet heard from the Conference Committee regarding their latest meeting and had nothing new to report.
P. Johnson noted that he is still attempting to get in touch with someone from the Pacific Northwest Archivists Group regarding a joint conference in 2013.
Membership:
All comments regarding the new Institutional Membership Application should be sent to J. Pecho who will discuss those comments with Deidre and Sarah Romkey for further examination.

7. President's Report

J. Morrison reported that the BC Digitization Coalition was trying to raise \$35,000 for its work and it was decided that the AABC would contribute \$200.00 from the General Fund to that end.

She also reported that she had been in touch with ACA President Loryl MacDonald regarding a Law and Archives workshop in Metro Vancouver in the fall, possibly coinciding with Archives Week.

J. Morrison reported that we had received 7 proposals from the website RFP and that 4 of them were in consideration. The executive committee was asked to go through the proposals and send their evaluations to C. Mumma by Monday August 8th. The vendors will be contacted as soon as possible thereafter.

9. Adjournment

Meeting adjourned at 4:01 p.m.

Next Meeting:

September 7th, 3:00 pm



Executive Committee Meeting Minutes

Wednesday, September 7th, 2011 3:00 pm
By teleconference

Present:

Jane Morrison, President
Courtney Mumma, Vice-President
Christine Gergich, Treasurer
Jennifer Pecho, Secretary
Peter Johnson, Institutional Member-at-Large

Regrets:

Deidre Brocklehurst, Individual Member-at-Large

1. Approval of Agenda

Agenda was approved.

2. Approval of Minutes of August 4, 2011

Minutes will be circulated by Jennifer Pecho and approved via email.

3. Business Arising

There was no business arising.

4. Vice-President's Report

C. Mumma had little new to report.

Kelly Stewart will be paid for prep time for her participation on the ICA-AtoM panel which will take place at ACA in Whitehorse in 2012.

ICA is going to undertake a review of ICA-AtoM but few details are available as of yet.

C. Mumma will be meeting with the programs committee regarding the website redevelopment and clarify some questions and details from Andornot.

5. Treasurer and Finance Committee Report

C. Gergich reported the AABC GICs back to 30 days terms and that the bank would be instructed to automatically renew for 30 day terms upon maturity. The need to look at more banking options was discussed.

She reported that the July financial statements reflected changes with the HST.

There will be further need to adjust the budgets since the referendum did not pass but it will remain in place until 2013.

The decision has been made to stay with EPR as our auditors. That will be reported at the AGM in 2012 and in the Treasurer's report.

With regard to NADP funding, funds have been received for ANS but we are still waiting on BCAPS and EAS funds.

Currently hosting the website is not included in this year's budget. It needs to be included for next year and from where needs to be decided. Currently, we have agreed to six months of hosting with Andornot.

C. Gergich can email J. Johnson regarding where the hosting budget can go.

Decisions also need to be made regarding where the catering budget for the AGM Workshops will go in future. It will be left in the general file for this year.

There were no updates to the website budget in the past week.

6. Committee and Programs Reports

- 6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
J. Pecho reported that she and D. Brocklehurst had not yet had a chance to discuss the new membership form but that she would be in touch with her and the membership committee in the near future to discuss questions/changes.
J. Pecho will also follow up on dates for the newsletter and post a reminder to the listserv regarding upcoming deadlines.
- 6.2 Grants & Nominations Committees
Grants:
P. Johnson reported he was inquiring with the Grants committee members regarding membership in the following year.
Nominations:
There was nothing new to report.
- 6.3 Conference Committees
D. Brocklehurst could not attend the meeting and thus had nothing to report.
P. Johnson noted that he is still attempting to get in touch with someone from the Pacific Northwest Archivists Group regarding a joint conference in 2013.
J. Morrison noted that recruiting needed to begin for the committee for the mini-conference in 2012 and she would speak to D. Brocklehurst.

7. President's Report

J. Morrison asked whether anyone was interested in coordinating the Law workshop with Loryl MacDonald. C. Gergich agreed to check with Myshkaa McKeen regarding the venue and organizing it.

She reported that \$200 had been donated to the BC Digitization Coalition by the AABC.

C. Mumma and J. Morrison met with Kathy Bryce from Andornot and have talked about budgeting and hosting. In the initial contract the budget for hosting was \$45 per month. We have agreed to 6 months of hosting by Andornot.

With regard to basics and optional features for the website, there has been some discussion of having David and Lisa add optional features down the road. Everything can be added by systems administration to which David will have access.

She reported that some research is still being done into email accounts which will be further explored before the next programs meeting.

There will be additional details and information regarding the website redesign in the coming weeks but the timeline is good for launch with Archives Week.

9. Adjournment

Meeting adjourned at 3:45 p.m.

Next Meeting:

October 5th, 3:00 pm



Executive Committee Meeting Minutes

Wednesday, October 5th, 2011 3:00 pm
By teleconference

Present:

Jane Morrison, President
Courtney Mumma, Vice-President
Christine Gergich, Treasurer
Jennifer Pecho, Secretary
Deidre Brocklehurst, Individual Member-at-Large

Regrets:

Peter Johnson, Institutional Member-at-Large

1. Approval of Agenda

The Roundtable meeting and the Loryl MacDonald legal workshop was added to business arising.

2. Approval of Minutes of August 4, 2011

The Minutes for September 7, 2011 were approved.

3. Business Arising

3.1 Roundtable Meeting

Scheduled for Surrey Archives on November 5, 2011

An attempt will be made to finalize the new institutional membership form. We will discuss Kelly Stewart and Rosaleen Hill's priorities for the coming year(s).

3.2 Loryl MacDonald

Christine Gergich was still looking for a date and space for the Archives and the Law workshop by Loryl MacDonald coinciding with Archives Week

4. Vice-President's Report

Courtney Mumma reported that the AABC Website is currently frozen in anticipation of the launch of the new website in November. Everything that needs to be posted should be posted to the listserv. J. Morrison will make a general announcement to the listserv reporting this.

Training was scheduled for October 18th. Any executive members wanting training were welcome to inform C. Mumma and could receive training as well.

There was some question about whether it would be possible to have a demo of the new website at the roundtable meeting.

The BC Digitization Coalition meeting is scheduled for October 13th.

On October 25th J. Morrison and C. Mumma will meet with Simon Neame at the Barber Centre regarding funding opportunities.

C. Mumma will be attending the CCA Conference on the 21st and 22nd and a meeting about NADP funding.

There was little new to report from the contractors. K. Stewart will be trained on ICA-AtoM 1.2 after the roundtable and give a RAD refresher course in Regina.

5. Treasurer and Finance Committee Report

C. Gergich reported that there would be schedule for the contractors' financial information.

Instructions at the bank have been changed for term deposits to automatically renew after 30 days. Because there have been consistent issues with this bank/branch, the Finance committee will look into the possibility of moving to another institution.

With regard to the new website, the Webhosting budget is currently not part of the contract since it is not funded by the NADP. It needs to be budgeted for next year.

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

J. Pecho will also follow up on dates for the newsletter and post a reminder to the listserv regarding upcoming deadlines. She and PAAL will also be planning for Archives Week in the coming month.

6.2 Grants & Nominations Committees

P. Johnson sent his regrets. There was nothing new to report.

6.3 Conference Committees

D. Brocklehurst had little new to report. J. Morrison reminded everyone that planning for next year's conference should begin and recommended getting in touch with Conference Chair, Patrick Ansah.

7. President's Report

J. Morrison reported that the website contract had been signed.

With regard to budgeting, J. Morrison report the desire to tailor EAS and APS services towards initiatives that could be funded by Barber instead of NADP.

She also reported that she had attended a Programs meeting to discuss financial planning for the services as well as for the website.

She hoped that in mid-November, a joint Programs and Finance committee meeting could be held in Victoria to further discuss funding and next year's budget.

J. Morrison also reported that the amendments to BC's Freedom of Information and Protection of Privacy Act had been posted. J. Morrison will draft an email to the listserv with the link to the commissioners' comments and a discussion of the AABC input last year.

With reference to Gaming Funding information that J. Morrison had circulated, J. Pecho will look into and report back.

9. Adjournment

Meeting adjourned at 3:54 p.m.

Next Meeting:

November 5th, after the roundtable



Executive Committee Meeting Minutes

**Wednesday November 5th, 2011 2:15 pm
Surrey Archives after the Roundtable Meeting**

Present:

Jane Morrison, President
Courtney Mumma, Vice-President
Christine Gergich, Treasurer
Jennifer Pecho, Secretary
Deidre Brocklehurst, Individual Member-at-Large
Peter Johnson, Institutional Member-at-Large

7.1 Minutes of October 5th, 2011 meeting

Any changes will be sent to J. Pecho and the minutes will be circulated for approval

7.2 Vice-President's Report

C. Mumma had little to report beyond what had been discussed at the Roundtable meeting earlier in the day.
She reported on the Joint Programs and Finance Committee report that had taken place in October.
Drafts of Kelly Stewart and Rosaleen Hill's Menus for 2012 had been received which included plans for proposed project collaborations with the Barber Centre.
Because of a change in her job, C. Mumma reported that she could no longer be the AABC representative on the BC Digitization Coalition. A discussion took place about possible replacements and about the nature of the AABCs role on the Coalition.

7.3 Treasurer and Finance Committee Report

C. Gergich reported that for 2011-2012 there was little room left in the budget for Executive expenses or for further donations.

She proposed a motion for the AABC to change banks to VanCity and after a brief discussion about logistics the motion was passed unanimously by the Executive Committee.

With regard to a discussion that had taken place at the Roundtable meeting, it was decided that payment options for membership fees and renewals should be brought to the Programs and Finance Committee before the new membership year.

C. Gergich also reported that the second installment of NADP funding for services would be coming soon.

A brief discussion regarding NADP applications for 2012 took place and it was noted that the AABC, itself, did not have any substantial projects in the work for 2012.

7.4 Committee and Programs Reports

7.4.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

A brief discussion took place regarding the preparations for Archives Week. It was decided that J. Pecho would create a poster for the event using the BC Heritage Week Theme and circulate it as soon as possible so that it could be uploaded to the new website during Archives Week.

A brief discussion also took place regarding the new format of the newsletter once the blog functionality of the new AABC website was ready for use.

7.4.2 Grants & Nominations Committees

P. Johnson reported that with regard to the Nominations Committee there were several positions to be filled. Sarah Romkey would like to resign as co-chair of the Membership Committee so another co-chair is needed. A Vice President with experience with the AABC is needed. A brief discussion took place regarding possible nominations. A secretary and institutional-member-at-large are also needed.

With regard to the Grants Committee, although three vacancies have been announced, P. Johnson reported that there were three new members in mind. He also reported that NADP documentation had already been posted by the CCA and that a teleconference with the CCA would take place on Tuesday November 8th.

He noted a few changes to the applications this year. January 9th is the submission deadline to the AABC, and on February 10th the AABC will submit applications to the CCA.

P. Johnson reported that he would send out information to the listserv.

7.4.3 Conference Committees

D. Brocklehurst had nothing to report beyond what had been discussed at the Roundtable.

7.5 President's Report

J. Morrison had little to report beyond what had been discussed at the Roundtable meeting.

Gaming funding was discussed briefly. J. Pecho reported that the consultation process had ended before the AABC was able to give input but that a number of heritage organizations had participated. She said she would keep an eye out for further information on gaming funds.

J. Morrison also mentioned the need to buy a gift for Loryl MacDonald in thanks for her giving the legal workshop in November.

7.6 Adjournment

Meeting adjourned at 3:00 p.m.

Next Meeting:

December 2nd, 3:00 pm



Executive Committee Meeting Minutes

Friday December 2nd, 2011 3:00 pm
By teleconference

Present:

Jane Morrison, President
Courtney Mumma, Vice-President
Christine Gergich, Treasurer
Jennifer Pecho, Secretary
Deidre Brocklehurst, Individual Member-at-Large
Peter Johnson, Institutional Member-at-Large

1. Approval of Agenda

The agenda was approved

2. Approval of Minutes of August 4, 2011

The Minutes for November 5, 2011 will be circulated via email for approval.

3. Business Arising

There was no business arising.

4. Vice-President's Report

C. Mumma discussed the contractors' reports.

K. Stewart reported that 14 people were registered in the Oral History distance education course. Her work for the coming year would include several workshops and courses including Introduction to Archival Practice and Managing Photographs. The ICA-AtoM 1.2 update will be available soon. K. Stewart will also be updating content for the new website, updating the Managing Photographs course and conducting site visits in 2012. She and Rosaleen Hill would like to start developing a 3 year plan for their services.

Among the items in the APS menu were site visits, and developing a care and preservation of photographic media workshop with K. Stewart.

For ANS, Lisa Snider is prepared to finish her contract with the AABC. Her principle functions will transfer to David Mattison by mid-December. D. Mattison reported that updating MemoryBC authority records is not a priority at the moment while he is keeping up with descriptions. A discussion took place regarding the possibility of allowing repositories to publish their own descriptions. It was decided that D. Mattison should be consulted on this subject.

C. Mumma also reported on the progress with the new website. She discussed the need for a policy regarding the format(s) of material posted in the resources section. C. Mumma is working with Kathy Bryce regarding backend storage of these formats. YouTube and Flickr accounts will also be established in the new year.

Some testing is still required including the new listserv address and subscriptions carryover.

The need for an ICA-AtoM liason from the AABC was also discussed.

5. Treasurer and Finance Committee Report

C. Gergich reported that the Loryl MacDonald workshop had gone well and that all registered participants had come.

There is currently no updated budget by Karen Blimkie is working on it with the Finance Committee.

C. Gergich has set up a meeting with VanCity to change banking over by the end of 2011.

She reiterated a point made at the November Executive meeting that a joint Finance and Programs Committee meeting should take place to discuss the business function of processing membership fees. She reported that it should be possible, at least, to include a manual credit card payment option included on the renewal forms for the 2012-13 membership year. The executive voted on that option and it was unanimously agreed that a credit card payment option should be included on the upcoming renewal forms.

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
J. Pecho reported that the winter newsletter had been delayed but would likely be published in December.

She also reported that one of the regional representatives had stepped down. C. Mumma reported that Jill Teasley, the Regional Rep for Vancouver, would be taking over C. Mumma's role on the BC Digitization Coalition so would step down as Regional Rep. Other names were floated. Any vacancies should be forwarded to P. Johnson and the Nominations Committee.

6.2 Grants & Nominations Committees

Grants:

P. Johnson reported that he had sent a listserv notice regarding the updated conditions for NADP grants.

He has been trying to upload the "tip sheet" from the CCA to the website but has had some difficulties.

With regard to the Grants Committee meeting on January 21st to adjudicate applications, Jennifer Yuhasz will be in Cuba. She will prepare her reports and recommendations and Kelly Stewart will act as her proxy on the day of the adjudication.

Nominations:

P. Johnson reported that so far no one approached would like to take on the position of Vice President. There is one potential volunteer for the Secretary Position and it is possible that restructuring the business function of the Membership Committee might negate the necessity of a co-chair.

- 6.3 Conference Committee
D. Brocklehurst had little new to report. She is waiting to hear from Jill Teasley to get a report from last year's Conference Committee.

7. President's Report

J. Morrison reported that the revised Network Services contract is ready to be signed.
Regarding the CCAs advocacy statement which the AABC did not sign, J. Morrison has heard from other provincial associations who did not sign owing to the presence of their own advocacy groups and committees internally. The CCA has said it will be available to assist if necessary regardless.
J. Morrison reported on the LAC Stakeholder's Forum which she attended again this year. A brief discussion ensued about the different sessions and the participants.
C. Gergich asked a brief question regarding advertising on the AABC website and agreed to look into the possibility of finding more vendors to advertise there as a revenue source.

9. Adjournment

Meeting adjourned at 4:13 p.m.

Next Meeting:

TBA



Executive Committee Meeting Minutes

Thursday January 5th, 2012 7:00 pm
By teleconference

Present:

Jane Morrison, President
Courtney Mumma, Vice-President
Christine Gergich, Treasurer
Jennifer Pecho, Secretary

Regrets:

Deidre Brocklehurst, Individual Member-at-Large
Peter Johnson, Institutional Member-at-Large

1. Approval of Agenda

The agenda was approved

2. Approval of Minutes of August 4, 2011

There were some comments for the Minutes for December 2nd, 2011 which will be circulated and the minutes reviewed via email for approval.

3. Business Arising

There was no business arising.

4. Vice-President's Report

Following up on the joint Finance and Programs Committee meeting, C. Mumma discussed that some comments from the meeting had been forwarded to the contractors for input.

C. Mumma then discussed the contractors reports.

EAS: K. Stewart reported that the ICA-AtoM training for version 1.2 will take place in April and the funds will have to be moved into the 2012-2013 budget. J. Morrison will look into the source of those funds and to rescheduling the dates. A venue for the Vancouver training is currently needed.

K. Stewart also reported that the Managing Plans and Drawings Course had been successfully delivered.

APS: There was little new to report.

ANS: C. Mumma reported that Lisa Snider's remaining contract items and duties have been transferred to David Mattison. J. Morrison will draft a memo regarding Lisa's contract. Raymond Frogner has agreed to write a policy for digital object

uploads to MemoryBC. The whole policy for MemoryBC will be developed to reflect changes to ICA-AtoM. Confirmation from the Executive committee is needed as to whether members will be allowed to publish content directly to MemoryBC.

C. Mumma also reported that C. Gergich has completed the first draft of the 2012-2013 budget which has been reviewed by C. Mumma and J. Morrison. It will be reviewed by Finance and Programs next.

The need for an ICA-AtoM liaison from the AABC was also discussed.

5. Treasurer and Finance Committee Report

C. Gergich reported that the AABC has opened a VanCity account although the money still needs to be transferred. She reported that it would likely be fully transferred by February.

She also reported that final payment was issued to Andornot for the work on the website redesign.

C. Gergich will be meeting with the Membership Committee in February to discuss alternative payment options for membership renewal.

She also recommended that attempts be made to increase advertising on the website for added revenue.

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
J. Pecho reported that she had spoken briefly with Leah Pearse regarding the winter newsletter which was not completed but was in the works.

Correcting a mistaken statement from the December 2012 meeting, she reported that Erica Hernandez will be on leave from her position as Regional Representative for the Central Interior from January 2012-January 2013, but her colleague Ramona Rose would take over the position for that year.

Currently, there are no vacancies among Regional Representatives.

6.2 Grants & Nominations Committees

P. Johnson was absent from the meeting so nothing new was reported. J. Morrison asked J. Pecho to circulate the Secretary job description to the potential nominee for Secretary.

6.3 Membership & Conference Committee

Conference Committee:

A decision was made to have the AABC AGM on Saturday April 21st. The decision was made to have no conference this year but rather to plan for a full conference in 2012-2013.

Membership Committee:

Kathy Bossort had completed the self study guide review and report she had taken on at the Roundtable meeting. J. Morrison will forward it to D. Brocklehurst for review.

7. President's Report

J. Morrison reported that work on the website redesign was completed and that she was waiting for an updated manual for Umbraco from Andornot. In the meantime, she will send the existing manual to the executive for reference. D. Mattison has pointed out some policy issues relating to the new website. She reported that he

would also provided anyone on the Executive who needed one, a login to make changes.

J. Morrison also reported that she had not heard from the Irving K. Barber Centre regarding funding for any of the proposed projects for 2012-2013 or beyond.

9. Adjournment

Meeting adjourned at 7:47 p.m.

Next Meeting:

February 24 at 6:00 pm.



Executive Committee Meeting Minutes

Thursday February 23rd, 2012 1:30 pm
By teleconference

Present:

Jane Morrison, President
Jennifer Pecho, Secretary
Peter Johnson, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large

Regrets:

Christine Gergich, Treasurer

1. Approval of Agenda

The agenda was approved

2. Approval of Minutes of January 5th, 2012

The minutes will be circulated by J. Pecho for approval via email.

3. Business Arising

There was no business arising.

4. Vice-President's Report

J. Morrison has taken on the Programs Committee portfolio. She reported on the contractor's reports for January.

EAS: K. Stewart has been working on the digital upload function for MemoryBC and preparing ICA-AtoM tutorials. She has also been updating the Archivists' toolkit on the website and the Oral History course.

APS: Rosaleen Hill is expected to use all of the APS funding by the end of March. She is currently updating the website, working on the Oral History course and undertaking site visits.

ANS: David Mattison is currently working on the update to MemoryBC. Raymond Frogner is working on a policy for digital object uploads. Currently only small objects can be uploaded to MemoryBC as the AABC cannot take on the cost of hosting larger digital files. This issue will be reconsidered in a year. David Mattison continues to identify any issues with the new website.

More generally, the AABC is still looking for a space in Vancouver for the ICA-AtoM training. Peter will inquire with the City of Surrey and will speak with Kelly Stewart. Training in Victoria will take place at the University of Victoria.

5. Treasurer and Finance Committee Report

C. Gergich sent her regrets but J. Pecho received her report and reported on her behalf.

Money is being deposited money into the Vancity account. AABC's annual GIC will mature in March so we should be able to close the HSBC account soon after. Karen Blimkie will confirm the timeline.

C. Gergich met with the Membership Committee in February. The current membership process was reviewed with Karan, Sarah Romkey and Rita Mogryoshi. She can forward meeting notes to everyone.

With regard to the 2012-2013 year, Finance were unsure if Rita could get access to the Membership database software on her computer, otherwise the AABC would need to buy it for her so she could continue to use the access database Sarah Romkey uses to send receipts and track members. Sarah Romkey will help Rita with the transition but will finish her term as Membership Chair this year. There is currently no co-chair for the membership committee.

Sarah and Rita are pleased members will have option to pay by credit card this year and Sarah will be modifying the form for this. Thank you to Karen Blimkie for looking into this and making it possible.

In the long term David Mattison will need to be approached to see if using a plugin and building the membership form on the website and storing membership information on the backend of the website is a viable option. We will need to produce receipts as well. C. Gergich can contact David Mattison about this for next year.

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
J. Pecho spoke with Leah Pearse who has determined that the blog option for the newsletter would not work this month. The current edition is behind schedule.

6.2 Grants & Nominations Committees

Grants:

Reports from the Grants Committee had been sent the Executive to review. The total amount of funding provided by the NADP was less than originally anticipated. Some concerns regarding distribution of funding were discussed.

Nominations:

P. Johnson reported that the nominations season was now upon us. Our vacancies were primarily on the Executive where a new president, vice-president, secretary and institutional-member-at-large are needed. Courtney Mumma's resignation as Vice-president was submitted to J. Morrison and the Programs Committee. C. Gergich has been invited to nominate herself for President for 2012-2013 which will leave the treasurer position vacant.

6.3 Membership & Conference Committee

Membership Committee:

The White Rock Museum and Archives application for membership has been approved pending some clarification from their organization.

Conference Committee:

There have been no more inquiries regarding the conference since the information regarding the AGM was posted to the website.

7. President's Report

J. Morrison reported that the NADP applications for services were finished and sent out. As yet, the AABC has had no word from the Barber Centre regarding project funding. J. Morrison will inform Simon Neame that C. Mumma is no longer on the Executive committee.

9. Adjournment

Meeting adjourned at 2:47 p.m.

Next Meeting:

TBA



Executive Committee Meeting Minutes

Thursday, May 31st, 2012, 8:30 pm
By teleconference

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Suher Zaher-Mazawi, Treasurer
Cathryn Gasztonyi, Secretary
Janet Turner, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large

1. Approval of Agenda

Agenda was approved.

2. Business Arising

New business to be discussed during reports.

3. President's Report

C. Gergich thanked everyone for their hard work during this difficult time. Three primary issues she wanted to handle during her presidency (pre-NADP cuts) included: streamlining internal processes through new website; streamlining membership process; 2013 conference. Hopes we can still accomplish some of this despite limited budget.

Post-NADP cuts, considering what will the AABC be moving forward.

New contracts have been sent to the contractors for review.

Due to current instability of budget and purpose, the Round Table meeting will be delayed until next year (likely January). This is possible since Contractor contracts have already been revised due to loss of NADP funding.

C. Gergich and S. Zaher-Mazawi proposed that a membership survey should be done, with the help of the membership committee, to help the executive better understand the needs of members at this time, so that priorities can be re-adjusted. Discussion occurred regarding institutional memberships since many institutions AABC members only due to eligibility for NADP funding.

Proposed that some committees should re-define their terms of reference, particularly the Grants committee, whose purpose of administering NADP funding is now lost.

A long discussion regarding potential new sources of funding occurred including the restructuring of membership fees, the need to solicit donations, and approaching the Irving K. Barber Centre.

C. Gergich and J. Yuhasz agreed that they will approach Barber. The AABC will move forward with the proposed 2013 conference as it will be a key source of revenue for the next fiscal year. C. Gergich to send a communication to the AABC membership to update them regarding the current state of affairs once the contractors have signed their contracts.

4. Vice-President's Report

J. Yuhasz thanked everyone for their hard work during this difficult time. J. Yuhasz reported that with the help of Jane Morrison, Jennifer Mohan, and S. Zaher-Mazawi, the contracts with David, Rosaleen, Kelly, and Karen had been revised and sent out to the contractors for review. J. Morrison to join the Programs committee.

5. Treasurer and Finance Committee Report

S. Zaher-Mazawi thanked the Finance committee, Lara Wilson and Jane Morrison for their help with the new budget. Library and Archives Canada's April 30th cutting of the National Archives Development Program caused an enormous budgetary crisis for the AABC. S. Zaher-Mazawi reported that the AABC lost \$70,000 in funding. The priorities for the revised budget are to preserve as many services as possible and particularly focus on those services which generate the most revenue for the AABC, such as courses in archival practice. David's hours have been reduced, but he has stated that the hours budgeted will be enough to maintain MemoryBC, which is an important priority for the AABC executive, its members, and the public. There was significant discussion regarding the solicitation of donations, particularly from institutions. S. Zaher-Mazawi and finance committee examined the possibility of applying for a Community Gaming Grant (May 31st deadline), but the AABC was ineligible due to high financial reserves. This funding possibility will be re-examined next year. Due to the timing of LAC's announcement, all other possible funding deadlines have passed. Finance committee seeking a new member due to the resignation of M. McKeen.

6. Committee and Programs Reports

- 6.1 Communications Committee (Newsletter/Regional Representatives/PAAL) AABC Executive letter regarding NADP cuts sent to the PM, Minister of Heritage and Official Languages, NDP Heritage Critic in both hard and soft copy, soft copy also sent out to various listservs.
Working on list of NADP funded projects for website, J. Turner to ask former Grants committee chair for basic documentation.
C. Gergich to send revised protest letter to current head of Library and Archives Canada.
PAAL Committee requires a new representative due to resignation of M. McKeen. C. Gaszttonyi to attempt writing new terms of reference for the PAAL committee.

Leah Pearse has resigned as Newsletter Editor. Discussion regarding the future of the AABC newsletter occurred. C. Gasztonyi to contact D. Mattinson regarding website and blogging options in light of recent desktop publishing problems.

6.2 Grants & Nominations Committees

Grants:

J. Turner discussed developing a new Terms of Reference for the Grants Committee, due to NADP cuts.

Expressed desire to investigate how institutional membership will change since NADP grant eligibility was the primary reason for the existence of institutional memberships.

Reported that she had given a speech to the graduating SLAIS class.

Volunteered for future writing tasks.

Discussion about responses to NADP protest letters occurred.

6.3 Conference Committees

D. Brocklehurst contacted the Conference Committee Chair and forwarded him information about the idea of holding a joint conference with Northwest Archivists.

Discussion regarding the conference occurred, including the hope that it will be held in April/May.

7. Adjournment

Meeting adjourned at 9:50 p.m.

Next Meeting:

June 22nd, 3:30 pm



Executive Committee Meeting Minutes

Friday, June 22nd, 3:30 pm
By teleconference

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Suher Zaher-Mazawi, Treasurer
Cathryn Gasztonyi, Secretary
Janet Turner, Institutional Member-at-Large

Regrets:

Deidre Brocklehurst, Individual Member-at-Large

1. Approval of Agenda

Agenda was approved.

2. Approval of Minutes of May 31st, 2012

Minutes approved.

3. Business Arising

New business to be discussed during reports.

4. President's Report

C. Gergich reported that new contracts had been sent to the contractors. All had verbally agreed and signatures were to be verified in the coming few days.

Closing of the former HSBC bank account and transfer to VanCity nearly complete.

Working on a communication to the AABC membership was her first priority. The communication will cover a variety of relevant topics including new contractor contracts, the new budget, our communications to Hon. James Moore and Dr. Caron, membership survey, and the need for volunteers for various committees.

Discussion about ad hoc committees and the need for terms of reference occurred.

J. Turner volunteered to be the contact for the new PAAL committee if a volunteer Chair can be found.

S. Zaher-Mazawi to consult with Finance Committee about publicizing the new budget on the AABC website.

J. Turner to continue drafting letter to Dr. Caron.

Discussion about asking members for donations occurred, C. Gergich to include a general note about this in the communication to membership.

J. Morrison represented the AABC at the ACA conference where it was decided that provincial archives councils should be boycotting workshops offered by Library and Archives Canada.

J. Yuhasz and C. Gergich to approach Barber about possible funding opportunities. C. Gergich discussed many opportunities other for AABC outreach and advocacy campaigns, stressing the need for a new PAAL committee.

J. Turner volunteered to write article for BC History.

Discussion regarding a membership survey occurred. C. Gergich moved that the survey should be delegated to the Membership Committee. Seconded by C. Gasztonyi and carried.

C. Gergich proposed a half day planning face-to-face planning session on a Saturday in August to discuss committee terms of reference and future advocacy opportunities. C. Gasztonyi to create a Doodle poll to determine the best date and time.

5. Vice-President's Report

J. Yuhasz reported that she had sent an update to the Programs committee.

Suggested that J. Morrison help with the approach to Barber about funding opportunities as she had investigated this possibility in the past.

Discussion occurred regarding contractors reports. J. Yuhasz to check with the programs committee about the documentation she should be receiving.

S. Zaher-Mazawi to forward financial reports to J. Yuhasz.

6. Treasurer and Finance Committee Report

S. Zaher-Mazawi reported that K. Blimkie's contract has been updated to include expenses which previously were drawn from the office budget.

She and C. Gergich to have a face-to-face meeting with K. Blimkie for orientation purposes to learn day-to-day Treasurer tasks.

Changed Contractor tracking sheets to reflect new contracts.

Stressed need to solicit donations.

7. Committee and Programs Reports

7.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

C. Gasztonyi reported that she had received a reply from Hon. James Moore stating that our letter had been forwarded to Dr. Caron.

Discussion regarding whether or not it was worthwhile to write to Dr. Caron was discussed. Decided that letter should be sent as a rebuttal to public statements that he has made since the NADP cuts.

Learned from J. Morrison that the website does have some blog functionality, will contact D. Mattison for details.

Suggested developing new Newsletter role with a new volunteer.

Will work on draft PAAL terms of reference for the August planning session.

7.2 Grants & Nominations Committees

J. Turner to draft new Grants Committee terms of reference for the August planning session.

Discussed need to meet with the Nominations committee about updating terms of reference.

Approached P. Johnson for details regarding procedures of the nominations committee and also got information regarding the Terms of Reference of other committees.

Will contact M. Wallace to see if she is available to help with the Nominations committee.

Volunteered to continue writing letter to Dr. Caron.

7.3 Conference Committees

C. Gergich volunteered to contact those involved with the Conference committee for an update.

8. Adjournment

Meeting adjourned at 4:30 p.m.

Next Meeting:

July 11, 3:30pm



Executive Committee Meeting Minutes

Saturday, August 18th, 2012, 10:45am
North Vancouver Archives

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Suher Zaher-Mazawi, Treasurer
Cathryn Gasztonyi, Secretary (via Skype)
Janet Turner, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large
Rita Mogyorosi, Co-Chair, AABC Membership Committee
Patrick Ansah

1. Approval of Agenda

Agenda was approved.

2. Approval of Minutes of July, 2012

Minutes approved.

3. Business Arising

New business to be discussed during reports.

4. President's Report

C. Gergich reported that she had met via teleconference with the Provincial Archivist of BC. This discussion spanned a variety of topics including:

- The significant role the CCA will play in the archival community moving forward
- The dismal situation of culture and heritage funding in BC, which is the lowest in Canada, especially since the cuts to the NADP, which now means that all heritage organizations in BC will be competing for the same small pool of money
- He also provided some advice about possible partnerships, things to focus upon going forward, marketing (particularly in professional development courses), and volunteer retention
- ICA membership could be beneficial to the AABC due to potential marketing opportunities for our courses and workshops

C. Gergich also reported on recent CCA developments:

- Final agreement has been made between the CCA and LAC regarding the termination of the NADP. The provincial and territorial councils should receive some compensation for Advisory Services once the agreement is finalized
- The current status of the provincial and territorial councils and changes made based on the termination of the NADP
- Future CCA plans including the potential development of an advisory service

Reported that Kelly Stewart turned down the AABC's offer of partial funding for attending the ICA conference in Brisbane.

5. Vice-President's Report

J. Yuhasz reported that she had met with the Programs Committee in order to work on new committee terms of reference.

Investigated streamlining electronic recordkeeping practices through the AABC website. There have been problems in the past with succession and new executive members not receiving proper documentation from their predecessors. It has been suggested that using the website for records sharing and management could help to rectify some of those problems.

Asked whether or not D. Mattinson should continue working on approving all MemoryBC entries and should individual users be able to publish final entries themselves. Concerns were raised about the standardization of MemoryBC entries without some kind of quality assurance process, but no decision was made.

Discussed earlier meeting with C. Gergich about possible partnerships with other organizations and stakeholders. C. Gergich and J. Yuhasz will begin setting up meetings with appropriate groups and individuals.

6. Treasurer and Finance Committee Report

S. Zaher-Mazawi announced that Terra Dickson has joined the finance committee. Discussed options for fundraising and donations. Created a donation form and investigated the possibility of using <http://www.canadahelps.org/> to collect donations. It was suggested that both options could be used in order to provide supporters with options. The issue of the collection of personal information was raised and R. Mogyorosi suggested that it is possible to provide various options for how much or little personal information a supporter can choose to provide.

Motion to use <http://www.canadahelps.org/> tabled, seconded and approved.

S. Zaher-Mazawi pointed out that the Community Gaming Grants program will be accepting applications between February 1st and May 31st of 2013. She suggested that this is something we should definitely prepare in advance since it is currently one of the AABC's only significant funding options.

Reported that the AABC received a significant GST refund, but it is for the previous year.

HSBC banking account has been fully closed.

We have received about \$300 in donations in the current financial year, which is good progress, but the organization requires more funding.

Discussion occurred regarding teleconferencing expenses and a consensus was reached that the executive will try meeting in person and over Skype more often since teleconferencing is expensive.

S. Zaher-Mazawi updated the executive on each line of the current budget and stated that, with the exception of the Executive budget, the AABC was on target for spending this fiscal year. The Executive budget was not really workable and only \$100. In a vote before the meeting, it was decided to increase the Executive budget line to \$800.

7. Committee and Programs Reports

7.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
C. Gasztonyi had nothing new to report for the executive meeting. Drafted new terms of reference for the Public Advocacy and Communications Committee for the later planning session.

7.2 Grants & Nominations Committees

Nominations: J. Turner reiterated that Terra Dickson had joined the Finance committee.
Grants: Announced that the Terry Rexton Award (Friends of the BC Archives) was given to the Sunshine Coast Museum and Archives. With this small grant of \$1000, the organization plans to purchase microfilm of a local newspaper and digitize it.

7.3 Conference Committee

P. Ansah gave a brief report on the status of the joint AABC/NWA conference:

- The Northwest Archivists group is very enthusiastic about the conference. They would like to hold the conference over 2 days in Vancouver and are flexible about dates
- Efforts to recruit volunteers have so far been unsuccessful. C. Gergich noted that volunteer roles should be clearly defined before serious recruitment attempts are made
- The Irving K. Barber centre at UBC is willing to provide 2 rooms for the conference at no cost
- The AABC executive is to review the proposed conference theme: “Connecting Archival Spaces, Supporting Archival Causes.”

7.4 Membership Committee

R. Mogyorosi led a discussion regarding the proposed Membership survey, which the Membership Committee would like to hold before the end of this calendar year. Points discussed included:

- Types of questions that should be asked of the membership
- How the survey should be conducted
- The AABC Executive's priorities, ie, what we would like to learn from the survey

There was also some discussion regarding restructuring AABC membership fees, but no final decisions were made.

8. Adjournment

Meeting adjourned at 12:30 p.m.

Next Meeting:

Sept 27th, 7:00 p.m.



Executive Committee Meeting Minutes

Thursday, September 27th, 2012, 7:00 pm
via Teleconference

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Suher Zaher-Mazawi, Treasurer
Cathryn Gasztonyi, Secretary
Janet Turner, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large

1. Approval of Agenda

Agenda was approved.

2. Approval of Minutes of September, 2012

Awaiting approval by C. Gergich

3. Business Arising

- Penticton Museum and Archives' Institutional Membership Application
 - Unanimously approved
- AABC's potential ICA membership
 - Discussion occurred as to whether or not the AABC may be able to gain access to ICA resources through the CCA and if membership is necessary, as it is quite expensive.
 - C. Gergich to follow up with L. Wilson, and a decision will be made at a later date
- October Executive meeting plans
 - Meeting time set for 7 pm, October 23rd at the Jewish Museum and Archives

4. Vice President and Programs Committee Report

J. Yuhasz met with C. Gergich last week about potential partnerships with other, similar groups that may share the AABC's interests.

Along with C. Gergich, had a productive meeting with L. Best and P. Ord from the BCMA

Tried contacting P. Van Garderen and C. Mumma at Artefactual Systems Inc., but has not heard back from them

Met with J. Teasley from the BC Digitization Coalition and has agreed to take over Teasley's role as the AABC's representative in the Coalition.

Teasley also had a question for the AABC executive on behalf of the BCDC. The organization plans to start collecting and uploading digital archives in the near future and wanted to know if they could use the AABC-developed BC Thesaurus as the basis for a controlled vocabulary for subject indexing.

J. Turner, who developed the BC Thesaurus, gave a brief history of the project and a discussion about subject indexing followed. J. Turner stated that the BCDC were welcome to use the BC Thesaurus as a starting point, but she believed that it will require significant review and adjustment to be useful.

J. Yuhasz stated that she had contacted D. Mattinson, K. Stewart and R. Hill and asked them to provide the executive with their wish lists for programs delivery in the upcoming year. Their deadline for response is mid-October.

Also discussed the future of the Programs Committee. In a committee meeting, members discussed whether or not the Programs Committee might take over developing new programs from the Contractors, as this was a large item that had to be excluded from this year's budget. J. Mohan suggested that the AABC raise money to allow K. Stewart and R. Hill to develop new programs and workshops.

5. **Treasurer and Finance Committee Report**

S. Zaher-Mazawi discussed some minor AABC banking issues that were quickly resolved.

Sent a draft Terms of Reference for the finance committee to the other committee members and is waiting for approval. It is based on the premise that the Finance Committee's primary role is as an advisory body.

A lengthy discussion occurred regarding fundraising. At the Finance Committee's last meeting, J. Mohan stated that she believed that the AABC executive needed to move quickly in order to secure short term funding. C. Gergich argued that there is still no infrastructure in place to start a fundraising campaign and that this type of fundraising isn't sustainable, but agreed that there is need for money now.

C. Gergich stated that the AABC needs at minimum to begin a fundraising campaign: tracking documents (spreadsheet), a campaign letter and a thank you letter.

J. Turner to write campaign letters (one for individual members, one for institutional members) and thank you letter.

C. Gaszttonyi to send R. Mogyorosi's contact information to S. Zaher-Mazawi so that membership lists can be obtained and used in the fundraising campaign.

Discussion occurred regarding some Membership committee issues, volunteer shortages and the PAAL committee. Details and action items to be included in appropriate report sections.

S. Zaher-Mazawi asked about how the AABC will go about collection the donations. C. Gergich and C. Gaszttonyi suggested that <http://www.canadahelps.org> should be used, since it was approved at the last executive meeting. Some discussion occurred about the logistical aspects of online donations, reports and thank you letters.

It was agreed that letters should send potential donors to the AABC website, where they can download and send a form along with cash or a cheque or go to our page on <http://www.canadahelps.org> to donate.

C. Gergich stressed that this campaign must be positioned correctly – as an emergency campaign that will hopefully not reoccur in the near future.

J. Turner asked whether there should be a target amount, no final decisions were made and she stated that she would provide some options in her letter drafts for the approval of the rest of the executive.

6. Committee and Programs Reports

- 6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
C. Gasztonyi working on collecting AABC executive minutes to be added to the website.
C. Gergich asked about the role of Regional Representatives as perhaps there are resources there that the executive could utilize.
C. Gasztonyi to contact Regional Representatives to ascertain interest in further contributions and also to contact other Provincial and Territorial archives councils to obtain information on advocacy committees and activities.
T. Dickson and J. Baetz to contact C. Gasztonyi about interest in contributing to the newsletter project.
- 6.2 Grants & Nominations Committees
J. Turner had nothing to report. Stated that she would convene the Grants committee to discuss their new role in the organization.
- 6.3 Membership & Conference Committees
D. Brocklehurst had nothing to report.
C. Gergich announced that both Membership Committee co-chairs (J. Pecho and R. Mogyorosi) would be stepping down.
C. Gergich reported that P. Ansah is actively working on the conference. The Northwest Archivists group has reviewed the materials that we created. As reported earlier, P. Ansah has secured space for the conference, but there is some concern that more space may be required due to the joint conference.
C. Gergich has approached J. Morrison for records related to the last conference.
C. Gergich also stated that the Executive Committee should review the membership survey material provide via email by the meeting in October. It is hoped that the Executive will discuss and approve the materials so that the survey may be published in November.

7. President's Report

- C. Gergich reported on CCA business, stating that final compensation from the CCA/NADP would be coming soon, that she made a brief report to the CCA on behalf of the AABC, and nominated Lara Wilson as chair.
C. Gergich reported that she and J. Yuhasz had met with members of the BCMA executive, L. Best and P. Ord. They discussed numerous topics including the possibility of a joint membership – C. Gergich commented that she believes there is a lot of opportunity for collaboration between the AABC and the BCMA.
Re-registered the AABC as a BC Charity.
Reported a discussion she had with K. Bossort about pulling together new Terms of Reference, policies and procedures, and various executive governance matters.

Contacted Michelle Maillet at SLAIS about volunteer ideas. M. Maillet suggested we contact the ACA Student Chapter. A discussion about possibilities of a partnership of some kind with the SLAIS ACA Student chapter followed. As they are such an active organization, the general current of the discussion was quite positive.

C. Gergich also raised the issue of the community gaming grants, wanting to be sure that the AABC would have everything in order to apply for the next fiscal year. J. Yuhasz offered to do that research.

Stated that the priority for October's meeting should be the Membership Committee survey.

8. Adjournment

Meeting adjourned at 8:40 p.m.

Next Meeting:

October 23rd, 8 p.m.



Executive Committee Meeting

Minutes

**Tuesday, October 23rd, 2012, 8:00 pm
Jewish Museum and Archives, Vancouver BC**

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Cathryn Gasztongyi, Secretary (via telephone)
Morgan Gariepy, ACA Student Chapter representative

Regrets:

Suher Zaher-Mazawi, Treasurer
Janet Turner, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large

1. Approval of Agenda

Agenda was approved.

2. Approval of Minutes of September, 2012

Awaiting approval by C. Gergich

3. Business Arising

- Meeting Schedule
 - November meeting should be scheduled, and at that meeting the Executive will decide whether or not there should be a meeting in December as most of the Executive will be away on vacation
- Membership Survey
 - Upon further consideration, C. Gergich stated that she believes the survey needs work and explained that S. Zaher-Mazawi showed the membership survey documentation to the Finance committee and they had concerns (particularly J. Mohan) as it may require a lot of further work to make the survey worthwhile
 - C. Gergich stated that what is really important in this situation is engaging with our membership and attempting to learn what their current needs are. We may be able to assess this with something smaller and less extensive than a membership survey.
 - C. Gergich suggested a 5 question email survey to membership to see what kind of response we might receive. She stated that she would discuss it further with the BCMA executive to find out what worked for them and what did not.

4. Vice President and Programs Committee Report

- J. Yuhasz sat in on BCMA teleconference meeting. That organization is doing a major outreach to membership in 4 steps: membership survey, teleconference meeting, conference, General meeting.
 - Survey was very successful
 - Membership wanted more info on website, more networking opportunities, opportunities for professional development
- Has several upcoming meetings:
 - P. Van Garderen to touch base on Artefactual
 - Simon Meame about a possible grant from Barber
 - J. Yuhasz to look in to previous proposals for information
 - Caroline, director of SLAIS for possible collaboration on continuing education
- Met with J. Teasley about the BCDC
 - J. Yuhasz now AABC's representative on the Coalition
 - Discussion about the BCDC and its mission occurred
- Oral History workshop cancelled due to low enrollment (only 6)
 - Highlights the need for new programs development
- Contractor Wishlists
 - Asked current contractors for their wish lists on what they'd like to do over the next year.
 - About 10k higher than this year's budget, but they're wish lists, so that's what they're for.
- Some discussion about budget timelines occurred, including discussion about applying for Community Gaming Grants and what that process is like.

5. Treasurer and Finance Committee Report

- S. Zaher-Mazawi's report read by C. Gergich
- As mentioned earlier, provided draft membership survey to finance committee and general response was that it needed a lot of work
- Terms of Reference for the finance committee still being worked on
- Canada Helps for website going well
 - Requires a void check from K. Blimkie and David to put the links on the website.
- Approached the Membership committee chairs for membership lists so that fundraising letters could be sent:
 - J. Pecho had concerns about member privacy and soliciting for donations
 - C. Gaszttonyi and J. Yuhasz did not agree with those concerns as we are only contacting our own members who have already shared their information with us
 - Attaching fundraising letter to membership renewal
- Conference
 - S. Zaher-Mazawi questioned whether or not we need a revenue sharing agreement with NWA
 - C. Gergich to have P. Ansah send something to NWA

- Budget and Accounting
 - Loss of revenue from cancelled workshop was significant
 - Highlights need for new workshop development

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

- C. Gasztonyi working on contacting councils with Newsletter/advocacy committees
- Contacted Regional Representatives looking for volunteers and received no response
- Had a few interested volunteers in the Newsletter, but after explaining that we were looking at the possibility of a blog or developing something new, they decided not to take it on
- Some discussion about newsletter formats occurred
- For January meeting, C. Gasztonyi is to create a simple sample newsletter in a word document or pdf.

6.2 Grants & Nominations Committees

- See attached report from J. Turner
- Some discussion regarding Community Gaming Grants occurred
 - J. Yuhasz stated that she has applied for one before and will look in to the process she followed to see how the AABC might benefit
 - Stated that the application is simple, but the financial aspects are tedious and difficult
 - C. Gergich stated that the AABC could hammer out next year's budget while working on the application at the same time
- Some discussion occurred regarding comments on the fundraising letter written by J. Turner, but no final decisions were made
 - Letter to be distributed with membership renewals
- Further discussions regarding donations and fundraising occurred

6.3 Membership & Conference Committees

- P. Ansah sent an update to C. Gergich
 - Approx. 100 attendees from the NWA
 - Want to stay on campus, so delaying conference to May as there are many guest accommodations on campus during the summer
 - C. Gergich stated that having the AABC AGM a little late should be fine

7. President's Report

- C. Gergich stated that the AABC currently needs to focus on partnerships, fundraising, conference, gaming grants, volunteer management
- Volunteer management and recruitment is a huge problem right now:
 - In May, we will need a new VP, a new treasurer, new members-at-large, and possibly a new Secretary (should C. Gasztonyi remain out-of-province)
 - Also, need committee chairs, newsletter, advocacy committee

- Wants to focus more upon records management
 - C. Gasztonyi stated that the AABC definitely needs succession procedures
- Some discussion regarding membership fees occurred and how they can be raised, etc...
- Received final money from CCA/NADP. C. Gergich suggested that this could be used for a roundtable meeting, as the contractors attending will need to be paid for their time
- Reported on the CCA General Assembly call – not much interesting here

8. Adjournment

Meeting adjourned at 9:45 p.m.

Next Meeting:

October 23rd, 8 p.m.

Institutional Member-at-Large report:

With the regard to the draft letter, I am happy to have folks finalize that – most of the comments were positive, and I think the only issue is adding a sentence regarding income tax receipts.

I did think of another approach to institutional members – one way for them to come to the aid of their Association is to sponsor volunteers and staff members to enrol in AABC courses – some may be unaware that these are an important revenue source. How this idea might be circulated is a matter for discussion. I think it should NOT be added to the letter, which should remain a single-purpose document.

At the last meeting, I said I'd look into the BC **Gaming Grant** process. Here's what I have so far:

- Province-wide organizations may apply for grants up to \$250,000
 - This amount may be limited, if the grant, together with other federal/provincial funding, would constitute more than 75% of total program cost
 - Remaining 25% of funding can be derived from fund-raising, program revenues, in-kind, etc.
- Application period for Arts and Culture organizations is from Feb 1 - May 31 with final notification coming August 31st
- We can submit one application per year, on-line or by e-mail.
- We certainly seem to be eligible – non-profit, operating primarily for community benefit, broadly based membership. We would need to do a good job of showing that our “programs benefit the community, and not solely its members’ interest”.
- The other issue, which prevented an application in 2012, is we are NOT eligible if we have more than 50% of our previous fiscal year’s operating expenses on hand, in the form of unrestricted cash and investments. I assume our 2012 expenses will leave us with an amount on hand of less than half the total of 2012’s expenses – Karen/Suher can assure us on this point, and we’ll certainly know where we stand by the time we can submit an application.
- We would apply under the Arts and Culture sector – “Programs that enhance the performing arts, media arts, visual arts, literature, heritage or culture in the community.”



Executive Committee Meeting Minutes

Thursday, November 29th, 2012, 6:00 pm
Via Teleconference

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Suher Zaher-Mazawi, Treasurer
Cathryn Gasztonyi, Secretary
Janet Turner, Institutional Member-at-Large
Morgan Gariepy, ACA Student Chapter representative
Chelsea Shriver, ACA Student Chapter representative

Regrets:

Deidre Brocklehurst, Individual Member-at-Large

1. Approval of Agenda

Agenda was approved.

2. Approval of Minutes of October, 2012

Approved given changes requested via email

3. Business Arising

- December Meeting
 - Due to vacation schedules, December Executive communications to be handled via email unless an emergency arises
- Volunteers
 - The AABC is currently facing a serious problem regarding volunteer recruitment. Communications and newsletter, Conference committee and general conference volunteers are required. Also, several executive positions will be vacant in April.
 - Discussion about many aspects of this issue occurred. Decided that Conference committee and conference volunteers are first priority.
 - C. Gergich to email the listserv to recruit volunteers, hoping for help from SLAIS students as well. All Executive members to contact peers in the profession about potential volunteer opportunities or send contact information of potential candidates to J. Turner.
- Regional Boundaries

- S. Adrian, regional representative for Kootenay-Columbia asked when the regional divisions were created and why some were geographically so large.
- None of the executive members were sure when the regions were divided, but there was consensus that it was likely done based roughly on population and existing regional divisions (and combining where necessary).
- Some discussion followed about the possibility of reviewing the divisions, but it was decided that given the AABC's current financial and staffing difficulties, it would be a very low priority issue at this time.

4. President's Report

- C. Gergich and J. Yuhasz met with Barber representative G. Yusko
 - It was a good meeting, got lots of information.
 - Essentially learned that the AABC will likely not get another large, unconditional grant. Their programs now are much smaller and more streamlined.
 - Need to assess costs as it will require some money to even put together a proposal. No final decisions made, this issue is still up in the air.
- Met with C. Haythornthwaite
 - Discussed opportunities for continuing education
 - SLAIS is planning to put together a committee to investigate possibilities in continuing education for both library and archival studies, but this is all at a very early stage. It is hoped that there may be room for a partnership there in the future.
- Met with P. Van Garderen from Artefactual
 - MemoryBC hosting costs may be increasing due to technical support issues. C. Gergich mentioned that this cost could be covered by a Barber grant.
 - No longer partnered with the ICA on the ATOM software project.
- BC has a new Lieutenant Governor
 - S/he is generally the AABC's patron, so due to the recent change, some paperwork and a letter are required.
 - Jane Morrison has volunteered to help with this.
- Fundraising email composed by C. Gergich has been approved and will soon be sent out to the listserv.
- Plans to meet with K. Bossort regarding Terms of Reference and new policies and procedures.
- Membership Engagement
 - The BCMA was able to obtain some pro-bono help from Volunteer Victoria to get some advice about recruitment, retention and other issues. C. Gergich approached Volunteer Vancouver, but they were not willing to offer pro-bono advice.
 - J. Yuhasz to approach the BCMA for their membership survey questions to see if they can be adapted.
 - C. Gergich suggested that the AABC could do something at the conference such as a plenary session.

- Roundtable Meeting
 - To be held in January. C. Gasztonyi to create Doodle poll for last 2 Saturdays in January
 - To be held at the North Vancouver archives, J. Turner to book space for both Saturdays
- Timelines
 - Discussion occurred regarding the AABC's timeline of activities for the first half of 2013
 - Decided that the Round table meeting will be held in January so that priorities can be established. Gaming grant applications will be put together in February, and contractor contracts will be finalized in March.

5. Vice President and Programs Committee Report

- BC Digitization Coalition
 - The beta of their web portal West Beyond the West is out. They are attempting to reach out to all heritage outlets to get digitized materials onto the portal.
 - They will be attending various conferences to advertise.
- Terms of Reference
 - Approached the Programs committee for help in designing a new Terms of Reference – the committee is currently working on this.
- Teleconference with the BCMA
 - BCMA is interested in partnering for a workshop at their next AGM. The keynote speaker is: Wade Davis
 - This idea was discussed in some detail. Given the keynote speaker, there was a good deal of enthusiasm, but it was generally felt that it was on short notice. It was agreed that there would be further discussion of this issue at the Round Table meeting.
- Adobe Connect
 - J. Yuhasz did some research on Adobe Connect as a possible replacement for Telus teleconferencing.
 - Was not able to find much useful information, but planning to ask L. Wilson for further details as she has used it before.
- Archives Week
 - Put together a poster with theme, but there were problems sending the information to the aabc list serv which delayed the announcement of the event.

6. Treasurer and Finance Committee Report

- Terms of Reference
 - Drafted, will send to the Finance committee for discussion and to K. Blimkie.
- Canada Helps
 - Button has now been added to the website, despite some early technical issues – it has actually been added to the main style sheet.
 - Now the letter must be sent out to membership

- Budget
 - Waiting for October statements
 - Donations are below target, but the campaign has not yet been advertised
 - Membership fees achieved
 - Workshop revenues behind due to cancellation
- Roundtable
 - S. Zaher-Mazawi remarked that the Executive must be very careful with expenses due to other shortfalls

7. Committee and Programs Reports

7.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

- Contacted other Councils with outreach/newsletter committees and only received a response from the ASA
- For January meeting, C. Gasztonyi is to create a simple sample newsletter in a word document or pdf.
- C. Gasztonyi also to contact L. Pearse regarding Sonya Nicholson and the possibility of her continuing to volunteer, and also to ask D. Mattinson to remove H. Inefuku from the list of AABC staff and officers.

7.2 Grants & Nominations Committees

- J. Turner reported that the Rexton award was given out in two \$1000 awards, as suggested via email by the AABC executive.

7.3 Membership & Conference Committees

- C. Gergich and S. Zaher-Mazawi met with P. Ansah about revenue sharing using the prior ARMA joint conference agreement as a template for cost-sharing and other issues.
- NWA group wanted a banquet, but the cost would be too high, thus there will be a cocktail reception.
- P. Ansah is searching for a venue for the cocktail reception – discussion about possible venues followed and several possibilities were mentioned

8. Adjournment

Meeting adjourned at 8:00 pm.

Next Meeting:

January 19, 1:00 pm



Executive Committee Meeting Minutes

Tuesday, February 26th, 7:00 pm
Via Teleconference

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Suher Zaher-Mazawi, Treasurer
Cathryn Gaszttonyi, Secretary
Janet Turner, Institutional Member-at-Large

Regrets:

Deidre Brocklehurst, Individual Member-at-Large

1. Approval of Agenda

Agenda was approved.

2. Approval of Minutes of January 2013

Minutes to be approved at March meeting or via email

3. Business Arising

- Application for institutional membership: Town of View Royal archives
 - Application approved
- AABC budget, Conference budget, Conference cost-sharing agreement
 - To be discussed during Treasurer's report

4. President's Report

- Budget meetings
 - Met with S. Zaher-Mazawi and created AABC budget forecasts for the next 4 years: reserve maintenance can continue for 3 years.
 - Met with Finance Committee and K. Blimkie to discuss the budget, which has been sent to the Executive for review and approval.
 - Met with S. Zaher-Mazawi and P. Ansah about the conference budget: some issues surrounding registration fees and the cost-sharing agreement with Northwest Archivists group will be discussed further with P. Ansah.
- Conference
 - Jack Lohman, CEO of the Royal BC Museum is the AABC's potential keynote speaker.
 - The AABC AGM will be held on Saturday May 4th: C. Gaszttonyi to get information from previous AGM from J. Pecho and to ask if J. Pecho

- might be able to take minutes as C. Gasztonyi will probably not be able to attend the conference.
- There should be a session to review the membership survey to discuss the future of the AABC directly with membership.
- Gaming grants
 - Discussed AABC eligibility for Gaming grants and problems with financial reserves
 - Discussed potential activities and programs that should be funded
 - J. Yuhasz to send a sample application to the Executive so that decisions can be made regarding activities and programs
- BC Museums Association
 - Peter Ord, the incoming BCMA President wants to have further discussions about co-ordinating an event at the BCMA AGM, but it is scheduled for the same weekend as the ACA conference
 - C. Gergich mentioned the BCMA recently let go their Executive Director.

5. Vice President and Programs Committee Report

- Terms of Reference
 - Programs Committee terms of reference has been approved and added to the AABC website
 - Membership survey sent out – results to be analyzed soon
 - Will be starting Contracts for K. Stewart, K. Blimkie, R. Hill and D. Mattinson – they will be finalized after the budget is approved.
 - Some discussion occurred about memberships, membership fees, the current renewal period, and the possibility of restricting part of the website for members only.
 - J. Turner to write sample letter to go out with renewal notices

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

- C. Gasztonyi sent 2012 minutes to D. Mattinson to be uploaded to the AABC website.
- Contacted S. Nicholson, has not yet heard back.
- Started working on a sample newsletter and stated that Word will be sufficient to create one if a volunteer is ever found.
 - It was suggested that a Facebook page might be a better choice, but no final decision was made.
- Was unable to attend CCA Copyright webinar, but summarized the thoughts of some colleagues. C. Gasztonyi to send Presentation to Executive members.

6.2 Grants & Nominations Committees

- J. Turner researched the Community Gaming Grants – discussion occurred earlier in the meeting.

- Has not yet started contacting potential volunteers, but will do that before the next meeting.
- Received a call from a colleague working with the Archives Association of Ontario about suggestions for fundraising programs.

6.3 Membership & Conference Committees

- C. Gergich stated that she is doing her best to support P. Ansah in his efforts to coordinate the AABC conference as he does not have a committee.
- Details discussed in the President's report and the Treasurer's report.

7. Treasurer and Finance Committee Report

- Conference fees
 - S. Zaher-Mazawi stated that there is some conflict with the NWA about conference registration fees, as the AABC would prefer higher fees to potentially generate a small profit and to allow for any contingencies.
 - Discussion about the fees occurred and the draft fee schedule was revised to be sent to the NWA for approval.
- Cost-sharing Agreement with NWA
 - A brief discussion about the cost-sharing agreement occurred. C. Gergich is to update it and send it back to the NWA for approval.
- AABC Budget
 - S. Zaher-Mazawi went over the budget in some detail. The primary goal is to spend only \$20,000 from AABC reserves each year over the next three years, so the budget will be quite similar for the next few years unless alternative sources of funding are found.
 - Discussion about the AABC 2013 budget occurred.
 - The 2013 budget was approved by the Executive.

8. Adjournment

Meeting adjourned at 9:00 pm.

Next Meeting:

March 4, 7:00 pm via Teleconference (tentative)



Executive Committee Emergency Meeting Minutes

Monday, March 4th, 7:30 pm
Via Teleconference

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Suher Zaher-Mazawi, Treasurer
Cathryn Gaszttonyi, Secretary

Regrets:

Janet Turner, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large

1. Approval of Agenda

Agenda was approved.

2. Business Arising

- Rosaleen Hill's resignation
 - Extensive discussion occurred regarding the resignation of R. Hill and the immediate future of the AABC's Preservation Program: Preservation Advisory services to be discontinued until further notice.
 - K. Stewart to take over Introduction to Archival Preservation workshop.
 - This fundamentally change budget and plans for grant applications. Decided to work out new contracts, revise budget and discuss at the Executive Meeting in late March.
- Budget Approval
 - Some general discussion occurred and the issue was delayed to the next meeting in late March to allow for further revisions
- Term Deposits
 - Some brief discussion occurred and the issue was deferred to the next meeting.
- Restricted/Unrestricted funds
 - Deferred to the next meeting.
- Membership Renewal: BC Historical Federation
 - Some discussion occurred regarding the benefits of membership. The Executive members were undecided and the issue was deferred to the next meeting.

- AGM Package
 - Deadline for report submissions set for March 29th
 - The AGM package must be made available to members of the website 30 days in advance of the meeting, so it will be compiled by C. Gasztonyi over the Easter long weekend.
- AGM Minutes
 - J. Pecho will be able to take the AGM minutes as C. Gasztonyi will not be able to attend the Conference/AGM.

3. Adjournment

Meeting adjourned at 8:30 p.m.

Next Meeting:

March 26th, 7:00 pm



Executive Committee Meeting Minutes

Thursday, March 21st, 7:00 pm
Via Teleconference

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Suher Zaher-Mazawi, Treasurer
Cathryn Gaszttonyi, Secretary

Regrets:

Janet Turner, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large

1. Approval of Agenda

- Agenda was approved.

2. Business Arising

- BC Historical Federation Membership Renewal
 - Approved by the Executive
- Motions for the AABC Annual General Meeting
 - Discussion occurred regarding the motions that the Executive would like to table during the May AGM including membership fee increases, changes to the Executive structure and the future of the Newsletter.
 - C. Gaszttonyi to contact D. Mattinson about updating some of the Newsletter information on the AABC website.
 - C. Gergich to send motions via email to be added to the AGM package.
- Financial/Budget issues
 - To be discussed during the Treasurer's report

3. President's Report

- Conference
 - Cost-sharing agreement with NWA completed and signed
 - Discussion occurred regarding the conference schedule, speakers, and potential problems with volunteer recruitment. C. Gergich also mentioned that the Archives Association of Ontario has already begun planning their 2014 Conference and suggested that the AABC should do this for next year as well.
- Nominations and Volunteer Recruitment
 - Contacted M. Gariepy in the hopes that he may spread the word regarding upcoming Executive nominations.

- Email from Brenda Richmond
 - Discussion occurred regarding an email sent to C. Gergich by B. Richmond regarding the possible formation of a Digital Preservation working group or committee.
 - Executive agreed that due to volunteer recruitment problems and funding cuts, this type of initiative is not possible now or in the near future for the AABC.
- Fundraising/Donations
 - Sent out a letter for support on the AABC listserv and it was included in membership renewals mailout.
 - C. Gergich to coordinate thank you letters to donors

4. Vice President and Programs Committee Report

- Members Only website section
 - There was some discussion about creating a members only section on the AABC website in order to provide more value for membership.
 - Members of both the Finance and Programs committees were not in favour of this change to the AABC website.
- Website Administrator Extended Absence
 - D. Mattinson taking approximately 1 month off from April 8 to May 8. Some of his duties must be taken over by someone during this time.
 - Will discuss specifics with D. Mattinson and report to the Executive via email
- Contracts
 - Budget revised and K. Stewart's contract finalized – other contracts to be settled soon
 - Some additions to D. Mattinson's hours due to reshuffling

5. Treasurer and Finance Committee Report

- Term Deposits
 - As recommended by K. Blimkie, the AABC approved adding \$15,000 in to a 6-month term deposit account.
- Budget
 - S. Zaher-Mazawi described changes made in the budget due to the departure of R. Hill.
 - Budget was approved by the Executive.
- Motions
 - The AABC Executive agrees to make the restricted \$35,000 funds unrestricted so the AABC can increase the restricted amount.
 - The AABC Executive agrees to reserve the amount of \$55,000 as restricted funds in order to maintain a safe reserve to assist with dissolving the organization if required in light of the recent loss of federal government funding and other sources of revenue. This internally restricted amount is not available for unrestricted purposes without the approval of the Board.
 - Motions approved by Executive.

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

- C. Gasztonyi reported that reports for the AGM package were being sent steadily. Plans to compile the package over the Easter long weekend are still on track.
- C. Gasztonyi to discuss some changes to the website with D. Mattison, including the addition of the approved 2011 AGM minutes and some information about the AABC newsletter.

7. Adjournment

Meeting adjourned at 9:00 pm.

Next Meeting:

May 4th Annual General Meeting



**Executive Committee Meeting
Minutes**

**Thursday, May 30th 2013 at 6:00 pm
Via Teleconference**

Attendance:

- Christine Gergich, *Outgoing President*
- Jennifer Yuhasz, *Outgoing Vice President; Incoming President*
- Suher Zaher-Mazawi, *Outgoing Treasurer*
- Cathryn Gasztolyi, *Outgoing Secretary (Joined 6:33 pm)*
- Janet Turner, Institutional Member-at-Large
- Jane Morrison, *Returning Individual Member-at-Large*
- Brenda Richmond, *Incoming Secretary*

Regrets:

- Deirdre Brocklehurst, *Outgoing Individual Member-at-Large*
-

1. Approval of Agenda

- Agenda was approved

2. Business Arising

- Review of 2013 AABC Conference
 - Overall good conference, with good participation
 - No BC participation or BC content, however; sponsorship turned down as a result
 - There were questions raised about student participation and whether students were invited to present papers at the conference
 - Not many conference volunteers; Patrick worked predominantly alone
 - There is no conference chair in place for 2014
- Discussion of Future Annual Conferences
 - Executive discussed challenges involved in organizing and funding a conference; very time-consuming
 - Comparison made to Alberta Archives' Association who organize a conference every second or third year?
 - Inquiry made about how Alberta manages Annual General Meeting (AGM) & how to encourage greater attendance; suggestions made to invite a special speaker or hold a workshop to entice people out to attend AGM; possible "mini conference" over 1.5 days?
 - ARMA combines a networking event with AGM to encourage attendance (Noted that ARMA has greater financial resources, however)
 - 2013 conference brought in \$3,000.00 for AABC
- AGM Discussion/Motions
 - Limited attendance meant quorum was only achieved by one or two attendees

- Executive agreed to increase membership fees (first time in 5 years) & announce on website; Jane will send a message out to the listserv
- Will start next year (2014 memberships)
- Discussion around membership privileges (particularly in light of NADP cuts)
- At the AGM a member inquired if our 2009 Constitution & Bylaws were up-to-date
- Proposal for Newsletter & PAAL to combine and become "Communications" Committee
- Membership Survey: very few people responded
- Discussion around make up AABC membership: Small Archives & SLAIS graduates – challenges raised in serving the needs of two distinct groups
- AABC Outgoing Executive
 - Jennifer thanked outgoing Executive for their hard work, dedication and commitment during a difficult transition in 2012 following the loss of the Federal NADP grant.
- Recruiting volunteers for AABC Executive
 - Janet sent out communiqué via AABC listserv concerning state of AABC and the insufficient numbers to fill Executive positions; limited response back
 - Janet spoke with Kelly Stewart about recommendations for Executive. Will follow up on those recommendations.
 - Proposal to initiate a recruitment campaign for volunteers
 - Discussion around apathy in profession; fewer & fewer getting involved
- New Chair of Communications
 - There is, possibly, a chair for the Communication's portfolio
- AGM Elections
 - It was noted that the AABC has run before without a VP but not without a Treasurer. Executive agreed that we need to update job descriptions for each position.
- Letter to Minister James Moore
 - There was a discussion around writing a letter to Minister James Moore
- Talk to New SLAIS
 - Janet gave a two minute talk to new SLAIS Graduates, welcoming them to the Profession; encouraged them to join AABC & volunteer their time to the Association
- Association of Canadian Archivists (ACA) Conference in Winnipeg
 - Jane will read off Jennifer's report at the Council of President's meeting (?)
- AABC Records
 - Recent AABC records can be transferred to Victoria where UVic is holding them until they can be transferred to BC Archives
- Conservation Equipment
 - Discussion around what to do with conservation equipment with the resignation and departure of Rosaleen Hill

3. President's Report



- Christine transitioned to Jennifer, new incoming President

4. Vice President and Programs Committee Report

5. Treasurer and Finance Committee Report

- Suher transitioned to Jennifer
- Transferred all electronic & hardcopy records
- Will continue to assist AABC (unofficially)
- Suher still maintains signing authority
- Bank requires a new motion when a new Finance Officer is brought on to the Executive
- BC Community Gaming Grant – Did not receive the grant due to AABC financial position

6. Secretary

- Cathryn transitioned to Brenda, new incoming Secretary
- Cathryn transferred all electronic records to Brenda
- Inquire with David about new email address for Secretary; problems with AABC email address raised

7. Committee and Program Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

- Cathryn reported that David (Webmaster) has updated newsletter on website
- 2012 AGM minutes up on website
- Late with 2013 AGM minutes (Cathryn or Jane will format)

6.2 Grants & Nominations Committees

- 2 new Membership Co-chairs: Jen Zerkee and Sarah Rathjen, will take over from Jen Pecho and Rita Mogyorosi
- Janet requested some assistance on nominations committee
- No grants to adjudicate – proposed new responsibilities with spare time: discussion around repurposing grants committee

6.3 Membership & Conference Committees

- Jen Pecho reported 2 new full Institutional memberships . In total, 156 members & 1 new Associate Institution. 1 institution shut down.
- Members appear to be satisfied with current fee structure
- Results of membership survey to be put on website; although membership survey results are low, it provided good information.
- Discussion around membership structure (may need to change); suggestion of multi-tier membership structure; it would be a big thing to change membership structure.

8. Adjournment (Adjourned at 9:00 pm.)

Next Meeting: Tuesday, July 16th



**Executive Committee Meeting
Minutes**

**Thursday, July 16th 2013 at 6:00 pm
Via Teleconference**

Attendance:

- Jennifer Yuhasz, President
 - Sarah Romkey, Treasurer
 - Janet Turner, Institutional Member-at-Large
 - Jane Morrison, Individual Member-at-Large
 - Brenda Richmond, Secretary
-

1. Approval of Agenda

- Agenda was approved

2. Approval of Minutes

- Minutes were approved

3. Business Arising

- New Finance Officer (Sarah Romkey)
 - Sarah was welcomed to the Executive by all
 - Financial records to be transferred to Sarah; signing authority changed at bank; AABC Finance Officer email account to be transferred (Contact D. Mattison)
- Report on Council of Presidents Meeting, ACA 2013 (Jane)
 - Jane attended the Association of Canadian Archivists (ACA) conference in Winnipeg
 - Read AABC President's report at Council of President's meeting
 - Fewer provincial and territorial representatives at meeting than previous years
 - Meeting focused on difficulty attracting volunteers and funding in provinces and territories
 - Discussions around head of Library and Archives Canada and the National Archives Development Program (NADP) grant and changes to Federal Cabinet, with Minister of Culture and Heritage, James Moore, stepping down
 - Some collaboration between Council of Canadian Archives (CCA) and ACA
- Letter to Minister James Moore (NADP Cuts; Qualifications on the Hiring of the New Archivist of Canada)
 - Discussion around letters recently sent to Minister James Moore's office – concern that they may be overlooked in the transition between Ministers and whether to resend them to the new Minister of Culture and Heritage
 - Jennifer shared response letter from Minister Moore's office
- AABC Executive
 - Discussion around the need for a Vice President to sit on the Executive and take over as President of the AABC in 2014. Possible candidates identified.



- Terms of reference and job descriptions for Executive positions raised in discussion
 - follow up on locating documents that outline lists of duties for all Executive positions

4. President's Report

- Finalizing 2013 Conference
 - Final accounting being finalized
- Communications Committee
 - Kelly Lau is developing a new Communications and Social Media proposal
 - Potential new volunteer to serve as the Regional Representative for Greater Vancouver & assist with Nominations Committee

5. Vice President and Programs Committee Report

- Programs Committee
 - Kelly Stewart currently providing workshops
 - D. Mattison providing updates on website content

6. Treasurer and Finance Committee Report

- Sarah to send email to Finance Committee to touch base with them and review pertinent records from previous Treasurer

7. Secretary

- May 2013 minutes to be approved and posted

8. Committee and Program Reports

- 6.2 Communications Committee (Newsletter/Regional Representatives/PAAL)
 - Brenda to connect with Kelly to discuss new proposal & communications strategies for AABC
- 6.2 Grants & Nominations Committees
 - Terry Reksten Award – 2 x \$1,000.00 awards offered
 - August 5 deadline extended due to late posting of Grant
 - Grant information posted on AABC website; suggestion to email listserv and alert them to it as well
- 6.3 Membership & Conference Committees
 - Jane to check in with Jennifer Pecho regarding membership survey results – wrap up
 - Membership fee increased and AABC listserv alerted
 - ACA Conference in Victoria 2014 – Jane to look into possibility of AABC AGM to coincide with ACA Conference in order to increase numbers in attendance
 - Discussion around providing a workshop at 2014 ACA conference in place of a 2014 AABC conference or providing one day's worth of programs?

9. Adjournment

- Meeting adjourned at 7:45 pm.



Archives Association
of British Columbia

Next Meeting: August 21st 2013



**Executive Committee Meeting
Minutes**

**Thursday, August 21st 2013 at 10:00 am
Via Teleconference**

Attendance:

- Jennifer Yuhasz, President
 - Sarah Romkey, Treasurer
 - Janet Turner, Institutional Member-at-Large
 - Jane Morrison, Individual Member-at-Large
 - Brenda Richmond, Secretary
-

1. Approval of Agenda

- Agenda was approved

2. Approval of Minutes

- Minutes were approved

3. Business Arising

- A volunteer to serve as regional representative for Greater Vancouver &/ or assist with Nomination's committee is still being considered.
- Position of Vice President still remains vacant. Prospective volunteers are being considered.
- The search for job descriptions & list of duties and responsibilities of Executive members still in progress.
- Discussion on stored preservation equipment and what the AABC should do with it going forward.
- Discussion regarding round table meeting to be scheduled in October. B. Richmond to organize.

4. President's Report

- Signing authorities changed at the Bank. Suher Zaher-Mazawi, Christine Gergich & Jane Morrison removed as signing authorities; Jennifer Yuhasz & Sarah Romkey added as new signing authorities.
- Jennifer & Sarah met with AABC accountant Karen Blimkie
 - Went over Treasurer's position and history
 - 2012 & 2013 Annual Report still yet to be filed. B. Richmond to follow up on.
 - 2013 annual conference finalized. Northwest Archivists paid out & accounting is complete.
- J. Yuhasz and Christine Gergich met, via teleconference, with Jack Lohman (BC Archives). Discussion regarding partnering with other heritage organizations & organizing a round-table discussion with partnering organizations. C. Gergich to serve as the liaison with J.



Lohman in Victoria and discuss anticipated outcomes from partnering with other heritage organizations. Will draft a report on proposal. AABC Executive seeking external input from some members of the Archival community. S. Romkey recommended additional partner to add to the current list and will provide a follow up.

- Communications Committee
 - Kelly Lau presented a Communications and Social Media proposal to J. Yuhasz & B. Richmond. Executive will review the proposal & respond. Implementation strategy, roles and responsibilities, and operating procedures to be discussed and developed. B. Richmond to work with K. Lau & J. Yuhasz.

5. Vice President and Programs Committee Report

- Kelly Stewart preparing to deliver sold out workshops
- D. Mattison continuing to provide updates on website content

6. Treasurer and Finance Committee Report

- S. Romkey & K. Blimkie worked to complete Treasurer's report.
- Executive to review Financial statements & approve them via email
- AABC sent Northwest Archivists payment for the annual conference
- Finance Committee members confirmed commitment to remain active on the Committee. Recommendation that former Treasurer be a member of the Committee. S. Romkey to contact former AABC Treasurer and President.
- Review of current expenditures & revenue streams by S. Romkey. Will follow up and report on any new proposed strategies for discussion by Executive.

7. Secretary

8. Committee and Program Reports

- 8.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
 - Reiteration of discussion had with K. Lau & review of communications and social media proposal.
- 8.2 Grants & Nominations Committees
 - Applications for Terry Reksten Award being reviewed and considered
 - New objectives for Fall of 2013 being developed.
- 8.3 Membership & Conference Committees
 - J. Morrison to confirm committee member numbers, and will report on membership survey summary when she receives it
 - J. Morrison contacted ACA local arrangements Chair regarding AABC participation (workshop or one-day program) at ACA Conference in Victoria in 2014. Awaiting a response.
 - S. Romkey spoke with J. Teasley on PLC regarding pre-conference workshop – AABC to work with ACA.
 - AABC needs to notify the Societies office if AGM is held after April, according to our Constitution.



9. Adjournment

- Meeting adjourned at 11:03 am.

Next Meeting: Wednesday, September 18th 2013, 10:00 am – 11:00 am



Executive Committee Meeting Minutes

Wednesday, September 18th 2013 at 10:00 am
Via Teleconference

Attendance:

- Jennifer Yuhasz, President
 - Sarah Romkey, Treasurer
 - Janet Turner, Institutional Member-at-Large
 - Jane Morrison, Individual Member-at-Large
 - Brenda Richmond, Secretary (*Joined at 10:30 am*)
-

1. Approval of Agenda
 - Agenda was approved
2. Approval of Minutes
 - *Minutes to be approved by email*
3. Business Arising
 - B. Richmond has filed 2012 annual report & will file with 2013 annual report, shortly.
 - B. Richmond has confirmed the roundtable meeting will be held at the Jewish Museum and Archives of BC on November 16 (changed from October 26). B. Richmond to email K. Blimkie, K. Stewart & D. Mattison ASAP. B. Richmond to invite K. Lau to Roundtable meeting to discuss in person and in depth the social media proposal.
 - B. Richmond emailed K. Lau thanking her for a well done proposal & informed her that the Executive has decided to implement Facebook. B. Richmond & K. Lau planning to meet to discuss Facebook in greater detail.
 - Executive discussed J. Morrison's ideas regarding "friending" people/institutions. To be discussed in greater detail at Roundtable meeting. Suggestion that AABC should "friend" other institutions / organizations, but individuals should have to "friend" the AABC.
 - Executive agreed that K. Lau was to be the Facebook administrator. Along with the Executive's help, K. Lau to set up Facebook account, promote it, actively seek committee members, and post.
 - K. Lau to actively seek out posts from K. Stewart & D. Mattison & post on their behalf.
 - Facebook administrator will regularly check Facebook to monitor comments and posts.
 - AABC to actively seek out volunteers to serve as representatives of different sectors of the AABC membership. J. Yuhasz and J. Morrison will contact potential volunteers.
 - J. Yuhasz will provide K. Stewart a list of preservation equipment in order to let institutions know what they can borrow. U. Vic may be interested in borrowing the hygrothermograph reader.

4. President's Report

- J. Yuhasz is working with BC Archives to develop a draft proposal. J. Morrison suggested that ARMA Vancouver Island be added to the proposal. J. Yuhasz is waiting now to hear back from BC Archives regarding draft proposal.
- Further efforts made to recruit for the positions on the Communications Committee &/or to serve as the Vancouver Representative.
- Executive agreed that AABC does not need to send a member of the Executive for the BC Association for Charitable Gaming Symposium.
- J. Yuhasz will give an update on the AABC for the annual CCA General Assembly at the end of October.

5. Vice President and Programs Committee Report

- K. Stewart has been asked to participate in a roundtable of Archives advisors at the ACA conference. K. Stewart to prepare a budget of expenses for participation in this event. J. Yuhasz to forward budget to S. Romkey and Executive to seek approval.

6. Treasurer and Finance Committee Report

- Discussion concerning webhosting expenses.
- S. Romkey looking into ways AABC can cut costs. Review of current expenditures.
- S. Romkey sent requests to former Treasurer & AABC President to consider joining the Finance Committee
- Discussion around “Canada Helps” page and customization of it. Discuss with D. Mattison. Seek budget approval for the work. Further discussion around customization.
- S. Romkey requested approval of Financial Statements.

7. Committee and Program Reports

7.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

- Social Media and Communications Proposal (B. Richmond)

7.2 Grants & Nominations Committees

- Discussion around whether to double the amount of Terry Reksten award for one recipient or whether to give two awards to two recipients.
- Current recipients: Horsefly Historical Society (Oral History project) & Pacific Association of Artist Run Centres (Build an index of membership publications database)

7.3 Membership & Conference Committees

- Discussion around delivering an AABC workshop, with a focus on digitization, at the upcoming ACA Conference & associated fees (J. Morrison). Would require ACA approval and buy in.
 - Offer to host it at U Vic. for free
 - K. Stewart to put in a proposal

8. Adjournment @ 10:55 am.

Next Meetings: November 16th 1:00 pm.



Executive Meeting Minutes

Saturday, November 16th 2013 at 12:30 pm
Held at the Jewish Museum & Archives of BC

Attendance:

- Jennifer Yuhasz, President
 - Sarah Romkey, Treasurer
 - Janet Turner, Institutional Member-at-Large
 - Jane Morrison, Individual Member-at-Large
 - Brenda Richmond, Secretary
-

1. Approval of Agenda
 - Agenda was approved
2. Approval of Minutes
 - *Approval of minutes deferred*
3. Business Arising
 - List of preservation equipment sent to K. Stewart. If anyone is interested they should let the President know. Currently being stored. (AABC will not be selling it or renting it)
 - Will be considered a benefit of being an AABC member (Mailing equipment could pose problems)
4. President's Report
 - Discussion regarding Jack Lohman and expression of interest in having extensive Heritage Delegation round table meeting. Executive felt we needed to focus on smaller meetings and fundraising at the moment. Focus of Delegation should be to meet with Ministers, write letters to Provincial Government; encourage Historians, Researchers to get involved. Get a meeting with Provincial Ministers. (Recommend speaking with Historian & retired NDP MLA, Guy Gentner, of North Delta)
5. Vice President and Programs Committee Report
6. Treasurer and Finance Committee Report
 - Request by S. Romkey to have "Approval of the Financial Statements" added to regular Agenda. Will circulate via email. CCA funds will be a big adjustment.
 - Suher and Christine were asked about joining the Finance Committee.
 - Discussion around targeted fundraising for Student Scholarships
 - Future years: need to focus on fundraising for sustainability. Need to focus on increasing fundraising / revenue for AABC. No room to cut costs.
 - Change MemoryBC spot on the website to put course work / workshops in that spot. MemoryBC gets a lot more traffic.
7. Committee and Program Reports

7.2 Grants & Nominations Committees

- Recommendation to change “Institutional” and “Individual” and just say “members @ large” (Wording should say “up to 4.” JM to run past LM to get her opinion)
- Volunteer recruitment – J. Turner wants ideas. Recommend calling people by phone – more personable. Generate a list of potential contacts at meetings.
- Greater Vancouver Regional Rep. (S. Romkey to approach identified volunteer to serve as Greater Vancouver Regional Representative)
- Motion to change Constitution regarding President’s term

7.3 Membership & Conference Committees

- McKenzie District – accept Membership Committee’s recommendation?
- Executive passed motion to accept recommendation

*** Recommendation: invite Committee Member Chairs to next year’s Round Table meeting.

Adjourned: 1:30 pm.

Next Meetings: Saturday, February 15th 10:00 am. (NV Museum & Archives)



Executive Meeting Minutes

Wednesday, January 15th 2014 at 11:00 am
Via Teleconference

Attendance:

- Jennifer Yuhasz, President
 - Sarah Romkey, Treasurer
 - Janet Turner, Institutional Member-at-Large
 - Jane Morrison, Individual Member-at-Large
 - Brenda Richmond, Secretary
-

1. Approval of Agenda
 - Agenda was approved
2. Approval of Minutes
 - *Approval of November Executive Meeting Minutes postponed (to be sent by email)*
3. Business Arising
4. President's Report
 - 2 New SLAIS students (C. Shriver and E. Chicorili) posting to Facebook every Wednesday to assist FB administrator K. Lau
 - New precedent regarding old outstanding cheques that have not been cashed: Executive agreed that it would cost more to change the budget. Decision was made to limit cheque-cashing to a restricted end time
 - Contacted by Council of Nova Scotia (who liked the name *MemoryBC*) and sought approval to call their own online database *MemoryNS* – Executive approved the request
 - J. Yuhasz and D. Mattison decided not to upgrade (AtoM upgrade to ARCAN-L 2.0.1.) Agreed to hold off for now. Costs were a factor. Discussion around budgeting for upgrade next year. A lot of changes anticipated. Jennifer will send out email.
 - BC Historical Federation membership renewal: S. Romkey contacted BCHF inquiring about membership benefits but did not hear back. Discussion around advertising workshops in their brochure (belief that it is part of BCHF membership benefit) K. Stewart to do regular updates to newsletter.
 - K. Stewart & D. Mattison submitted wish-list items. Wish-list items to go to Finance and Programs Committee for discussion. One week to send in recommendations.
 - *Draft budget ready for Budget meeting (Feb. 15th 2014)*. J. Morrison, L. Wilson may be on mainland attending ACA Student Symposium & able to attend budget meeting. T. Dickson from Finance Committee & J. Teasley from Program Committee may attend Budget meeting as well.
 - Stipe vs. Gift Tool
 - Online payment tool
 - Stripe wouldn't really help (\$1,500-\$2,000. to develop)
 - Used primarily to pay for memberships – agreement that it wouldn't ultimately help the AABC and therefore be beneficial
 - J. Morrison to touch base with other provincial/territorial councils to look into possibility of cost sharing with them for use of such online payment tools.

- Canada Archives' Summit
 - Have follow-up meeting in Vancouver after Summit. Victoria is hosting its own Summit meeting @ eGovernment Records Branch. J. Morrison attending.
 - K. Stewart attending Summit
 - Not a lot of advanced notice provided regarding the Summit (difficult to plan meeting), little interest expressed in BC.
 - Anyone can set up a site and tune in (Summit to be filmed live. Time-difference a consideration). West Coast wasn't really considered, however.
 - Will send out email to listserv. Due to time-zone differences, will host a follow-up meeting. J. Yuhasz will draft a posting for the AABC listserv.
 - S. Romkey suggested UBC to host.

5. Vice President and Programs Committee Report

6. Treasurer and Finance Committee Report

- Raised the issue of refunds to International students. We neglected to pass a motion at the last meeting (November 2013) not to allow refunds for International students who pay by money order or cheque. Request that this be made a policy.
- Discuss possibility of increasing fees for workshops at Budget meeting.
- November financial statements need to be approved.
- Budget meeting Feb. 15th 2014 combine with Executive meeting (Discuss upcoming AGM)

7. Committee and Program Reports

- 7.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
- 7.2 Grants & Nominations Committees
- 7.3 Membership & Conference Committees

Adjourned: 11:45 am.

Next Meetings: Saturday, February 15th 10:00 am. (NV Museum & Archives)



Budget & Executive Meeting Minutes

Saturday, February 15th 2014 at 10:00 am
Held at the North Vancouver Archives

Attendance:

- Jennifer Yuhasz, President
 - Sarah Romkey, Treasurer
 - Janet Turner, Institutional Member-at-Large
 - Jane Morrison, Individual Member-at-Large
 - Brenda Richmond, Secretary
 - Karen Blimkie, Financial Manager
 - Lara Wilson, Finance Committee
 - Jill Teasley, Finance Committee
-

Budget Meeting

- S. Romkey & K. Blimkie provided an overview of Financial Statements & Budget expenditures and revenue for 2013. Discussed proposed Budget for 2014, with input from Finance Committee & Executive Committee members.
- Decision to withdraw membership from BC Historical Federation due to lack of benefits from BC Historical Federation and two attempts to contact administrator with no returned phone call.
- Discussion around high web hosting costs for a static website and where AABC could save money.
 - MemoryBC is hosted by Artefactual. AABC looking to upgrade to AtoM version 2.0
 - may tie into decision to switch web hosts for AABC
 - Archives Canada to move entirely to AtoM hosting with Artefactual
 - Council of Canadian Archivists (CCA) looking at potential to centralize hosting for Provincial Councils. May lead to centralized cost sharing for each Province
- In-depth discussion around AABC contract employees and their project proposals and associated costs for 2014. Resolutions reached around each project proposal for 2014 based on AABC 2014 budget & agreed upon priorities for 2014 and future years (Big picture factored in).
- Discussions centered around providing advice to membership vs. non-membership – discussion with K. Stewart about providing advice to non-members and out-of-province members from other Councils.
 - Suggestion to track advice provided and to whom
- Discussion around updating courses and workshops & recording webcast of workshops and courses & producing webinars. CCA has interactive webinars. Discussion around whether to charge for interactive webinars or offer for free static webinars. If professional advice was sought on static webinars, then there would be a charge. Agreement with the benefits of webinars. Delivery of them was an issue of concern that was raised.
- Discussion around raising workshop fees, especially for non-members. The AABC has not raised its fees in a number of years, other organizations/associations charge more for similar

courses. Executive agreed to raise non-member course fees to \$500.00 for workshops and for members, the fee would be \$375.00 (Goal is to encourage individuals and institutions to become members of the AABC). Would come into effect April 1st 2014 for the 2014-2015 year.

- Shipping rates need to increase as well to keep up with costs
- Further discussion around administrative assistance, possibly from a SLAIS student, to assist AABC and its two contract employees, particularly in the area of administration & cleaning up files on MemoryBC – may need to wait until 2015 with an Executive-approved plan.
 - While Executive agreed that MemoryBC files need to be brought up to Institutional standards, concern was raised around sustaining that service over time as new additions are added to MemoryBC Requires some further discussion.
- Discussion around how long the AABC has before the money runs out. Workshops are successful and profitable. Greater emphasis on fundraising as well. The network costs are more difficult to cover & sustain. MemoryBC needs to be better promoted. More outreach.

~ End Budget Meeting at 11:50 am ~

BREAK

~ Executive Meeting 12:00 Noon ~

- Approval of Agenda
- Approval of Minutes (*to come via email*)
- New Business
 - Executive Approvals:
 1. End BC Historical Federation Membership
 2. Raise workshop fees for members (\$375.00) & non-members (\$500.00)
 3. AGM: approve to raise a motion to appoint accountant to review AABC financial records (Not required by law). Have K. Blimkie assume that role. Cost savings.
 4. *Draft* Budget approved
 - J. Turner close to completing 2013 AGM Meeting Minutes. To circulate to rest of Executive for their approval. Final approval at AGM.
 - Online payment tool – cost sharing with other Councils across Canada (cost savings) – J. Morrison to follow up on
 - Fundraising drive: \$1,000.00 budgeted (Fundraising poster on Facebook encouraging members to donate with renewal of membership)
 - Post Canadian Archival Summit (25 people RSVP'd; 45 people showed up – good turnout) S. Romkey & J. Yuhasz attended from AABC. Good discussions.
- 2014 Annual General Meeting (AGM) – Proposed for Saturday, April 26th 2014 at 11:00 am.
 - Discussion around promoting attendance of 2014 AGM to increase attendance.

- Proposed location: Victoria (free venue). Executive travel in one vehicle covered for the day.
- Quorum requires 21-22 people.
- Suggest Regional Reps get together at the same time. Suggest to E. Lomie, Vancouver Regional Rep.
- Dinner and drinks to follow AGM at a local pub. Combine with Post-Summit discussion.
- AGM Package and Minutes to be Ready for March 18th & posted by March 26th
- Each Executive Member to submit a report for the year at AGM
 - Send a callout to Regional Reps. Committee Chairs, all Executive Members – Reports need to be sent to the Secretary (B. Richmond)
- 2013 Resolutions to be tabled and a motion to pass at 2014 AGM
 - Proposed changes to Bylaws
 - Name Changes
 - “Communications Committee”
 - Grants & Nominations Committee
 - Finance Committee
 - Standing Committee from “Ad Hoc” Committee
 - “Institutional” and “Individual” – change to “Members at Large”
- Proposed changes to length of terms (to discuss at next Executive Meeting on March 18th)
- Discussed possibility of having an “Advisory Committee” (Needs more discussion)
- Recruiting for Executive Member positions for AGM – J. Turner following up on this. Announcement written and posted in Facebook.
- Grants & Nominations Committee
 - Reminder needs to be posted regarding applications for Terry Reskin Award: 2 x \$1,000.00 award
 - Active volunteer recruitment
 - Volunteer “blitz” using posters & posting on Facebook (B. Richmond to speak to K. Lau)
 - Nominations for President is top priority (Members at Large also recruiting)

Ajourned: 1:00 pm.

Next Meeting: Tuesday, March 18, 2014 at 2:00 via teleconference

Executive Committee Meeting
Minutes – Monday, May 26th, 1:00PM

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Caroline Posynick, President
Emily Lonie, Vice-President
Sarah Romkey, Treasurer
Sarah Jensen, Secretary
Ryan Gallagher, Institutional Member-at-Large
Jane Morrison, Individual Member-at-Large

1. Approval of Agenda:

-called meeting to order at 1:00PM. The agenda was approved.

2. Approval of Minutes:

- Discussion of March 18th executive meeting minutes postponed until next meeting.
- Discussed posting of unapproved minutes on AABC website; July 16th, 2013 are the last approved minutes. Decision to discuss further at next meeting.

3. Business Arising

- ACA conference: June 26th-28th, Victoria, BC.
 - J. Morrison outlined president's responsibility to attend June 25th Council of Presidents meeting to provide update on last year's activities.
 - Topics to cover with other provincial and territorial representatives include: effects of NADP cuts, online workshops, membership rates etc.
- Recordkeeping:
 - Discussed establishing a central location to maintain documentation.
 - Concept of Google Drive introduced; Google Calendar a possibility for keeping track of important dates (C.Posynick).
 - J. Morrison raised backend portion of AABC web site as a possible location to store documentation. David Mattison should be contacted for login credentials. User manual will be checked (J. Morrison).
 - J. Morrison informed executive that BC Archives holds the AABC's archives but transferred records must be at least 10 years inactive. Every few years there is a weeding project, a call for executive papers, and transfer of contractors' records. J. Morrison confirmed there is no permanently established central place for records storage before transfer to BC Archives.
 - C.Posynick will check out back portion of website.
 - S.Jensen reported she has contacted past secretary for documentation and is awaiting response.

4. President's Report

- Covered under business arising
- Needs to orient self to position prior to moving forward. Crucial issues are deadlines/dates; committee work; ACA participation; and posting AGM's goals to website. Wants to build program and is open to ideas.

5. Vice-President and Programs Committee Report

- Raised committee membership issue. How do we know who is on what committee (E. Lonie)? Decision by executive to connect with person who had role previously for knowledge transfer/passage of organizational memory.
- Course evaluations – modifications: discussed email evaluations used by Kelly Stewart (30-50% response rate). E. Lonie suggested more anonymous approach such as Survey Monkey or Fluid Survey (J. Morrison). C. Posynick suggested limiting open-ended questions; using scales; and leaving space for comments at bottom of screen.
- S. Romkey informed executive that Kelly Stewart reports hours on a monthly basis. She is currently compiling survey results. We need to ensure suggested revisions to survey do not take up too much of her administrative time.
- ACA online training survey (sent by Jennifer Mohan to executive). Discussion about course topics in ACA's online training survey. Actions to be taken include: determining if any of the proposed course content has been developed (E. Lonie to talk to Jill Teasley) and commitment to follow up with ACA regarding proposed collaboration.

6. Treasurer and Finance Committee report

- Some donations with membership renewals reported by Karen Blimkie to S. Romkey. S. Romkey will draw for prizes in June instead of May.
- Past fiscal year documents will be electronically transferred to ERP by Karen Blimkie.
- Bank signing authority (C. Posynick will visit VanCity branch in Victoria).
- S. Romkey will complete outline of work involved in compiling monthly finances.
- Discussed Gary Mitchell and Trevor Livelton's suggestion at AGM: Year-end financial review by 2 senior archivists. S. Romkey suggested using a finance committee member or former treasurer.

7. Committee and Program Reports

7.1 Communications (Newsletter/Regional Representatives/ PAAL)

- Discussed AABC Facebook presence (Kelly Lau manages it). S. Romkey/J. Morrison will send S. Jensen further information. Kelly Lau has guidelines regarding content to post.
- Discussion of regional representatives: E. Lonie and C. Posynick now have presidential responsibilities so replacements will have to be found. Caroline reported she has 99 people on the S. Vancouver Island list. R. Gallagher reported the Fraser Valley has been quiet for years. E. Lonie reported food

bank initiative was successful but if certain numbers are required or if there are fees people may not attend.

7.2 Grants & Nominations Committees

- R. Gallagher will consult Janet Turner.

7.3 Membership & Conference Committees

- Discussed 2015 AABC conference. E. Lonie volunteered Coquitlam Archives as a location. If the conference is on the weekend, a security guard would need to be hired. She suggested a one day conference and a public day. E. Lonie will put a call on list serve for chairassistants. J. Morrison informed executive that typically conferences are 2 days (generally EAS and/or Preservation contractor gives a workshop the day before). Discussed conference theme.
- Adding value to membership: E. Lonie mentioned her discussion with Foothills Systems. Gaylord will offer 10% discount on supplies to both institutional and associate members. They requested a membership list. Executive discussed how to negotiate this. Permission from membership would be required. One possibility would be to publicize this on the AABC website and members could contact if interested.

8. Adjournment

Meeting adjourned at 2:10PM.

Next meeting: June 2014.

Executive Committee Meeting
Minutes – Tuesday, June 17th, 1:30PM

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Caroline Posynick, President
Emily Lonie, Vice-President
Sarah Romkey, Treasurer
Sarah Jensen, Secretary
Ryan Gallagher, Institutional Member-at-Large
Jane Morrison, Individual Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 1:30PM. The agenda was approved.

2. Approval of Minutes:

- Minutes approved.
- Approval of March 18th executive meeting minutes postponed until next meeting.

7.2 Grants & Nominations Committees

- R. Gallagher had to leave the meeting at 2:00pm so he reported first.
- R. Gallagher reported connecting with Janet Turner.
- Discussed the following grant options: BC Gaming grant, BC Arts Council, BC 150 grant, Irving K. Barber grants (S. Romkey). Will continue to explore funding options. Executive agreed BC 150 grant may be a good option. At this time, AABC is not eligible for BC Gaming and BC Arts Council grants.
- Reported speaking to E. Lonie about Conference Committee and sponsors. R. Gallagher will assist with this process.

3. Business Arising

- Covered under President's report.

4. President's Report

- C. Posynick reported AABC website does not have capacity to store documents or have a calendar so proposed using Google Calendar.
- Reported on CCA conference call which discussed membership rates and sliding scale based on previous NADP funding. Executive discussed the type of support provided by CCA: advocacy/advisors, national and provincial catalogues, national network, committees, etc. Mentioned AABC does not receive provincial support. Executive agreed on need to reasonably explain reasons for fee reduction.

- Reported will attend Council of President's meeting at ACA. Will circulate report to executive for feedback prior to meeting.

5. Vice-President and Programs Committee Report

- E. Lonie reported on discussion with Jill Teasley about ACA online survey group. Jill is part of a special online educational task force which is distinct from the ACA online survey group. She will recommend the task force consult with provincial councils.
- C. Posynick reported that during the CCA conference call online courses (workshops and webinars) were a topic of discussion.
- Reported will follow-up with K. Stewart later in July regarding Fluid Survey and Survey Monkey.
- Executive agreed on need to effectively communicate/publicize AABC's course offerings, stressing they are a major revenue stream.
- Reported Jennifer Yuhasz gave access to Dropbox and some physical records.
- E. Lonie placed call for volunteers for conference committee; already received a good response. Lara Wilson will chair committee. Sent proposed theme to committee for feedback. Will aim for April conference date.
- Foothills discount will be posted later in July to AABC website. Members will be asked to email for code.

6. Treasurer and Finance Committee report

- S. Romkey discussed signing authority documentation from J. Morrison which should be sufficient for transfer of signing authority.
- Donation list discussed; prizes will be announced by sending to AABC list-serve.

7. Committee and Program Reports

7.1 Communications (Newsletter/Regional Representatives/ PAAL)

- S. Jensen reported contacted Brenda Richmond and Kelly Lau for information. Gained access to previous secretary's Dropbox.
- Discussed volunteer interested in archival outreach who proposed creating video/blog posts on archives/archivists in BC or Canada (K. Lau). E. Lonie mentioned Carleton University's podcasts which report on the activities of graduates. Executive agreed this is a great way to publicize the activities of archivists and archives. If volunteer opts to blog, the AABC website would work. D. Mattison could create an account for the volunteer.
- Discussed AABC's Facebook presence, managed by Kelly Lau.

7.3 Membership & Conference Committees

- J. Morrison discussed member-at-large's role on this committee.
- J. Morrison reported pleased E. Lonie is spearheading conference. Member-at-large will be on committee as necessary.

- Reported no activity on memberships. Upcoming meeting with Sarah Rathjen so will report on this at next meeting.

8. Adjournment

Meeting adjourned at 2:30PM.

Next meeting: mid-August 2014.

Executive Committee Meeting
Minutes – Thursday, August 14th, 2:00PM

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Caroline Posynick, President
Emily Lonie, Vice-President
Sarah Romkey, Treasurer
Sarah Jensen, Secretary
Ryan Gallagher, Institutional Member-at-Large
Jane Morrison, Individual Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 2:00PM. The agenda was approved.

2. Approval of Minutes:

- Minutes of June 17th meeting approved.

3. Business Arising

- C. Posynick reported still resolving transfer of signing authority.
- Discussed Google Accounts. Still determining its functionality but executive agreed we should have one central place to store/access documents.
- Discussed backend of AABC website as possible document storage space. J. Morrison will look into this option.
- Discussed advertising of workshops. J. Morrison commented they are widely advertised through listservs. C. Posynick suggested incorporating Facebook, social media etc.

4. President's Report

- Reported on Council of Presidents' meeting at ACA. Financial support from provincial governments, archives, and lottery funds varies widely, revealing BC is a 'without' province. Information and statistics from this meeting may encourage the AABC and/or other provincial associations to advocate for more support; share strategies as funding models change; and advocate more assertively the public relevancy message. The BC reality is likely the harbinger of the financial challenges all regional organizations will face.
- Discussed UBC iSchool letter AABC sent July 22nd regarding UBC SLAIS graduate competencies.
- C. Posynick discussed fielding requests to president's email address. Examples: Genealogical presentation request. Executive agreed not part of our mandate and AABC funding not available for this. It should be handled by a referral to an appropriate organization or executive member may

volunteer independently; request to advertise a small business to the AABC community. S. Romkey will look into rates to advertise on AABC website.

5. Vice-President and Programs Committee Report

- E. Lonie reported on discussion with K. Stewart regarding online/anonymous course survey. She is in agreement but stressed it is not her place to evaluate her own work. Survey should be completed by end of December to coincide with completion of next course. J. Teasley and L. Wilson may share content from another Fluid Survey.
- Reported on number of inquiries regarding Foothills discount (13) which has been sent out on the list-serve 2 times. J. Morrison will check membership directory for one organization that requested discount.
- Discussed ACA's professional learning committee. E. Lonie contacted Duncan Grant; committee will not be formalized until mid/end September. ACA is sensitive to revenue streams of provincial associations.
- Discussed AABC web statistics and updating website: 9/10 web hits are for Archivist's Toolkit and Job Board. R. Gallagher reported some links are inactive. J. Morrison mentioned contractors were responsible for maintaining site; last reviewed a few years ago.
- Discussed upcoming meetings: Roundtable meeting (October); Joint in person Finance and Programs Committee meeting (October); K. Stewart's plans for 2015 will be ready by October; budget review meeting (February 2015).

6. Treasurer and Finance Committee report

- S. Romkey discussed approving monthly finance statements at each executive meeting. All agreed.
- Reported finances in good shape. We have achieved half of our fundraising goal for scholarships etc.
- Monthly financial statements for June approved. Seconded by E. Lonie.
- Discussed customizing Canada Helps donation page by adding logo and text. Could have fundraising drive for AABC scholarship.
- Discussed rebranding of Grants and Fundraising committee. R. Gallagher will look into this. Waiting for files from past committee chair.
- J. Morrison suggested sending a list-serve message to solicit volunteers for fundraising side of committee.
- T310: filing pending birth date of past executive member (required for Canada revenue filing).

7. Committee and Program Reports

7.1 Communications (Newsletter/Regional Representatives/ PAAL)

- S. Jensen questioned process for posting approved minutes to AABC website. (Response: Send to D. Mattison).
- Discussed UBC SLAIS volunteer interested in archival outreach (E. Chicorli). She will discuss her ideas and solicit volunteers with ACA@UBC students this month and will report back.

7.2 Grants & Nominations/Elections Committees

- R. Gallagher discussed role in adjudicating Terry Reksten Memorial Fund which provides annual grants to assist local and community archives. Friends of BC Archives will announce the recipients and dispense the funds.

7.3 Membership & Conference Committees

- Discussed AABC conference in Coquitlam. Executive agreed that although there is a cost associated with using the facilities, the location is still desirable.
- Reported a conference committee teleconference is scheduled for the end of August/September. Conference will occur April or early May to avoid overlap with BCLA.
- J. Morrison reported met S. Rathjen regarding memberships. Should be able to deliver membership report at next meeting.
- Discussed setting Roundtable date with contractors (a full day meeting is budgeted for them). Meeting generally occurs on a weekend in Vancouver. Discussed October 18th. Agreed Surrey is convenient. Secretary responsible for organizing the meeting. R. Gallagher will organize food. Invitees include: Contractors (Kelly Stewart, Karen Blimkie, David Mattison), Committee chairs (Jen Zerkee and Sarah Rathjen), regional representatives(Jane Hutton, Deborah Champman, Jean Eiers-Page, Val Billesberger, Sue Adrain, Erica Hernandez); and Executive.
- Secretary to schedule executive meetings up to December 2014. 2nd or 3rd Thursday of each month.

8. Adjournment

Meeting adjourned at 3:09PM.

Next meeting: mid-September 2014.

Executive Committee Meeting
Minutes – Wednesday, September 17th, 2:00PM

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Caroline Posynick, President
Emily Lonie, Vice-President
Sarah Jensen, Secretary
Ryan Gallagher, Member-at-Large
Jane Morrison, Member-at-Large

Regrets:

Sarah Romkey, Treasurer

1. Approval of Agenda:

- Called meeting to order at 2:00PM. The agenda was approved.

2. Approval of Minutes:

- Minutes of August 14th meeting approved.

3. Business Arising

- Speaker found for Cobble Hill event.

4. President's Report

- E. Lonie will handle upcoming ACA call on online and distance education. Date not yet determined.
- Reported BCMA (BC Museums Association) would like to partner with AABC on a joint event such as a conference.
- Discussed SLAIS representative who introduced self to C. Posynick via email. Secretary will respond to this. E. Lonie suggested representative could volunteer for conference.
- Discussed email to president's account regarding partnership/collaboration proposal. Executive agreed this is not part of our mandate.

5. Vice-President and Programs Committee Report

- Discussed D. Mattison's question about charging for statistics (Google analytics) from MemoryBC. One member has requested this information.
- J. Morrison suggested this could be a benefit of full institutional membership. Executive agreed to investigate further. E. Lonie will contact D. Mattison to determine amount of work involved

6. Treasurer and Finance Committee report

- C. Posynick reported for S. Romkey.

- Monthly July financial statements approved.
- Travel expense question for S. Romkey to be addressed at next meeting.
- Reported T310 sent to Ottawa for 2013 fiscal year. Proof of delivery received.
- Discussed fundraising idea: selling vouchers for AABC courses and conference registration.

7. Committee and Program Reports

7.1 Communications (Newsletter/Regional Representatives/ PAAL)

- S. Jensen reported invited regional representatives to Roundtable. No responses to date.
- Discussed Roundtable secretary responsibilities in addition to preparation of agenda.

7.2 Grants & Nominations/Elections Committees

- R. Gallagher discussed informal survey he conducted on archival funding provided by other provincial governments. Resources are compiled and he is ready for advocacy; for example, speaking to MLAs about issues around procuring BC Arts Council funding for archives.
- J. Morrison suggested a call for advocacy on Archives BC list serve in order to draw the attention of all our members.
- J. Morrison requested R. Gallagher circulate results of his informal survey. He is still waiting for information from Manitoba, Quebec, and PEI.

7.3 Membership & Conference Committees

- J. Morrison reported on activities of Membership Committee by summarizing their June 20th meeting minutes:
 - Renewals good; membership directory should be completed by early fall.
 - One member resigned - position needs to be filled.
 - Challenges continue to be retention and recruitment of individual and institutional members.
 - Planned tour of SLAIS to promote AABC to new students.
 - Draft of terms of reference almost ready for executive review
 - Reported S. Rathjen will attend Roundtable.
- Executive discussed leveraging MemoryBC for retention and recruitment of individual and institutional members.
- C. Posynick commented we have a large membership compared to other provinces. Need brainstorming session on benefits of full institutional membership.
- E. Lonie reported on Conference Committee teleconference on Monday, September 15th. Discussed partnering with other organizations such as BCMA or ARMA or hosting the conference alone. Consensus is to explore partnerships. The proposed Coquitlam Archives location may have to be changed to accommodate a larger joint conference.
- Spoke to K. Stewart about delivering a conference workshop. She was in agreement.

- Conference location, theme, and date to be determined based on partnership discussion at Roundtable meeting.

8. Adjournment

Meeting adjourned at 2:50PM.

Next meeting: October 25th, 2014 (Roundtable meeting).

AABC Roundtable Meeting
Minutes – Saturday, October 25th, 1:00pm

Archives Association of British Columbia Roundtable
Location: Surrey Archives

Present:

Caroline Posynick, President
Emily Lonie, Vice-President
Sarah Romkey, Treasurer
Sarah Jensen, Secretary
Ryan Gallagher, Member-at-Large
Jane Morrison, Member-at-Large

7. Executive Meeting

7.1 Minutes of September, 17th, 2014 meeting

- Called meeting to order at 1:00PM
- Send out minutes for approval at next meeting.

7.2 Vice-President's report

- Reported pleased decision reached to hold AABC only conference this year.
- Discussed education roundtable at UBC: a big success owing to topic.
Should be easier to get topics and participants next time.
- Discussed exploring anonymous course evaluations. C. Posynick mentioned she may have a sample.
- Reported 15 members have used code for archival supplies discount. No issues yet.

7.2.1 Special Committee to Review PIPA

- J. Morrison discussed with E. Lonie whether to contact larger institutions for comments on changes to legislation and offer to funnel responses through AABC; reviewed legislation and suggests AABC not make any submission.

7.3 Treasurer's report

7.3.1 Financial process disclosure agreements

- K. Blimkie made some suggestions to circulated draft.
- Executive asked to review for next meeting.

7.3.2 CCA fee waiver form

- Discussed CCA membership fee.
- S. Romkey moved a motion to lower the CCA fee since BC receives no provincial archival funding; E. Lonie seconded the motion.
- C. Posynick will bring motion forward at General Assembly phone conference, October 29th.

7.4 Committee and Program reports

7.4.1 Communications

- Reported SLAIS student is forming a group to work on outreach project.

7.4.2 Grants and Nominations and Elections

- R. Gallagher discussed lack of provincial archival funding in BC. Nearly all provinces receive something; will raise this with MLAs.
- Agreed need to frame case by offering services to members and public i.e. Memory BC.
- Discussed BC Arts Council funding - annual report states Museum and Archives societies receive funding. C. Posynick has contacted them about AABC's eligibility for funding. No response received. She will be meeting with them this week.
- R. Gallagher reported BC Arts Council told him they just support archival functions of museums.
- Executive agreed we need to build a case that articulates AABC's need for government funding.
- Discussed gaming grants. This could be an option if our financial position worsens.
- S. Romkey stressed need for advocacy. We should reach out to new vice president of archives with a formal letter. Draft will be circulated and ready for November 5th SVIRG meeting. Peter Ord will be in attendance.
- R. Gallagher mentioned upcoming anniversaries such as 2016, 2021 BC anniversaries and the 2017 national anniversary. E. Lonie mentioned 125th anniversary in Coquitlam.
- E. Lonie reported exploring one corporate sponsorship.
- J. Morrison mentioned sharing past ideas from proposals to Irving K. Barber Centre.
- Discussed VP nominee and other executive openings.

7.4.3 Conference

- Discussed during morning meeting.

7.5 President's report

- Collaboration/partnerships discussion (build provincial relationships first; focus on province and memory institutions such as BC museums, libraries, ARMA).
- Advocacy role
- BC Arts Council funding

8. Adjournment

Meeting adjourned at 2:00PM.

Next meeting: November 19th, 2014.

Executive Committee Meeting
Minutes – Wednesday, November 19th, 2:00PM

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Caroline Posynick, President
Emily Lonie, Vice-President
Sarah Jensen, Secretary
Sarah Romkey, Treasurer
Ryan Gallagher, Member-at-Large
Jane Morrison, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 2:00PM. The agenda was approved.

2. Approval of Minutes:

- Minutes of September 17th meeting and roundtable meeting minutes approved.

3. Business Arising

- No update.

4. President's Report

- C. Posynick discussed General Assembly phone call - LAC present on the call and tone was positive.
- Reported received acknowledgement for thank you letter sent to Irving K. Barber Learning Centre for hosting AABC Roundtable.
- Reported sent letter from AABC to Peter Ord.

5. Vice-President and Programs Committee Report

- Discussed educational vouchers - pre-registering for courses up to a year in advance. Action items include updating course registration page and sending a list-serv notice. J. Morrison suggested testing this for the AABC conference/K. Stewart's course.
- BCANs coordinator job posting – E. Lonie reported job description forwarded to her from J. Morrison. She and S. Romkey will work on this. Agreed to prepare posting for January, hire in February, and cross-train in March. S. Romkey suggested reframing position to include a promotional component and include management of list-serv.
- MemoryBC – Reported upgrading is starting for clients. Will default to Dominion theming if one of three options with varying price tags (\$500.00, \$1500.00, \$3000.00) is not selected. S. Romkey suggested West Beyond the West theming. Executive agreed to minimize cost and retain look and feel of

AABC site. S. Romkey mentioned timeline for upgrading clients is December but there is no rush for AABC. E. Lonie suggested upgrade could be part of new BCANS coordinator's responsibility.

- List-serv software and hosting – Discussed issues Mailman list-serv software is causing Andornot. E. Lonie researched freeware called L. Soft which could be an option. J. Morrison will investigate whether University of Victoria will host AABC's current Mailman list-serv.
- Course evaluations – for January completion.
- Discussed placing a call for committee members from the president. Led to discussion about which committees require more members and how the committees should be organized.

6. **Treasurer and Finance Committee report**

- Monthly financial statements to be approved via email.
- Approval of financial process disclosure agreements deferred until next meeting.

7. **Committee and Program Reports**

7.1 **Communications (Newsletter/Regional Representatives/ PAAL)**

- No update.
- Discussed setting 2015 executive monthly meeting dates 3rd Wednesday, 2:00pm. January date will need to be polled since there are vacation conflicts.
- C. Posynick reported new SVIRG representative, Chance Dixon, was announced at SVIRG meeting, November 5th, 2014.

7.2 **Grants & Nominations/Elections Committees**

- R. Gallagher reported BC Arts Council feedback encouraged as part of program review.
- Contacted BC Arts Council to see if they will issue a report on feedback received.
- E. Lonie reported gave feedback on BC Arts Council Review letter which was submitted by deadline. K. Stewart will be notified this has been done.
- S. Romkey suggested uploading AABC executive letters (pdf format) to AABC website. D. Mattison would coordinate this.
- C. Posynick reported on BC Arts Council meeting she attended in Victoria. General consensus was why wouldn't archives be eligible for funding?
- Discussed *Royal Society of Canada Report*. J. Morrison mentioned there are many strong points that should be included in advocacy letters. For example, letters to be sent to ministers could cite the Report.
- R. Gallagher reported should have some meetings with MLAs lined up soon.

7.3 **Membership & Conference Committees**

- Discussed revised membership form. E. Lonie had some suggestions that will be incorporated into document prior to sending back to Membership Committee.

- Discussed fact there is no method for auditing current institutional memberships.
- C. Posynick suggested including an institutional membership application checklist at the beginning of the document.
- She also suggested the membership renewal notice should include a statement that promotes regional groups. S. Romkey suggested including the names of regional representatives.
- J. Morrison suggested including slips and conference notifications in membership renewal package. Agreed to discuss at December executive meeting.
- Conference update – Coquitlam Public Library is booked. Decision required on how many rooms to reserve in order to determine cost. Dates: April 23-25.
- J. Morrison agreed to investigate how many attendees at previous conferences. Average seems to be approximately 60 people.
- Discussed offering SLAIS students a reduced fee. Executive agreed important to encourage this group to attend.
- Call for papers will be sent to executive to review prior to sending out. Completion by Friday, November 21st, 2014.
- Reported K. Stewart suggested a full day RM workshop at conference.
- S. Romkey mentioned Artefactual could likely hold a presentation about ATOM 2.x updates.
- Discussed Peter Ord as keynote speaker. AABC can offer a speaker's gift.
- Agreed to open registration March 1st. Early bird registration would be first two weeks in March.

8. Adjournment

- Meeting adjourned at 3:10PM.

Next meeting: December 17th, 2014

Executive Committee Meeting
Minutes – Wednesday, December 17th, 2:00PM

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Caroline Posynick, President
Emily Lonie, Vice-President
Sarah Jensen, Secretary
Sarah Romkey, Treasurer
Ryan Gallagher, Member-at-Large
Jane Morrison, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 2:00PM. The agenda was approved.

2. Approval of Minutes:

- Minutes of November 19th meeting approved with one change to wording under membership heading.

3. Business Arising

- No update.

4. President's Report

- C. Posynick mentioned call for committee members will be sent out in early 2015. New members required for Finance, Programs, and Grants & Fundraising committees.
- Discussed change of coordinates and availability during working hours.

5. Vice-President and Programs Committee Report

- E. Lonie reported she and S. Romkey met to discuss BCANS coordinator job posting. Agreed to use most current job description with addition of responsibility for list-serv maintenance. Job will be posted in mid-January, close early February, and position will start March 1.

6. Treasurer and Finance Committee report

- S. Romkey reported will draft thank you letters for president to sign at year end. C. Posynick offered to forward thank you letter draft from last year.
- Web advertising research: Mentioned work on packages for potential sponsors. Google Analytics supplied by D. Mattison should help set pricing by next executive meeting. Discussed advertising budget.
- September and October financial statements approved.
- Distance education revenue: Reported Managing Archival Photos course has space. Managing Archives is full. Decision made by executive not to run

popular courses concurrently. Bottom line may be affected – less money from distance education than budgeted for. May be offset by lower marking costs. Should have a better idea with January financial statements.

- E. Lonie will ask contractors for budget wish list half way through January.
- S. Romkey requested secretary set up a budget meeting including: executive, finance and programs committee members, and K. Blimkie. Proposed date: Saturday, February 14th. Proposed location: E. Lonie's place.

7. Committee and Program Reports

7.1 Communications (Newsletter/Regional Representatives/ PAAL)

- Reported on update from K. Lau on 1 year anniversary of AABC's Facebook page. Number of followers is strong.
- Confirmed January 28th as next AABC executive meeting date.

7.2 Grants & Nominations/Elections Committees

- R. Gallagher reported results of BC Arts Council program review will be released early 2015.

7.3 Membership & Conference Committees

- Conference update: E. Lonie reported call for papers sent November 28th; January 23rd deadline. Papers submitted to L. Wilson.
- Reported depending on the response to the call for papers, and community interest, Conference Committee may extend the conference to a second day of sessions.
- Reported J. Gilbert offered to host AABC AGM in Coquitlam council chambers. If the meeting is on a Friday, the mayor of Coquitlam may stop by.
- Reported T. Nesmith sent a pleasant note about using his “living archivally” as the AABC’s conference theme.
- Memberships: application for full institutional membership form will be discussed at January executive meeting.

8. Adjournment

- Meeting adjourned at 2:30PM.

Next meeting: January 28th, 2015

Executive Committee Meeting
Minutes – Wednesday, January 28th, 2:00PM

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Caroline Posynick, President
Emily Lonie, Vice-President
Sarah Jensen, Secretary
Jane Morrison, Member-at-Large

Regrets:

Sarah Romkey, Treasurer
Ryan Gallagher, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 2:00PM. The agenda was approved.

2. Approval of Minutes:

- Minutes of December 17th meeting approved.

3. Business Arising

- Discussed time, location, and format of February 14th budget meeting.
- Decided the February executive meeting will follow the budget meeting.

4. President's Report

- C. Posynick reported received cheque for Societies office.
- S. Jensen agreed to follow up with S. Romkey and K. Blimkie regarding submission of forms to BC Registry Services – Societies.
- Reported P. Ord confirmed committed to supporting AABC in his capacity as Vice-President of Archives, Collections, and Knowledge at the RBCM, and as president of BC Museums Association.

5. Vice-President and Programs Committee Report

- E. Lonie reported BCANS coordinator job posting closes February 2nd. J. Morrison responded to questions about the interview process.
- Reported received a response to call for (program committee) volunteers.
- Agreed that as a group we will be able to solicit additional volunteers.

6. Treasurer and Finance Committee report

- December financial statements approved.

7. Committee and Program Reports

7.1 Communications (Newsletter/Regional Representatives/ PAAL)

- Reported update from E. Chicorli – outreach project activities delayed. Still trying to solicit other volunteers to assist with project.

7.2 Grants & Nominations/Elections Committees

- No report.

7.3 Membership & Conference Committees

- Conference update: E. Lonie reported call for papers extended.
- Discussed proposals for potential sessions, as well as social activities.
- AGM will be held at the conference on Friday, April 24th, 2015.
- Memberships: J. Morrison moved to approve the revised application for full institutional membership, as submitted by the Membership Committee. Seconded by E. Lonie. Motion approved.

8. Adjournment

- Meeting adjourned at 2:30PM.

Next meeting: February 14th, 2015

Executive Committee Meeting
Minutes – Saturday, February 14th, 2:00PM

Executive of the Archives Association of British Columbia
Location: Vice-President's apartment

Present:

Caroline Posynick, President
Emily Lonie, Vice-President
Sarah Jensen, Secretary
Jane Morrison, Member-at-Large
Sarah Romkey, Treasurer

Regrets:

Ryan Gallagher, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 2:00PM. The agenda was approved.

2. Approval of Minutes:

- Minutes of January 28thth meeting approved.

3. Business Arising

- Agreed to remove this item from subsequent agendas.

4. President's Report

- C. Posynick reported thank you letters sent out for large donations.
- Considered partnership opportunities.

5. Vice-President and Programs Committee Report

- E. Lonie reported selected candidates will be interviewed for the BCANS coordinator position this week.
- Discussed candidates for the position.

6. Treasurer and Finance Committee report

- S. Romkey reported no financial statements to approve because meeting is too early in the month.
- Discussed conference fundraiser/sponsorship opportunities. S. Romkey mentioned historical images (vintage botanical illustrations) printed on tote bags. E. Lonie suggested waiting to determine number of conference attendees.
- Reported hopes conference will at least pay for itself.
- Registration costs will be developed by Conference Committee. Ready for approval prior to next executive meeting.

7. Committee and Program Reports

7.1 Communications (Newsletter/Regional Representatives/ PAAL)

- Reported Kim Stathers has replaced Erica Hernandez as Central Interior-BC Northeast regional representative.
- Discussed strategies for reaching out to regional representatives. Suggestions included mentioning possibility of regional workshops to regional representatives and having them solicit regional archival community interest. Regional representatives could also connect with the Membership Committee to run a membership report.
- J. Morrison suggested preparing AGM package. It should be sent out by March 24th (one month in advance of conference). Reports for last year should be submitted by March 16th. This includes each executive member, committee chairs, regional representatives. Send out previous year's AGM package as guidance. This should be done as soon as possible.

7.2 Grants & Nominations/Elections Committees

- No report.

7.3 Membership & Conference Committees

- J. Morrison led discussion and brainstorming about candidates for the executive positions that will soon be vacant.
- Discussed awarding an honorary lifetime AABC membership. J. Morrison will figure out the process.
- Reported membership renewal season is underway. Advised Membership chairs that revised *Application for Full Institutional Membership form* has been approved.

8. Adjournment

- Meeting adjourned at 3:00PM.

Next meeting: March 18th, 2015, 2:00pm

Executive Committee Meeting
Minutes – Wednesday, March 18th, 2:00PM

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Caroline Posynick, President
Emily Lonie, Vice-President
Sarah Jensen, Secretary
Jane Morrison, Member-at-Large
Sarah Romkey, Treasurer
Ryan Gallagher, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 2:00PM. The agenda was approved.

2. Approval of Minutes:

- Minutes of February 14th budget and executive meetings approved.

3. Business Arising

- E. Lonie agreed to consult Robert's Rules regarding the purpose of this agenda item.

4. President's Report

- C. Posynick discussed recent correspondence.
- Discussed president's report for AGM; potential elections at AGM; and annual reports of regional representatives.

5. Vice-President and Programs Committee Report

- E. Lonie reported BCANS coordinator position has been filled.
- Discussed timing of announcing successful candidate.
- Reported all contracts have been sent out to contractors.
- Discussed invoicing/training for transition period between D. Mattison's contract (ends March 31st) and new BCANS coordinator (April 1st).
- Provided conference update: reported list-serv message regarding registration sent out. There are already several registrants.
- Reported sponsorships doing well.
- Asked executive to look at list of sponsors and if we have any contacts, would we mind sending out sponsorship letters? All agreed.
- Discussed possible social activity on Friday night.
- R. Gallagher asked about conference schedule. Day 1: RM workshop with K. Stewart (9:00 to 5:00); Day 2: Conference (start time 9:15?).

6. Treasurer and Finance Committee report

- S. Romkey reported motion at 2014 AGM to stop external review of finances has saved us \$5,000/year.
- Discussed review of finances. Reported volunteer with accounting experience will lead the financial review (along with S. Romkey, K. Blimkie). Reported call for new finance committee member has been successful. J. Morrison mentioned this news should be sent out on list-serv.
- Motion to approve February financial statements. S. Romkey reported deficit going forward is less than anticipated. J. Morrison seconded motion. February financial statements approved.
- S. Romkey approved AABC financial practices document with J. Morrison's edits.
- S. Romkey made motion to approve two new finance committee members. Seconded by E. Lonie. Approved.

7. Committee and Program Reports

7.1 Communications (Newsletter/Regional Representatives/ PAAL)

- Discussed AGM package: clarified start time – 3:30pm; solicited cover photo from E. Lonie; reported on reports of regional representatives; asked about elections information.
- Instructed to add the following to the agenda: Other business – honorary memberships and EPR report.
- Agreed to send to D. Mattison by March 24th
- J. Morrison agreed to review package.
- Discussed possibility of April meeting prior to AGM. S. Jensen agreed to send email on April 1st to see if executive should meet on April 14th.

7.2 Grants & Nominations/Elections Committees

- R. Gallagher reported on nominations at AGM.
- Discussed potential vice-presidential candidates.
- Requested nomination forms.

7.3 Membership & Conference Committees

- J. Morrison discussed policy issues: question about lapsed institutional members recently came up. What is the grace period? How long before the institution has to reapply? S. Romkey suggested consulting past minutes in order to answer these questions.
- Reported one institution decided not to renew membership. What does this mean for MemoryBC descriptions? Agreed the descriptions won't be removed but they can't be updated. We need to publicize MemoryBC descriptions as a benefit of full institutional membership.

8. Adjournment

- Meeting adjourned at 3:00PM.

Next meeting: April 14th, 2015, 2:00pm??

Executive Committee Meeting
Minutes – Tuesday, April 14th, 9:30am

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Caroline Posynick, President
Emily Lonie, Vice-President
Sarah Jensen, Secretary
Jane Morrison, Member-at-Large
Sarah Romkey, Treasurer

Regrets:

Ryan Gallagher, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 9:30am. The agenda was approved.

2. Approval of Minutes:

- Minutes of March 18th meeting approved.

3. President's Report

- C. Posynick reported she will be MC for conference day, not workshop day.
- Discussed Motions/Minutes AGM cheat sheet. Agreed to circulate.
- Requested AABC Gmail account with pertinent information be populated – especially for two executive members leaving this year.
- Reported on president's correspondence re: SLAIS Alumni event. S. Romkey will attend.
- Mentioned BC Arts Council Report. Further discussion required on this.
- Mentioned received invite to Government House after no longer AABC president. Will attend to network on behalf of the archives community. Requested other executive members attend.
- E. Lonie reported there is almost a full slate of candidates.
- J. Morrison agreed to review/update AGM cheat sheet as required.

4. Vice-President and Programs Committee Report

- E. Lonie reported D. Gillean started BCANS coordinator position on April 1st. Smooth transition from D. Mattison to D. Gillean.
- Discussed vice-presidential position.
- Reported on conference: 40 registrants so far; projecting healthy profit. Capped at 60 registrants due to space constraints.
- Conference workshop: 15 registrants.
- Requested executive arrive early to help set up.

- J. Morrison suggested someone time speakers. E. Lonie mentioned these tasks will be divided up between committee members.
- Discussed parking. Agreed to send out directions on list-serv.
- Reported D. Gillean will provide half hour introduction to upgrade to MemoryBC prior to AGM.
- Discussed post conference social activity.
- S. Romkey reported on correspondence from J. Mohan about slight changes to budget. Turned down for 50-50 license but revenues look promising.
- Discussed sponsorships including Iron Mountain.
- Reported on suggestion from E. Hernandez to hold OAIS standards workshop at UNBC. She noticed OAIS standards workshop being held in Edmonton on May 22nd. Executive agreed to investigate workshop. J. Morrison agreed to help organize.
- Mentioned D. Gillean has suggestions for potential changes to MemoryBC. S. Romkey suggested waiting until Roundtable to discuss. List-serv issue needs to be resolved first.

5. Treasurer and Finance Committee report

- S. Romkey reported no March financial statements yet but K. Blimkie reports AABC is coming out of the year at a surplus. Reasons for this include: hours/expenses billed by contractors; low executive travel costs; no web hosting bill from Andornot.
- Reported still projecting a \$6000 deficit for next year.
- Reported K. Blimkie mentioned AABC received more donations than budgeted for. Discussed setting up some other kind of fund (in addition to scholarships).

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

-S. Jensen discussed preparations for AGM: bring copies of relevant documentation and send out list-serv reminders.

6.2 Grants & Nominations/Elections Committees

-E. Lonie reported there will be a full slate of candidates.
-C. Posynick mentioned interested in helping with BC Arts Council Report.

6.3 Membership & Conference Committees

-J. Morrison reported new Member-at-Large or J. Morrison will consult past minutes for information on protocol for lapsed institutional memberships.

7. Business Arising

- C. Posynick thanked executive for support this past year.
- E. Lonie reported it is encouraging AABC is in a better position to attract volunteers.

8. Adjournment

- Meeting adjourned at 10:15am.

Next meeting: May 20th, 2015, 2:00pm??

Executive Committee Meeting **Minutes – Tuesday, May 19th, 3:00pm**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Emily Lonie, President
Cindy McLellan, Vice-President
Sarah Jensen, Secretary
Heather Dean, Member-at-Large
Sarah Romkey, Treasurer
Ryan Gallagher, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 3:00pm. The agenda was approved.

2. Approval of Minutes:

- Minutes of AGM (April 14th) approved by executive.

3. President's Report

- Discussed engaging regional representatives through roundtable meetings, hosting workshops.
- S. Romkey proposed facilitating this by providing regional representatives with a list of constituents which can be done via the membership database. H. Dean will follow with S. Rathjen. S. Jensen will send email in a few weeks' time encouraging regional representatives to open lines of communication.
- Discussed new Greater Vancouver Regional Representatives, J. Teasley and J. Yuhasz. First event: exhibit at Musqueam Cultural Education Resource Centre.
- E. Lonie provided update on her meeting with LAC. Discussed LAC's desire to engage with regional presence through some of the following: offer of storage of AABC emergency management kit, calendar of events, quarterly lecture series – webcast available at satellite offices, etc. LAC presented idea of hosting conservation workshops.
- Conference 2015: Waiting for final financial information but forecasting \$3,000 to \$5,000 profit. Expressed hope for conference next year. Mentioned possible location in Victoria.
- Provided update on BC Studies presentation at Douglas College. Presented on AABC history and services. Introduced AtOM and courses. 20 attendees.
- Mentioned conversation regarding how advocacy groups only write letters when situation is negative. We should also write letters to acknowledge positive events/outcomes.
- Reported D. Gillean's question about maintaining list-serv history. Do we have any objections to starting fresh? Discussed how it is used for

announcements rather than professional development. Consensus from executive that we don't require this history. Will proceed with cheapest/free solution.

4. Vice-President and Programs Committee Report

- C. McLellan reported dates for Webcast Roundtables at UBC through IKBLC (October 23rd, 10:30-12:30 and February 26th, 10:30-12:30).
- Discussed some of D. Gillean's ideas for Memory BC 2.1.2 such as institutional theming by colour. Executive agree colour palette should be limited, logos are effective. Question raised by D. Gillean about contacting institutional members (list-serv or separate list?). E. Lonie doesn't think there is a separate list. For now, use list-serv.
- Discussed ICAP (Italian-Canadian Archives Project). C. McLellan reported received email about some type of partnership for a conference in August in Vancouver. Theme: digital communication reaching younger generation of Italian Canadians. E. Lonie mentioned ready-made presentation might be appropriate, agreed to circulate to executive. Raised question of informal policy on outreach. R. Gallagher said case by case basis is appropriate for now.

5. Treasurer and Finance Committee report

- S. Romkey provided brief overview of financial statements to new executive members: always 2 months delay.
- S. Romkey moved to approve March financial statements. H. Dean seconded. Motion approved by E. Lonie.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

-Set next executive meeting date for July 7th, 3:00pm.

6.2 Grants & Nominations/Elections Committees

-R. Gallagher reported spent year searching for other sources of revenue. Discussed pursuit of BC Arts Council funding and disappointing results. Currently looking for new ideas for revenue streams.

-There is some optimism AABC will find out about federal funding soon.
-S. Romkey mentioned that although finances have improved, we need to diversify funding options. Mentioned fact that all provinces (with exception of PEI and Territories) receive provincial funding so we should explore this option. In past there was a dispersal of funds from RBCM. Agreed to approach current RBCM management or MTICS.

-Stressed fact potential funders need to be educated about Memory BC.

-Reported S. Owens is interested in joining Grants and Nominations Committee.

-Question about nomination forms. S. Romkey mentioned UVIC has fonds. E. Lonie provided further information: 1973-2000. 6 m of textual records with file lists.

- 6.3 Membership & Conference Committees**
- H. Dean reported nothing new at this time but membership committee will have materials ready later this summer.
 - Raised question of pulling conference committee together now. E. Lonie agreed it's a good time to put a call out on a list-serv.
 - E. Lonie agreed to forward information on potential location for next year's conference to H. Dean.

7. Business Arising

- E. Lonie interested in promoting Archives week this year (November) with a theme.

8. Adjournment

- Meeting adjourned at 4:04pm.

Next meeting: July 7th, 2015, 3:00pm

Executive Committee Meeting **Minutes – Tuesday, July 7th, 3:00pm**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Emily Lonie, President
Cindy McLellan, Vice-President
Sarah Jensen, Secretary
Heather Dean, Member-at-Large
Sarah Romkey, Treasurer
Ryan Gallagher, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 3:00pm. The agenda was approved.

2. Approval of Minutes:

- Minutes of May 19th meeting approved.

3. President's Report

- E. Lonie reported thank you letter sent to Hon. Shelly Glover regarding DHCP.
- Discussed the following 3 DHCP applications that were agreed upon during in-person executive and programs committee meeting on July 4th: 1) digital preservation capacity building (S. Romkey, C. McLellan, J. Teasley); 2) archivist's toolkit revamp/web portal (E. Lonie, H. Dean, J. Mohan); 3) conservator advisor (R. Gallagher, S. Jensen, J. Morrison)
- S. Romkey reported will assist with budgets for all projects. Finance Committee and accountant will be consulted/review. Agreed to request budget template to assist with this process

4. Vice-President and Programs Committee Report

- C. McLellan welcomed J. Morrison to Programs Committee
- Reported K. Stewart liked proposals for DHCP. Suggested working in some funding for archives advisor site visits. Agreed to do this as component of application for conservator
- Reported will present at ICAP (Italian-Canadian Archives Project) meeting

5. Treasurer and Finance Committee report

- Discussed May 2015 financial statements including conference revenue. May 2015 financial statements approved.
- Discussed donations and SLAIS student scholarships.

- Discussed D. Gillean's wish list for MemoryBC and possibly allocating some money from conference revenue. C. McLellan will discuss with D. Gillean in September.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

- S. Jensen discussed sending out call for AABC Facebook administrator position
- Agreed to contact S. Rathjen for membership lists in order to send to regional representatives
- Reminder to executive re: information required for annual report filing

6.2 Grants & Nominations/Elections Committees

- R. Gallagher discussed adjudicating Terry Rexton award with Friends of the BC Archives. Needs to follow up
- Mentioned new Grants and Nominations Committee member, S. Owens

6.3 Membership & Conference Committees

- H. Dean discussed timing of next AABC conference and sending out expression of interest on listserv
- Will start searching for a venue. Will come up with list and bring to committee

7. Business Arising

8. Adjournment

- Meeting adjourned at 3:31 pm.

Next meeting: August 18th, 2015, 3:00pm

Executive Committee Meeting
Minutes – Tuesday, August 18th, 3:00pm

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Emily Lonie, President
Cindy McLellan, Vice-President
Sarah Jensen, Secretary
Heather Dean, Member-at-Large
Sarah Romkey, Treasurer
Ryan Gallagher, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 3:00pm. The agenda was approved.

2. Approval of Minutes:

- Minutes of July 7th meeting approved.

3. President's Report

- E. Lonie discussed CCAD conference call re: the future of RAD.
- RAD committee presented project update.
- Prior to meeting of experts in January/February, committee requested contributions of councils and members. Regional meetings to be held September to November, then results conveyed to committee.
- Expression of interest form sent re: preferred logistics.
- Executive agreed to use Irving K. Barber Learning Center already reserved for October 23rd; roundtable discussion topic will be RAD. Estimate 40-45 attendees.
- Discussed potential moderators.
- Provided CCA update on ArchivesCanada (AtoM 2.2). Anticipated launch date - end of September.
- Executive completed ArchivesCanada policy and procedures survey.
- Discussed procedures surrounding lapsed members.
- Discussed D. Gillean's participation/use of AABC hours for CCA panel working group re: linked open data.
- Discussed DHCP submission. Reported J. Morrison, J. Teasley, and E. Lonie met to discuss archival advisory service. Decided to focus on site visits. H. Dean discussed using funding to ensure AABC revenue generation in the future. S. Romkey suggested asking members about their needs and wants regarding course development. Executive decided to keep this first application simple.

- H. Dean wondered if membership survey could be built-in or independent of grant. E. Lonie agreed to try.
- DHCP deadline is September 4th, 2015.

4. Vice-President and Programs Committee Report

- C. McLellan reported EAS coordinator job posting circulated.
- Discussed hiring committee: will consist of 2 members of Programs Committee and Vice-President.
- Executive will review applications and make recommendations.
- Discussed K. Stewart's request for wrap-up and transition hours. S. Romkey said half of funds would come from advisor's budget and half from conference surplus.
- Temporary instructor for Preservation course discussed.
- Discussed temporary instructor for K. Stewart's 2 upcoming teaching commitments.
- S. Romkey agreed to assume Gifttool responsibilities on a temporary basis until EAS coordinator position is filled.
- R. Gallagher offered to temporarily house 12 boxes of EAS supplies and teaching documentation at the Surrey Archives. E. Lonie offered to deliver the boxes.

5. Treasurer and Finance Committee report

- S. Romkey discussed June financial statements: EAS coordinator's hours for May and June submitted together.
- June financial statements approved.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

- S. Jensen discussed new AABC Facebook administrator.
- Reported membership lists sent to regional representatives.

6.2 Grants & Nominations/Elections Committee

- R. Gallagher reported no update this month.

6.3 Membership & Conference Committees

- H. Dean discussed membership committee's terms of reference: may propose 2 year term for chair and vice-chair but would have to bring to membership at AGM. Executive discussed rewording primary mandate.
- Mentioned listing benefits of membership on website. H. Dean will draft something for executive approval.
- Discussed membership committee's challenges with Access database. Discussed possibility of collaborating with CCA to receive online payments. Executive agreed this is a great project idea but not relevant for this year. E. Lonie will present this idea to L. Wilson.
- Discussed how UK funds collaborative doctoral awards (collections based research: students enter PhD programs knowing which archives

they will work with). Discussed possibility of using SSHRC funding to do something similar.

7. Business Arising

- Requested secretary set up AABC Roundtable meeting; invite executive members, committee chairs, and contractors.
- This meeting is budgeted.

8. Adjournment

- Meeting adjourned at 3:54 pm.

Next meeting: September 22nd, 2015, 3:00pm

Executive Committee Meeting
Minutes – Thursday, September 24th, 3:00pm

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Emily Lonie, President
Cindy McLellan, Vice-President
Sarah Jensen, Secretary
Sarah Romkey, Treasurer

Regrets:

Heather Dean, Member-at-Large
Ryan Gallagher, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 3:00pm. The agenda was approved with the following additions under: 3. discussion of Archives Canada testing; 3. CCA general assembly; 6.3. tabling of Membership Committee policy for lapsed members and conference update.

2. Approval of Minutes:

- Minutes of August 18th meeting approved.

3. President's Report

- RAD meeting : E. Lonie reported waiting to hear from CCA re: web casting. Reported L. Glandt will moderate discussion and R. Dancy will facilitate for content. Date set for October 23rd 10:30am-12:30pm.
- Reported DHCP submission mailed August 30th. Thank you to J. Morrison, J. Teasley, J. Mohan, and S. Romkey.
- Archives Canada testing: requested feedback from provincial associations before September 29th. Send feedback to E. Lonie.
- CCA General Assembly: Discussed upcoming conference call on October 28th (3 hours). Will prepare report for AABC's year. Translation requested so E. Lonie will solicit interest via list-serv.
- Discussed well attended AABC Vancouver regional event – tour of Iron Mountain.

4. Vice-President and Programs Committee Report

- C. McLellan discussed changes to MemoryBC permissions for contributors. Executive agreed that BCANS coordinator convey changes to members. Reevaluate if there are any concerns.
- Executive approved hiring L. Glandt as the new EAS Coordinator.
- Discussed financing View Royal workshop.

- Discussed financing EAS phone line and new phone number.

5. Treasurer and Finance Committee report

- July financial statements approved.
- Reported Distance Education course full.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

- Discussed possible locations for Roundtable. S. Jensen and C. McLellan to follow up.
- Agreed to invite Program Committee members to Roundtable meeting.
- S. Romkey and S. Jensen will coordinate refreshments for Roundtable.
- Reported new Thompson Okanagan regional representative, T. Hurley replaced D. Chapman. Thank you to D. Chapman for her years of service.
- Requested documentation outlining responsibilities of regional representatives. E. Lonie to follow up.

6.2 Grants & Nominations/Elections Committee

- No report.

6.3 Membership & Conference Committees

- Executive approved Terms of Reference.
- E. Lonie tabled AABC Membership Policies and Practices regarding lapsed members for discussion at Roundtable.
- Discussed call for Conference Committee volunteers.

7. Business Arising

8. Adjournment

- Meeting adjourned at 3:38 pm.

Next meeting: October 18th, 2015, 10:00am

Executive Committee Meeting Minutes – Sunday, October 18th, 2:00pm

Executive of the Archives Association of British Columbia
Location: Deloitte, Vancouver

Present:

Emily Lonie, President
Cindy McLellan, Vice-President
Sarah Jensen, Secretary
Sarah Romkey, Treasurer
Ryan Gallagher, Member-at-Large

Regrets:

Heather Dean, Member-at-Large

7.1 Approval of Agenda:

- Called meeting to order at 2:10pm. Agenda was approved with the following additions: 7.2.5 responsibilities of vice president, 7.6.1 discussion of MemoryBC/database committee, 7.6.2 MemoryBC training session at AABC conference.
- Minutes of September 24th meeting approved.

7.2 President's Report

- 7.2.1** Discussed CCA AGM call October 28th
 - E. Lonie discussed report that was circulated to executive.
 - C. McLellan sends regrets.
 - Reported R. Frogner will do French translation.
- 7.2.2** October 26th lunch with new BCMA President
 - Will emphasize BC is only province that does not receive provincial funding.
 - Will continue AABC's advocacy efforts.
- 7.2.3** Reported only BC and one other province provided feedback on Archivescanada.ca.
- 7.2.4** Discussed responsibilities of Vice-President and other executive positions and committees
 - Discussed upcoming executive vacancies.
 - Discussion re: possible changes to the roles of the executive in order to distribute the responsibilities amongst executive members more equitably.
 - Discussed creating code of conduct for participating in AABC. S. Romkey agreed to follow up.

7.3 Vice-President and Programs Committee Report

- 7.3.1** Provided general update

7.4 Treasurer and Finance Committee report

- 7.4.1** Approved August 2015 financial statements.

7.4.2 Will circulate amended budget for executive review.

7.5 Committee and Program Reports

7.5.1 Communications Committee

-S. Jensen agreed to send out notification on listserv when minutes posted to AABC web site
-Agreed to schedule telephone meetings with regional representatives.

7.5.2 Grants & Nominations Committee

-Reported adjudicated Terry Reksten memorial prize (awarding of 2 grants).

7.5.3 Membership & Conference Committees

-Received and discussed Lapsed Members Report and recommendations.
-Agreed to discuss at AGM at part of 2017 membership structure changes.
-H. Dean will contact Membership Committee re: executive feedback on cancelling arrears.
-S. Romkey agreed to look into financial implications of flattening membership structure. Will develop two separate proposals for AGM.
-Discussed rationalization for tiered membership structure - NADP funding.

7.6 Business Arising

7.6.1 Discussed MemoryBC/database committee

- Agreed to strike adhoc MemoryBC Committee/BC database Committee now and move for standing committee at AGM. E. Lonie will consult procedures regarding this.

7.6.2 Decided to propose MemoryBC training session at AABC conference led by D. Gillean and L. Glandt.

8. Adjournment

- Meeting adjourned at 3:38 pm.

Next meeting: Tuesday, November 24th, 2015, 3:00pm

Executive Committee Meeting
Minutes – Tuesday, November 24th, 3:00pm

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Emily Lonie, President
Cindy McLellan, Vice-President
Sarah Jensen, Secretary
Sarah Romkey, Treasurer
Ryan Gallagher, Member-at-Large
Heather Dean, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 3:16pm. Agenda was approved.

2. Approval of Minutes:

- Minutes of October 18th meeting approved.

3. President's Report

- E. Lonie discussed RAD Roundtable (October 23rd).
 - 6 on the panel, 6 in the room, 114 streaming
 - 145 tweets, 4 email questions
 - Reported vice-president prepared comments/feedback and has completed survey to submit to CCAD
- Reported on CCA AGM call (October 28th).
 - Discussed and passed motion to request fee reduction in CCA membership fees for 2014-2015. Motion carried.
 - Action item: send CCA a copy of minutes
 - CCA is exploring a “pay what you can model” for 2017
 - Membership fees contribute to supporting hosting costs for archivescanada.ca
 - Discussed DHCP application
 - Vice-president will report on results
 - Received 4.5 million worth of requests (36 applications)
 - Deadline for 2016/2017 applications is **February 26th, 2016**
 - L. Wilson has offered to help craft the next round of applications
 - CCA submitted two DHCP applications (1. Subscriber supported digital advising service; 2. Meeting of advisors)
 - Discussed Archives Blueprint meeting held in Ottawa on November 13th. LAC reported on statistics related to DHCP.

- Reported Archives Canada is live
 - Draft Accession Standard is expected Spring 2016 - likely at ACA
- Reported on discussion with V. Billesburger re: restarting Archives Week 2016.
 - There has not been one since 2012
 - Archives Week has traditionally fallen on the week of November 19th "Douglas Day" when the Crown colony of British Columbia was established
 - Proposed using week of November 21st - 25th since Nov 19th 2016 is a Saturday
 - Need to develop a theme and create a poster
 - L. Glandt has been assembling info about what other Councils do
- Reported on meeting with David Alexander (BCMA).
 - Potential conference collaboration in Victoria for 2017
 - Discussed united front for advocacy- joint advocacy efforts (BCMA, BCLA, AABC)
 - Discussed some sort of potential collaboration for 2016 Whistler conference
 - Exploring the development of a digital museums certificate program
 - Reported trying to plan a lunch with BCMA, BCLA and AABC for February 2016
- Letter from ACA re. sponsorship.
 - Discussed with S. Romkey.
 - We currently don't have sufficient funds to do this.
- Proposed bylaw amendment discussion deferred until next executive meeting.

4. Vice-President and Programs Committee Report

- General VP update – DHCP application (authored by J. Morrison, J. Teasley, E. Lonie, S. Romkey, and J. Mohan) was successful. AABC now eligible for multi-year funding.
- Discussed charitable year end donation push. S. Romkey agreed to handle this via email. Executive discussed creating another type of fund. Will defer decision on this.
- Discussed interest expressed by ARMA VI (in email to J. Mohan) in partnering with AABC on future events.

5. Treasurer and Finance Committee report

- Approved October 2015 financial statements.

6. Committee and Program Reports

- Communications Committee
 - S. Jensen agreed to update names on offices and committees page of AABC website.
 - Digital Preservation Management workshop logistics – discussion deferred.

- Mentioned still need to schedule telephone meetings with regional representatives.
- Grants & Nominations Committee
 - Discussed potential names for 2 upcoming vacant positions on executive.
 - Agreed to place general call for interest in January.
- Membership & Conference Committees
 - Discussed conference committee proposal re: dates, theme, location.
 - Discussed pre-conference event in Victoria.
 - Discussed conference workshop. H. Dean will follow up with L. Glandt re: possible workshops. At Roundtable D. Gillean and L. Glandt mentioned MemoryBC workshop.
 - Approval re: conference theme required asap.

7. Business Arising

- ARMA VI Records Classification and Retention Schedules discussion deferred until next executive meeting.
- Code of Conduct discussion deferred until next executive meeting.
- S. Romkey reported on BC Provincial Digital Library meeting
 - governance model
 - organizing committee feels archivists and archives should be involved
 - no funding model but BCLA will likely seek provincial government financial support
 - S. Romkey agreed to draft follow-up letter expressing AABC's continuing interest

8. Adjournment

- Meeting adjourned at 4:05 pm.

Next meeting: Tuesday, December 15th, 2015, 3:00pm

*R. Gallagher is unable to attend so will submit report

Executive Committee Meeting
Minutes – Friday, December 18th, 10:00am

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Emily Lonie, President
Cindy McLellan, Vice-President
Sarah Jensen, Secretary
Sarah Romkey, Treasurer
Heather Dean, Member-at-Large

Regrets:

Ryan Gallagher, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 10:03am. Agenda was approved.

2. Approval of Minutes:

- Minutes of November 24th meeting approved with changes.

3. President's Report

- E. Lonie reported consulted bylaws to see how to strike an ad hoc (provincial database) committee. Findings - Executive can establish ad hoc committees as required. At AGM can move to create standing committees.
- Discussed realigning executive responsibilities. E. Lonie agreed to develop some text outlining the responsibilities of the vice-president.
- Discussed responsibilities of committees. Will update membership at AGM.
- C. McLellan offered to send out a call for provincial database committee.
- Reported AABC will receive DHCP funding in a few days.

4. Vice-President and Programs Committee Report

- EAS coordinator:
 - C. McLellan reported L. Glandt is busy. Recently met with all provincial advisors. YCW deadline moved up 2 weeks.
 - Requested hours for pre-conference workshop. S. Romkey suggested L. Glandt and D. Gillean email her with 2016-2017 budget wish list. She agreed to compile instructions on what to do. Discussed pre-conference workshop ideas.
 - Reported on two upcoming workshops: Campbell River and Mission Museum and Archives.

- 22 participants signed up for Introduction to Preservation.
- Mentioned topic not yet selected for February roundtable. Executive discussed potential topics. Agreed outreach in general or fundraising/donor relations might be effective.
- BCANS coordinator:
 - D. Gillean reported ATOM 2.2 upgrade will happen soon.
 - Discussed training video he and L. Glandt may prepare for new contributors. S. Romkey asked about hours remaining in budget.
 - D. Gillean is interested in upcoming DHCP grant application (MemoryBC bulk import/export user interface. Currently there is no mechanism to export directly to ArchivesCanada)
 - Reported D. Gillean is relocating; he agreed to write transition documents.
 - E. Lonie explained last year's hiring process. Executive agreed to proceed with the hiring. S. Romkey offered to help C. McLellan.
- Proposed convening in-person or phone-in Programs Committee (J. Teasley, J. Morrison, J. Mohan, L. Wilson) meeting in January to work on DHCP application. C. McLellan agreed to organize a doodle poll and send email. S. Romkey mentioned funding for projects tends to be more successful than funding for ongoing programs.
- Discussed donations and making annual "Giving Tuesday" part of treasurer's responsibilities.
- CCI workshops. Will work on for next year. H. Dean proposed a working list of deadlines.
- ARMA VI: will continue to look for opportunities to work together.

5. Treasurer and Finance Committee report

- S. Romkey reported November financial statements are currently being compiled.
- Discussed upcoming budget meeting in February. Will likely be timed with ACA Symposium@UBC. Attendees will include: Programs and Finance Committees, executive, and K. Blimkie.
- Reported looking into insurance for DHCP workshops.

6. Committee and Program Reports

- Communications Committee
 - Reported completing BC Societies Survey since secretary responsible for filing AABC annual report.
- Grants & Nominations Committee
 - No update.
- Membership & Conference Committees
 - H. Dean reported call for conference papers sent out by Conference Committee.
 - Reported Membership Committee is compiling a membership benefit list.
 - Will follow-up with S. Jensen re: executive portion of Roundtable minutes.

-Proposed cross-referencing successful DHCP grants with membership list.
Will discuss with membership committee.

7. Business Arising

- ARMA VI Records Classification and Retention Schedules discussion
-Discussed posting it on AABC list-serv for comments/feedback.
- Code of conduct discussion – deferred to next meeting.
- Discussed tele-hosting of upcoming meetings (UVIC? Artefactual?, Skype or GoogleGroups?). Decision required on this.

8. Adjournment

- Meeting adjourned at 11:00 am.

Next meeting: Tuesday, January 19th, 2015, 3:00pm



Agenda

AABC Executive Meeting January 19th, 2016, 3:00pm

Executive Present – Emily Lonie, Sarah Romkey, Heather Dean, Ryan Gallagher

1. Approval of Agenda

Approved with changes – Sarah, Ryan approved.

2. Approval of December 15th executive meeting minutes

Approved – Sarah and Heather approved.

3. President's Report

3.1 – Canada 150 Grant Program

- Discussion about whether any of the provincial associations are going to apply for funds from the Canada 150 program. The AAO will not be submitting an application. Some thoughts that AABC members are more likely applicants for the program as much of the funds appear to be for event-based projects. There does not appear to be a deadline for applications at present. Lisa Glandt informed her provincial counterparts that the AABC had no plans to apply.

3.2 - Provincial Advisors Report re DHCP

- The President will circulate a report about the DHCP application experience discussed amongst the provincial associations. Appears that many who did not receive grants were timeline related. Sounds like there were very few rejections. There appears to be interest how some of the larger funding recipients will be able to disburse their funds in such a tight timeline.
- The Executive discussed what the best methods might be for DHCP feedback.
- Education advisors thought it best for the provincial associations to provide the feedback directly to LAC. ACA indicated that thought there may be more weight to the feedback if it was coming from each provincial association. The President will consult the Advisor about the feedback received to date before a course of action is taken. The President will consult with the CCA about best ways to communicate feedback with LAC.

4. Vice-President and Programs Committee Report

4.1 – DHCP Applications, Round 2

- The Executive briefly discussed that DHCP applications are in development. The Executive is hopeful to have solid drafts complete by the close of January.

4.2 – BCAANS Hiring Process

The Vice-President is hopeful that a posting will be complete by the end of January.

5. Treasurer and Finance Committee Report

5.1 Approval of November financial statements

- Approved by Ryan and Emily
- Discussion about how the budget is shaping – hopeful that deficit is as little as possible. The Executive expressed its pleasure that membership revenue has been higher than anticipated.

5.2 December 15 financial statements

- Approved by Heather and Emily

6. Committee and Program Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL) -No update

6.2 Grants & Nominations Committees

The Member at Large reported that a message will be circulated on the list-serv outlining the upcoming vacancies on the Executive. There was discussion about there being more vacancies than originally anticipated due to a resignation that will occur at the AGM.

6.3 Membership & Conference Committees

6.3.1 - AABC membership benefits document discussion

- Sarah and Jen of the Membership Committee submitted a document to the Executive that articulates the benefits of membership. The document also noted some of the ways other associations provide value to their membership through awards or letters of recognition. The Executive will use the report to better articulate the value of membership on the AABC website.

6.3.2 – Conference

- The Conference will be on April 14-15 in Vancouver, at Deloitte's offices. There's been a call for papers, deadline likely to be extended. The Program to be finalized in the coming weeks.

7. Business Arising

-Code of conduct document review

Discussion about a draft code of conduct developed by the Treasurer. The Executive was supportive of the document and felt it important to have so that all members know that we must always act in a professional and respectful manner. The Code of Conduct will be circulated with the AGM Package.

8. Adjournment

Meeting adjourned at 3:50pm.

Next Meeting

*Third Tuesday of each month – February 16th 3:00pm?

Executive Committee Meeting
Minutes – Tuesday, February 23, 10:00am

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Emily Lonie, President
Cindy McLellan, Vice-President
Sarah Jensen, Secretary
Sarah Romkey, Treasurer

Regrets:

Ryan Gallagher, Member-at-Large
Heather Dean, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 10:00am. Agenda was approved with the following changes: agenda items moved from president's report to vice-president's report; addition of Canada 150 provincial forum to president's report; remove December financials from treasurer's report.

2. Approval of Minutes:

- Minutes of January 19th meeting approved.

3. President's Report

- E. Lonie reported DHCP applications will be submitted at end of week.
- Reported feedback on DHCP applications will be discussed with other provincial councils.
- Reported Canada 150 forum to be hosted by RBCM and Royal Roads University (RRU) on Friday, April 22nd at RRU (workshops, online collaboration, and streaming). D. Alexander queried if AABC interested in partnering. Executive agreed due to proximity to AABC conference, we will be able to promote and participate.

4. Vice-President and Programs Committee Report

- C. McLellan reported business cards ordered by education advisor for 2 upcoming clinics. S. Romkey agreed the 500 cards x \$18.88 may be claimed as office supplies.
- Reported BCANS coordinator had concerns over hours but now resolved. May required more time to transition position.

- Discussed conference planning. Reported J. Teasley doing a fantastic job preparing Deloitte: space for vendors, food, and programme looks great.
- Voted on DHCP application: Digital Preservation workshop was selected.
- E. Lonie and S. Romkey discussed plan to send application and write application letter.

5. Treasurer and Finance Committee report

- S. Romkey summarized budget meeting: education advisor administrative hours reduced but all proposals kept including conference workshop and 3 distance education workshops for next year.
- Mentioned CCA advisors meeting hours are included in budget.
- Reported BCANS coordinator request for increase in hours not approved at budget meeting. Attendees of budget meeting agreed on addition of hours for student supervision (SLAIS student assistant). Also added to education advisor's hours.
- Reported some funds allocated for Executive moved to Programs and Finance committee since not used by Executive.
- Reported results: deficit of \$3700.
- Included budget line to help enhance AtoM for MemoryBC which was proposed by Programs committee at budget meeting. Executive approved allocating \$3000 to contribute to grant application for MemoryBC upgrade. S. Romkey abstained from voting.
- S. Romkey moved to approve budget. E. Lonie seconded. Budget approved.

6. Committee and Program Reports

- Communications Committee
 - Discussed timing of next executive meeting: March 15th 10:00am. C. McLellan reported available for 3:00pm time slot starting in April.
 - S. Jensen inquired about timing of AGM package. Must be circulated 30 days prior to AGM.
- Grants & Nominations Committee
 - Discussed potential Vice-presidential candidates.
 - 2 open Member-at-Large positions. Discussed potential candidates.
- Membership & Conference Committees
 - No update.

7. Business Arising

8. Adjournment

- Meeting adjourned at 10:38 am.

Next meeting: Tuesday, March 15th, 2015, 10:00am

Executive Committee Meeting
Minutes – Tuesday, March 15, 10:00am

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Emily Lonie, President
Cindy McLellan, Vice-President
Sarah Jensen, Secretary
Sarah Romkey, Treasurer
Ryan Gallagher, Member-at-Large

Regrets:

Heather Dean, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 10:00am. Agenda was approved with the addition by Vice-President of approval of EAS coordinator's contract.

2. Approval of Minutes:

- Minutes of February 23rd meeting approved.

3. President's Report

- E. Lonie discussed proposed bylaw change re: creating a new standing committee. Decided to maintain Provincial Database committee as ad hoc committee for another year to determine if it warrants becoming a standing committee.
- Discussed changing responsibilities of officers and committees. Bylaw amendment not required for this. More analysis needs to be done here.

4. Vice-President and Programs Committee Report

- C. McLellan reported Provincial Database committee has commenced activities. A draft of the MemoryBC guidelines should be ready after the AABC conference.
- Discussed process for continuing with the ad hoc committee after the AGM as it is technically dissolved then.
- Reported clinics went well. Discussed commencing DHCP reporting. S. Romkey suggested consulting with K. Blimkie. Assumption is that excess funds will be returned with report.
- Reported all EAS coordinator hours used. New contract will be signed end of March. Discussed process for this.

- Reported interviews set up for BCANS coordinator position.

5. Treasurer and Finance Committee report

- S. Romkey deferred February financial statements until next meeting.
- Discussed CCA fee. E. Lonie questioned amount. S. Romkey reported approved this for 2015-2016 year.
- Reported in kind web hosting by Andornot had ended so will need to pay for hosting and domain. This wasn't budgeted for.
- Discussed small bill from Artefactual.

6. Committee and Program Reports

- Communications Committee
 - S. Jensen discussed draft AGM package. E. Lonie made some suggestions which will be incorporated.
- Grants & Nominations Committee
 - No update.
- Membership & Conference Committees
 - No update.

7. Business Arising

- Discussed Code of Conduct document. First section revised. Approved by executive.
- Discussed Membership Benefits report tabled by Membership committee at Roundtable. E. Lonie will circulate for approval at AGM.

8. Adjournment

- Meeting adjourned at 10:36 am.

Executive Committee Meeting
Minutes – Tuesday, May 15th, 10:30am

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Cindy McLellan, President
Maxwell Otte, Vice-President
Sarah Jensen, Secretary
Scott Owens, Member-at-Large
Alexandra Wieland, Member-at-Large

Regrets:

Sarah Romkey, Treasurer

1. Approval of Agenda:

- Called meeting to order at 10:30am. Agenda was approved with an addition by Vice-President and addition by President of discussion of inclusion of digital objects in MemoryBC.

2. Approval of Minutes:

- Minutes of March 15th meeting approved.

3. President's Report

- C. McLellan reported sent thank you to Deloitte for hosting conference.
- Reported declined invitation to host Chinese delegation from All Americans Inc. but would invite them to attend digital symposium if AABC hosts one.
- Reported sent E. Lonie's TPP letter.
- Discussed Provincial Digital Library Symposium attended by C. McLellan and S. Romkey. Reported the structure is still undecided but if they proceed with a spoken hub, recommends inclusion of MemoryBC.
- Reported on discussion with S. Romkey about allowing digital objects in MemoryBC for a small fee. Requested Provincial Database Committee investigate this. S. Owens agreed to discuss with L. Snider. A. Wieland and M. Otte in favour but they had a few questions that were discussed by executive including cost. C. McLellan mentioned the surplus spoken about by S. Romkey at AABC conference.
- Reported on logistical issues involved in setting up a meeting with the heads of BCLA and BCMA in Victoria. M. Otte agreed to take this on in the fall.

- S. Owens mentioned his discussions with D. Gillean regarding bottlenecking at BCANS coordinator level.
- Mentioned Provincial Territorial meetings at this year's ACA will take place by teleconference. Written reports will be submitted.

4. Vice-President and Programs Committee Report

- M. Otte added to the agenda that he received a congratulatory email to the AABC from LAC for a successful DHCP application.

5. Treasurer and Finance Committee report

- S. Romkey circulated February and March financial statements for executive approval via email.
- M. Otte moved to approve the financial statements. S. Owens seconded the motion. Motion carried.

6. Committee and Program Reports

- Communications Committee
-S. Jensen discussed recurring monthly meeting date and time. Executive agreed to third Tuesday of each month at 10:30am.
- Grants & Nominations Committee
-Discussed contacting R. Gallagher for documentation relating to Member-at-Large position.
- Membership & Conference Committees
-A. Wieland questioned where to send a cheque she received from ARMA for their vendor table at the AABC conference.
-Discussed contacting H. Dean for documentation relating to Member-at-Large position.

7. Business Arising

- S. Owens discussed convening the Conference Committee in the fall. M. Otte mentioned L. Wilson's interest in having a joint conference with ARMA VI or the BCMA, possibly in Victoria.
- C. McLellan agreed to investigate hosting the AABC monthly conference call.

8. Adjournment

- Meeting adjourned at 10:57 am.

Next meeting: Tuesday,
June 21st, 2016, 10:30am

Executive Committee Meeting
Minutes – Tuesday, June 21st, 10:30am

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Cindy McLellan, President
Sarah Romkey, Treasurer
Sarah Jensen, Secretary
Scott Owens, Member-at-Large
Alexandra Wieland, Member-at-Large

Regrets:

Maxwell Otte, Vice-President

1. Approval of Agenda:

- Called meeting to order at 10:33am. Agenda was approved.

2. Approval of Minutes:

- Minutes of May 17th meeting approved.

3. President's Report

- C. McLellan confirmed that a fall and spring UBC Roundtable session moderated by L. Glandt were approved.
- Reported that as discussed at AGM, president will work with J. Morrison to write letter to NPTAC notifying chair that RM in BC government is not under BC Archives.
- Discussed signing petition and writing letter on behalf of AABC about closure of reading room at Musée de la civilisation du Québec.
- Discussed successful DHCP applications. S. Romkey recommended waiting on further communication about CCA collaboration and mentioned importance of stressing to AABC membership that funds are being contributed to CCA project. A. Wieland suggested making announcement at end of year.

4. Vice-President and Programs Committee Report

- No report.

5. Treasurer and Finance Committee report

- S. Romkey reported Finance Committee met with volunteer member for financial review (B. Dykes). Currently preparing statement for membership that finances are in order.
- Mentioned a few months behind in financial statements but K. Blimkie has nearly completed April and May.
- Reported will aim to develop a cost neutral proposal to host digital objects in MemoryBC modelled on ARCHEION - costs passed on to institutions. This will be ready for discussion prior to the Fall Roundtable where it will be finalized. S. Romkey will consult with S. Owens on proposal.

6. Committee and Program Reports

- Communications Committee
-No report.
- Grants & Nominations Committee
-No report.
- Membership & Conference Committees
-S. Owens reported contacted ARMA VI representative who is interested in bringing joint conference proposal forward to ARMA VI executive. If approved, next steps will include setting up a preliminary meeting to discuss dates and venue and then a joint call for committee members.
-S. Owens provided Provincial Database Committee update: touched base with L. Snider; roles need to be delineated; more members required. Agreed M. Otte would place call for additional members. K. Stewart is no longer with the committee.
-Discussed Chilliwack Museum and Archives full institutional membership application. Reported Membership Committee recommends executive approval. S. Owens moved to approve the motion, seconded by C. McLellan. Motion carried.
-Discussed Membership Committee's request for project feedback. For discussion at next executive meeting.

7. Business Arising

- A. Wieland mentioned archival knowledge gap (preservation, arrangement and description, etc.) between ARMA and First Nations groups raised by the First Nations Public Service Secretariat. For discussion at next executive meeting.

8. Adjournment

- Meeting adjourned at 11:04 am.

Next meeting: Tuesday,
July 19th, 2016, 10:30am

Executive Committee Meeting
Minutes – Tuesday, July 19th, 10:30am

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Cindy McLellan, President
Sarah Romkey, Treasurer
Sarah Jensen, Secretary
Scott Owens, Member-at-Large
Alexandra Wieland, Member-at-Large
Maxwell Otte, Vice-President

1. Approval of Agenda:

- Called meeting to order at 10:30am. Agenda was approved with the following changes: Provincial Advisors' meeting moved under Other Business; addition of approval of April and May financial statements under Treasurer and Finance Committee report; addition of update by L. Glandt under Vice-President's report. S. Romkey moved to approve agenda, seconded by S. Owens.

2. Approval of Minutes:

- Minutes of June 21st meeting approved. C. McLellan moved to approve minutes, seconded by S. Owens.

3. President's Report

- No report.

4. Vice-President and Programs Committee Report

- M. Otte discussed request by L Glandt re: "Intro to Archival Practice": If waitlist forms, could she accept more students and work more hours? S. Romkey agreed if the numbers work out. Executive agreed.
- Reported additional teaching and site visit requests: Bowen Island and UVIC. Would generate additional \$200 per visit.
- Discussed DHCP clinics: coffee break funding. S. Romkey mentioned yearly budget allocates funds for coffee breaks. Will forward information to M. Otte.

5. Treasurer and Finance Committee report

- S. Romkey reported K. Blimkie prepared joint April and May financial statements. Not much notable. Conference revenue slightly higher than projected but conference costs slightly higher so overall revenue slightly

lower than projected. Moved to approved April and May financial statements. Motion carried. Financial statements approved.

- Discussed DHCP: Enrolment strong for DPM workshop; waitlist. One spot reserved for L. Glandt and one for student volunteer. Discussed numbers and possible venues.

6. Committee and Program Reports

- Communications Committee
-No report.
- Grants & Nominations Committee
-For grants, A. Wieland reported in contact with Friends of BC Archives re: adjudicating Terry Reksten Award. Winner will be announced in September.
-For nominations, no report.
- Membership & Conference Committees
-S. Owens reported meeting has not been scheduled with ARMA VI. Has been in communication with D. Young. Board is getting organized. A preliminary meeting will be set shortly. Joint conference planning committee will be set up but likely not until September.
-Reported still trying to gain access to Google Drive for membership documentation. Suggested he contact L. Snider.

7. Business Arising

- A. Wieland discussed contacting First Nations Public Service Secretariat, Christa Williams, about archival knowledge gap between ARMA and First Nations groups. C. McLellan agreed this was a good first step.
- S. Romkey discussed EAS request re: CCA Provincial Advisors' meeting in Toronto. Executive agreed L. Glandt should attend provided travel costs are in line with her predictions.
- S. Romkey mentioned planning upcoming Roundtable in October. S. Jensen agreed to work with her. Proposed Sunday October 23rd as a possible date so S. Owens could attend. Doodle polls will be sent out this summer.

8. Adjournment

- Meeting adjourned at 11:15 am.

Next meeting: Tuesday,
September 20th, 2016, 10:30am

Executive Committee Meeting
Minutes – Tuesday, September 20th, 10:30am

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Cindy McLellan, President
Sarah Romkey, Treasurer
Sarah Jensen, Secretary
Scott Owens, Member-at-Large
Alexandra Wieland, Member-at-Large
Maxwell Otte, Vice-President

1. Approval of Agenda:

- Called meeting to order at 10:40am. Agenda was approved.

2. Approval of Minutes:

- S. Romkey moved to approve minutes of July 19th meeting , seconded by S. Owens.

3. President's Report

- C. McLellan mentioned AABC membership benefits document. S. Owens is handling this.
- Stated J. Morrison will transport preservation equipment from UVIC to L. Glandt.

4. Vice-President and Programs Committee Report

- M. Otte discussed UBC Irving K. Barber teaser video circulated to executive. Will communicate with L. Glandt re: executive endorsement.
- Provided EAS update: clinics in Kelowna (September 12-13) and Terrace (September 26-27); DPM workshop activities including GiftTool registration. Feedback requested re: DPM activities over the next year. S. Romkey said AABC would promote learning (summaries and blog posts). A. Wieland volunteered to assist L. Glandt.
- Executive discussed L. Glandt's request for an extra 70 teaching hours = \$3, 675.00. Additional students accepted into Introduction to Archive Course which generated additional revenue. C. McLellan moved to approve motion, seconded by S. Romkey.
- Confirmed DPM workshop in Victoria is booked and notices sent out.

5. Treasurer and Finance Committee report

- S. Romkey reported on July financial statements. Nothing notable. Moved to approve financial statements, seconded by A. Wieland.

6. Committee and Program Reports

- Communications Committee
 - Discussed reimbursing AABC Roundtable travel costs for invitees from the island. Travel costs approved; carpooling/transit encouraged.
 - Notified executive that SVIRG representative, Emma Hughes, stepped down. Action item to solicit new SVIRG volunteer.
- Grants & Nominations Committee
 - For grants, no report. Terry Reksten Memorial Fund wrapped up.
 - For nominations, no report.
- Membership & Conference Committees
 - S. Owens reported on communication with D. Young. ARMA VI selected candidate for joint planning committee. D. Young is searching for a location. S. Owens will place call for volunteers by October 15th. M. Otte mentioned importance of determining fee structure.

7. Business Arising

- C. McLellan queried if any executive members would be able to attend student awards at UBC, October 1st.
- Discussed 2 documents from Membership Committee (list of membership benefits and lapsed membership policy). S. Owens will circulate both for discussion at October meeting.
- C. McLellan agreed to see if BCIT library available for Roundtable. If so, S. Jensen agreed to send out Doodle poll re: location (BCIT library or Artefactual offices).

8. Adjournment

- Meeting adjourned at 11:07 am.

Next meeting: Roundtable, Sunday, October 23rd, 10:00am.

Executive Committee Meeting
Minutes – Sunday, October 23rd, 2016

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Cindy McLellan, President
Sarah Romkey, Treasurer
Sarah Jensen, Secretary
Scott Owens, Member-at-Large
Alexandra Wieland, Member-at-Large
Maxwell Otte, Vice-President

1. Approval of Agenda:

- Called meeting to order at 1:10pm. Agenda was approved.
- K. Blimkie provided executive summary of new BC Societies Act (in effect end of November 2017). More transparent and open.
Impact: 1) Documentation database (constitution and bylaws). 2 year deadline to complete but secretary should aim to complete by January or February 2017. Members will be able to consult all documentation. 2) Change from $\frac{3}{4}$ to $\frac{2}{3}$ majority. To be passed at AGM. Wording can be neutral “as per relevant provincial legislation”. 3) Completion of sign off by directors when elected acknowledging responsibility. K. Blimkie will send S. Jensen an example.

*Secretary to consult email sent annual report to and last page of executive summary.

2. Approval of Minutes:

- S. Owens moved to approve minutes of September 20th meeting, seconded by A. Wieland.

3. President's Report

- Discussed draft MOU BCMA, BCLA, AABC. NADP no longer relevant but everything else looks good. After DPM workshop, C. McLellan will review and circulate.
- Discussed AABC social activities. Greater Vancouver and SVIRG have done some but due to logistics often difficult. Encourage EAS to suggest social activities when doing clinics. Next Barber Roundtable also a good opportunity.

4. Vice-President and Programs Committee Report

- M. Otte provided DHCP update. Clinic to be held in Victoria (Oct. 27th 10:30 to 12:00).
- Discussed applying for DHCP funding for this cycle (possible topics: needs assessment for Indigenous Archives, updates to web site and Archivists' toolkit (collaborate with other provinces)?
- A. Wieland mentioned gaps with regards to digital training. Proposed following up on DPM training. Possibility of Archivematica Camp (similar to one in Ann Arbor last summer)?
- Need to bring ideas to Programs Committee.
- Discussed Canada 150 "My Canada" - Archives Week.
- S. Owens mentioned born digital appraisal as a potential workshop topic. Pragmatic appraisal?

5. Treasurer and Finance Committee report

- S. Romkey reported on September financial statements. C. McLellan moved to approve financial statements, seconded by M. Otte.

6. Committee and Program Reports

- Communications Committee
 - New SVIRG representative, J. Seeman.
 - No response to call for Facebook administrator. S. Romkey proposed SLAIS student. Will follow-up and communicate with M. Parker re: a volunteer.
- Grants & Nominations Committee
 - For grants, no report. Will investigate Canada 150 grants for archives and try to link to Archives Week.
 - Upcoming vacancies (treasurer, secretary, member-at-large, vp). Call for nominations in January.
- Membership & Conference Committees
 - S. Owens provided conference update. Reported there is a 6-7 member committee (even split between ARMA VI and AABC). D. Young is looking for a venue. Waiting to hear about co-chairs.
 - M. Otte reiterated importance of determining costs. S. Owens reported will present cost and revenue sharing agreement at November meeting (50 50 split; for AABC workshop - 100%).
 - Discussed poster session and additional volunteer.
 - Discussed Lapsed Members Report (Membership Committee to develop a policy - bylaw changes not required).
 - Discussed Membership Benefits document (environmental monitoring; digital object storage for a fee - not yet); remove reciprocal agreement - Foothills agreement is over; awards may work but requires further investigation).
 - S. Owens will connect with Programs Committee re: Provincial Database Committee (clarity on how MemoryBC is populated; database needs to be cleaned up).

7. Business Arising

8. Adjournment

- Meeting adjourned at 2:37pm.

Next meeting: Tuesday, November 15th, 10:30am.

Executive Committee Meeting
Minutes – Tuesday, November 15th, 2016

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Cindy McLellan, President
Sarah Romkey, Treasurer
Sarah Jensen, Secretary
Scott Owens, Member-at-Large
Alexandra Wieland, Member-at-Large
Maxwell Otte, Vice-President

1. Approval of Agenda:

- Called meeting to order at 10:35am. Agenda was approved with the following changes: S. Romkey - remove October financial statements; addition of CCA AGM under Business Arising.

2. Approval of Minutes:

- A. Wieland moved to approve minutes of October 23rd meeting, seconded by S. Owens.

3. President's Report

- C. McLellan reported MOU with BCLA and BCMA moving along nicely: includes members rights to conferences; agreement will be signed soon; conference call end of November.

4. Vice-President and Programs Committee Report

- M. Otte provided Programs Committee update: Reported on meeting two weeks ago, aim to hold quarterly meetings. Discussed DHCP and options for upcoming application cycle. Will bring proposals to executive for approval shortly.
- Discussed DPM workplan circulated to executive via email. Agreed looked good. S. Romkey commented on the Lower Mainland centric nature of follow-up meetings. Proposed shifting to more inclusive online follow-up meetings (in addition to in person meetings). M. Otte will mention to L. Glandt.

5. Treasurer and Finance Committee report

- No report.

6. Committee and Program Reports

- Communications Committee
-Discussed role of UBC SLAIS representative: event promotion to students and solicit volunteers. S. Jensen agreed to follow-up with SLAIS representative re: Facebook administrator. Will invite M. Parker to next executive meeting.
- Grants & Nominations Committee
-No report.
- Membership & Conference Committees
-S. Owens reported on discussions with Membership Committee and list of current membership benefits. Membership Committee agreed to work on a formal policy. C. McLellan suggested including membership benefits on web site under Membership section.
-Reported date for conference not set; draft agreement with ARMA VI nearly ready for circulation to executive and D. Young.

7. Business Arising

- S. Romkey reported attended CCA AGM. Discussed DHCP grant import/export AtOM function. Each province provided update. Several planning Canada 150 activities. AAO preparing milestone anniversary. Proposed AABC could look at a similar event. Mentioned reviewing how CCA membership fees are charged.

8. Adjournment

- Meeting adjourned at 11:00am.

Next meeting: **Tuesday, December 13th, 10:00am.**

Executive Committee Meeting
Minutes – Tuesday, January 17th, 2017

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Cindy McLellan, President
Sarah Jensen, Secretary
Scott Owens, Member-at-Large
Alexandra Wieland, Member-at-Large
Maxwell Otte, Vice-President

Regrets:

Sarah Romkey, Treasurer

1. Approval of Agenda:

- Called meeting to order at 10:30am. Agenda was approved with the following additions: open house update (A. Wieland); conference and membership update (S. Owens); DHCP and advisor update (M. Otte); addition under Business Arising of response to SLAIS School of Journalism merger; sponsorship for ACA@UBC symposium (C. McLellan).

2. Approval of Minutes:

- C. McLellan moved to approve minutes of November 15th meeting, seconded by S. Owens.

3. President's Report

- C. McLellan reported updated AABC website.
- Discussed updating association information for Grey House publishing. Executive agreed not to.
- Confirmed Webex issues at BCIT resolved.
- Reported on continuing collaboration with BCMA and BCLA.

4. Vice-President and Programs Committee Report

- M. Otte submitted DHCP reporting with assistance of S. Romkey and K. Blimkie. End of year report due end of March 2017.
- Reported L. Glandt's DHCP clinics successful. 2 site visits: Emily Carr and Bowen Island Archives. 3 more clinics scheduled throughout the year. CCI workshop application circulated to executive has been submitted. February 23rd next Roundtable - talking with Aboriginal Archives- requested assistance from executive.
- Pre-conference workshop topic still to be determined.

- 5. Treasurer and Finance Committee report**
 - No report.
 - C. McLellan discussed sponsoring ACA Symposium@UBC. Would like to approve \$100.00.
- 6. Committee and Program Reports**
 - Communications Committee
 - Discussed developing guidelines for new Facebook administrator, Lea Edgars; discussed student Facebook volunteer found by M. Parker.
 - Grants & Nominations Committee
 - No report for grants portion.
 - Discussed upcoming nominations and empty offices, potential candidates, and circulating call for nominations.
 - Membership & Conference Committees
 - S. Owens reported call for conference papers has gone out on relevant listservs.
 - Conference date set: April 27th (preconference workshop), 28th (conference); contract with D. Young not yet signed, waiting on location; executive discussed possibility of full day workshop.
 - Will have BCANS coordinator post membership benefits on website.
 - Will circulate lapsed membership draft for next meeting. Won't be able to attend next meeting.
- 7. Business Arising**
 - A. Wieland discussed SLAIS town hall re: SLAIS merger with UBC School of Journalism. M.Otte added his perspective; asked about AABC response. Agreed to draft letter for circulation to executive for comment by Tuesday, January 24th. M. Parker provided student perspective.
- 8. Adjournment**
 - Meeting adjourned at 11:15am.

Next meeting: **Tuesday, February 21st, 10:30am.**

Executive Committee Meeting
Minutes – Tuesday, February 21st, 2017

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Cindy McLellan, President
Sarah Jensen, Secretary
Alexandra Wieland, Member-at-Large
Maxwell Otte, Vice-President
Sarah Romkey, Treasurer

Regrets:

Scott Owens, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 10:30am. Agenda was approved.

2. Approval of Minutes:

- C. McLellan moved to approve minutes of January 17th meeting, seconded by M. Otte.

3. President's Report

- C. McLellan mentioned agreement with BCMA & BCLA re: using member rates at AABC conference. Agreed to send this information to J. Morrison.
- Discussed AABC, BCMA, and BCLA MOU signing event in Surrey in March. Hopes to attend but may need another AABC executive to attend if not available.
- Reported L. Glandt's question re: AABC interest in Archives week 2017: provincial advisors planning to coordinate multi-provincial online 150 event. Ask an Archivist (Facebook and Twitter).
- Reported both Vancouver Regional Rep(s) resigning.
- Discussed email re: comprehensive archiving project of the Songhees nation. Offered suggestions but AABC is unable to partner due to finances.
- Reported Department of Canadian Heritage conducting 2017 Government of Canada Survey of Heritage Institutions early spring 2017. Asked AABC to help with promotion.

4. Vice-President and Programs Committee Report

- M. Otte provided EAS update: discussed forming a committee for Archives week; reported L.Glandt has partial budget details for Copyright workshop; awaiting news end of March on CCI workshop.
- Working on year 1 report for DHCP clinics.
- Discussed Programs Committee query re: finding alternate uses for extra DHCP funds. Executive agreed too late for this, especially for 1 year projects.

5. Treasurer and Finance Committee report

- January financials approved.
- Discussed optimist nature of AABC budget: concerned if workshop revenue removed there could be losses. Discussed reducing contractors' administrative hours.

6. Committee and Program Reports

- Communications Committee
 - Discussed circulating draft guidelines for new Facebook administrator.
 - Reported technical issues uploading bylaws to Societies database but process is nearly complete.
- Grants & Nominations Committee
 - Reported will assist L. Glandt with upcoming webcast Roundtable.
 - S. Romkey asked about upcoming nominations. C. McLellan offered to take on Vancouver regional representative position.
- Membership & Conference Committees
 - No report.

7. Business Arising

- Discussed draft survey circulated by S. Romkey re: Digital Objects hosting in MemoryBC. Agreed with S. Owens suggestion re: clarifying costs.

8. Adjournment

- Meeting adjourned at 11:02am.

Next meeting: **Tuesday, March 21st, 10:30am.**

Executive Committee Meeting
Minutes – Tuesday, March 21st, 10:30am

Executive of the Archives Association of British Columbia

Location: teleconference

Present:

Cindy McLellan, President

Sarah Jensen, Secretary

Maxwell Otte, Vice-President

Sarah Romkey, Treasurer

Scott Owens, Member-at-Large

Regrets:

Alexandra Wieland, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 10:30am. Agenda was approved.

2. Approval of Minutes:

- C. McLellan moved to approve minutes of February 21st meeting, seconded by S. Romkey.

3. President's Report

- C. McLellan discussed request for letter of support for the Vancouver Japanese Language School and Japanese Hall in their bid for National Historic Site Designation Status. Executive agreed to support this.
- Reported drafted thank you letter to MIT for Digital Preservation Management Workshop. Reviewer - J. Teasley.
- Will attend and speak at MOU signing event March 24th at Surrey Central Library. Announcement on list-serv. Public invited.
- Discussed formation of collaborative advisory committee (AABC, BCLA, BCMA) – one member from each organization. 3 year agreement with possibility of renewal. AGM agenda item.
- Discuss revitalizing MemoryBC during Digital Objects Hosting results portion at AGM.

4. Vice-President and Programs Committee Report

- M. Otte discussed DHCP reports.
- Discussed mailing contracts for 2017-2018 year.
- Selected Copyright workshop option: CCA and N. Marelli. Will ask L. Glandt to finalize it.

5. Treasurer and Finance Committee report

- S. Romkey moved to approve February financial statements, seconded by C. McLellan.
- Discussed Final 2017-2018 budget. Increased numbers for BCIT catering costs - Copyright workshop. S. Romkey moved to approved budget, seconded by M. Otte.
- Discussed digital objects hosting summary package. Include in AGM package and as agenda item.

6. Committee and Program Reports

- Communications Committee
 - Due date of annual reports for AGM package.
 - Facebook administrator guidelines not yet reviewed by executive.
- Grants & Nominations Committee
 - No report.
- Membership and Conference Committees
 - Discussed upcoming conference and contract with ARMA VI.

7. Business Arising

- Discussed transfer of signing authority from S. Romkey and C. McLellan to M. Otte.
- C. McLellan mentioned BCLA and BCMA members entitled to member rates at AABC conference.

8. Adjournment

- Meeting adjourned at 11:19am.

Next meeting: TBD

Executive Committee Meeting
Minutes – Tuesday, April 25th, 10:30am

Executive of the Archives Association of British Columbia

Location: teleconference

Present:

Cindy McLellan, President

Sarah Jensen, Secretary

Maxwell Otte, Vice-President

Sarah Romkey, Treasurer

Scott Owens, Member-at-Large

Alexandra Wieland, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 10:30am. Agenda was approved.

2. Approval of Minutes:

- S. Owens called for a motion to approve March 21st meeting minutes, seconded by S. Romkey. Minutes approved.

3. President's Report

- Discussed First Nations engagement ad hoc committee. S. Rathjen expressed interest but not as chair.
- Discussed Erica Hernandez-Read's request for a free one year associate institutional membership to any B.C. based Indigenous record-keepers recruited as full partners in the Task force. Approved by Executive and will notify members at AGM.
- Mentioned obituary G. Mitchell sent. At AGM will mention members that passed away.
- Agreed to have L. Snider post AABC, BCLA, BCMA MOU on AABC web site.

4. Vice-President and Programs Committee Report

- M. Otte reported contracts are done. L. Glandt to sign at conference.
- Reported signing authority appointment scheduled at VanCity. Will ensure A. Chirnside has signing authority.

5. Treasurer and Finance Committee report

- S. Romkey reported no financials this month. Next month, March financials will be ready for approval.
- Provided update on AGM financial documents.
- Reported focusing on transitioning to new treasurer.

6. Committee and Program Reports

- Communications Committee
-Executive approved Facebook administrator information document.
- Grants & Nominations Committee
-Discussed candidates for AGM election.
-Optimistic Emma Wright will run for Vice President.
-Other candidates: Angeline Chirnside (Treasurer), Daniel Collins (Member-at-Large), Robert McLelland (Secretary.)
- Membership and Conference Committees
-Discussed resignation of J. Zerkee. S. Jensen agreed to contact S. Rathjen about Membership chair and committee.
-S. Owens reported conference exceeded revenue targets. Workshop full.
Social event also full and food budget increased.

7. Business Arising

- Discussed upcoming conference and AGM, including roles, responsibilities, and logistics.
- Reported D. Young will do the First Nations greetings; C. McLellan will introduce the speakers. S. Owens will provide speaker biographies.
- AGM action item: request a member strike the First Nations ad hoc committee (C. McLellan to contact J. Teasley).
- Discussed finding AABC member for a 3 year commitment to liaise with D. Alexander and D. Wood. AGM action item. Ideal candidate would be based in Victoria.
- Executive agreed minutes posted to web site 2 weeks after executive approval.

8. Adjournment

- Meeting adjourned at 11:16am.

Next meeting: To be determined

Executive Committee Meeting
DRAFT Minutes – May 16, 2017 10:30am

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

- Max Otte, President
 - Emma Wright, Vice-President
 - Angeline Chirnside, Treasurer
 - Robert McLlland, Secretary
 - Alexandra Wieland, Institutional Member-at-Large
 - Dan Collins, Individual Member-at-Large
-

M. Otte called meeting to order at 10:32am

1. Approval of Agenda

The agenda was approved by consensus.

2. Minutes of April 25, 2017 meeting.

Minutes of the April 25, 2017 Executive meeting were approved by M. Otte and A. Wieland. Other members abstained.

3. Introductions

All members of the Executive introduced themselves.

4. CCA membership fee model

M. Otte explained the new CCA fee structure, that the British Columbia council were slated to pay \$400 along with Ontario and Quebec, despite not receiving funding.

A. Wieland suggested writing a joint letter requesting funding to assist with the increase in fees. M. Otte agreed and will move forward the idea.

5. Signing authority

M. Otte reported that he will have completed the steps to obtain signing authority for the President position by the end of the week, and that A. Chirnside will then sign the necessary documents for Treasurer at a Vancity homebranch in Vancouver.

6. First Nations Engagement Committee

The Executive discussed the current state of the planned First Nations Engagement Committee. M .Otte reported that an objective for the committee had yet to be established. E. Wright reported that, thus far, 11 people had responded to the call for volunteers with expressions of interest.

E. Wright also reported that a number of comments had been received expressing concerns that the AABC membership fees were a barrier for entry to First Nations professionals due to the limited availability of professional development funding, and that there were requests for membership fees to be waived to enable participation in the committee. E. Wright proposed waiving membership fees for First Nations professionals interested in participating in the committee. The Executive Committee unanimously agreed to the proposal. E. Wright will respond to commenters with affirmation of the fee waiver.

A. Wieland volunteered to chair the committee and will respond to the persons interested in joining regarding the establishment of goals for the committee. Committee will draft a Terms of Reference for the committee and submit it to the Executive for approval.

7. MOU Advisory Committee Representative

M. Otte reported that the AABC had signed an MOU with the BCLA and the BCMA to establish a joint advisory committee with the goal of increased cooperation. BCLA and BCMA have already put names forward for representatives in the committee and the AABC must do the same. D. Collins volunteered to represent the AABC on the committee and will be put in touch with the BCLA and BCMA representatives by M. Otte.

8. IKBLC Webcast Program -- funding model

M. Otte reported that the Irving K. Barber Learning Centre has changed its fee model and now requires a 50/50 split in costs for the AABC to conduct its Webcast Program. The Executive referred to a May 8, 2017 email from Lisa Glandt reporting on the fee model, and proposing 3 possible options. A. Wieland suggested that the second option was the preferable because of the success of the program. The second option proposed by L. Glandt calls for the AABC to host one webcast instead of two, and to use the money that would otherwise be spent on L. Glandt's work in organizing the second webcast to pay for the fees for the sole webcast.

It was suggested that an additional option could be to utilize a webinar software that is currently being piloted by the BCMA. Concern was expressed that the webinar software would be available to BCMA members only, and that the success of the AABC program was due to its availability worldwide. D. Collins will look into the feasibility of this option by bringing it to the members of the new Joint Advisory Committee.

The Executive Committee unanimously agreed to move forward with on webcast through the IKBLC in the meantime.

9. President's Report

M. Otte had nothing further to report.

10. Vice-President and Programs Committee Report

E. Wright reported that she will be following up with the Programs Committee regarding current business and had nothing further to report.

11. Treasurer and Finance Committee Report

A. Chirnside reported that she had contacted the Finance Committee and there was nothing for approval by the Executive at this time. Also reported that March financial report may not have been approved and will look into it further.

12. Committee and Program Reports

12.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

R. McLelland had nothing to report. M. Otte indicated that she was presently no Vancouver Regional Representative. R. McLelland will coordinate with Nominations Committee to fill the vacancy.

12.2 Grants & Nominations Committees

A. Wieland had nothing to report.

12.3 Membership & Conference Committees

D. Collin reported that he would be attending a Membership and Conference Committee meeting that night to discuss the 2017 conference.

13. Adjournment

Meeting adjourned at 11:05 a.m.

Executive Committee Meeting
Minutes – June 20, 2017 10:30am

Executive of the Archives Association of British Columbia

Location: teleconference

Present:

- Max Otte, President
 - Emma Wright, Vice-President
 - Angeline Chirnside, Treasurer
 - Robert McLlland, Secretary
 - Alexandra Wieland, Institutional Member-at-Large
 - Dan Collins, Individual Member-at-Large
-

M. Otte called meeting to order at 10:32am

1. Approval of Agenda

The agenda was approved by consensus.

2. Minutes of May 16, 2017 meeting.

M. Otte asked for a change to the minutes of the May 16, 2017 meeting under item 4, in which the draft read “O. Otte.” instead of “M. Otte.” Minutes passed by consensus with change.

3. President’s Report

M. Otte reported that he has been working on reviewing documentation left by S. Romkey on developing a plan for digital objects storage and a database. He has also been working on S. Romkey’s draft for an engagement plan, and is hoping to share it with the rest of the board in the near future.

M. Otte also reported that he had spoken to Paula Wilson about the CCA membership fees, and she indicated that she would be happy to work on a joint letter for funding when the new government has stabilized.

A. Wieland asked whether there was still a database committee, saying that she thought that S. Owens was chairing it.

M. Otte will reach out to S. Owens regarding continued participation in database committee.

4. Vice-President and Programs Committee Report

E. Wright reported that Lisa Snider sent stats for the AABC website and MemoryBC and noted that interestingly, most visitors are from the United States, not Canada. The AABC most popular page is its historical photographs and archival resources pages, followed by its job board. For MemoryBC, new visitors comprise 80% of all visitorship, 50% are United States based. Page views are fairly evenly split between different subjects.

E. Wright met with Lida Glandt regarding distance learning and signed distance learning certificates. Reported that there was a successful session held in Kootenay region. Most attendees were anticipated than actually attended. Next clinics are planned for September 21st and November 9th.

There is an AV rental fee at BCIT that will cost \$114 for two days, the amount was not allocated for in the budget, Glandt is trying to determine whether the rental is needed.

E. Wright next reported that she had reached out to the members of the Programs Committee but that the committee has not yet met.

11. Treasurer and Finance Committee Report

March financial report approved by consensus.

A. Chirnside reported that the annual financial review was completed on June 17th and that the process went well. The review as attended by Finance Committee reps and Barry Dykes, who is a former accountant and provided assistance. Minutes of the meeting were taken and are forthcoming.

12. Committee and Program Reports

12.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
R. McLelland reported the region rep from the Kootenay region wanted to express gratitude for the learning session held there. A. Wieland reported that no regional rep for Vancouver had been found yet.

12.2 Grants & Nominations Committees

A. Wieland reported that the Grants Committee was working on selecting a winner for the Terry Reksten Award, winner will be announced in September.

12.3 Membership & Conference Committees

D. Collins reported that feedback from the conference was positive, and that the collaborative environment was well received, thinks that collaborating with ARMA on a conference would be a good idea again.

D. Collins reported that feedback indicated that the location of the Conference was considered convenient, costs were reasonable, keynote speaker was well received.

D. Collins thinks that there may be problems running two simultaneous streams if the conference is hosted at the BC Museum.

D. Collins then reported on Membership Committee, a meeting had been held regarding a joint symposium to be held October 3rd, themes were discussed and community engagement seemed to be the best liked as it was common across all fields. Joint membership fees or reduced membership fees for BCLA, BMA, and AABC were discussed to enable more interdisciplinary participation amongst professions.

A. Wieland reported that feedback had been received regarding two additional issues: accessibility and the institution of territorial acknowledgements during AABC events. The institution of territorial acknowledgements feedback will be passed on to L. Glandt and others to encourage its implementation. Accessibility needs will be inquired about on registration forms. All speakers and introducers will be gathered prior to the conference to discuss requirements and who to ask if assistance is needed. Feedback forms will be implemented after AABC events. M. Otte will forward all feedback to the executive committee.

13. Adjournment

Meeting adjourned at 10:58 a.m.

Executive Committee Meeting
Minutes – July 18, 2017 10:30am

Executive of the Archives Association of British Columbia

Location: teleconference

Present:

- Emma Wright, Vice-President
- Angeline Chirnside, Treasurer
- Robert McLlland, Secretary
- Alexandra Wieland, Institutional Member-at-Large
- Dan Collins, Individual Member-at-Large

Regrets:

- Max Otte, President
-

E. Wright called meeting to order at 10:30am

1. Approval of Agenda

The agenda was approved by consensus.

2. Minutes of June 20, 2017 meeting.

A. Wieland requested that the spelling of the award discussed in 12.2 is “Reksten.”
Change minutes approved by consensus

3. President’s Report

E. Wright advised that because M. Otte was unable to attend, the president's report would be emailed to the executive committee, but that she did have some updates to provide on his behalf. E. Wright reported that AABC is waiting for ATOM 2.4, expected in 2017, to implement digital objects to MemoryBC, which also allows Lisa Snider time to get the manual on adding digital objects to MemoryBC completed. Wright added that there had been some discussion about how to accept digital object upload requests and suggested possibly adding information on the membership form, and that collect fees at the time of membership fee. Wright also felt that it would be good to have a form for institutions on the website that people could send in later in the year. Thus far, potentially 11 institutions were interested in using digital objects hosting and 8 have asked about costs, which Wright reported to be done in 5 gig increments at \$140 per 5 gigs. Wright suggested that when piloting the project, AABC should look into what it's charging, to make sure we're covering costs for storage and Lisa Snider's time, but Wright also felt that AABC could possibly make a little money to help cover funding deficits elsewhere.

D. Collins asked about other similar projects being conducted by other organizations. A. Wieland said the CCA may be, but was uncertain.

E. Wright also suggested that Square might be a possible work around to previous barriers to implementing credit card payments for membership dues.

Action Item: A. Chirnside will look into the possibility of using Square

4. Vice-President and Programs Committee Report

E. Wright reported that there were not many updates – analytics for memory BC look similar to last month. The programs committee hasn't met yet.

11. Treasurer and Finance Committee Report

A. Chirnside reported that she had decided that she wasn't going to report on the minutes of financial review, but will keep them on hand for executive committee members.

A. Chirnside stated that approval was needed for the financial statements for the months of April, May, and June that was distributed by her on June 26.

A. Chirnside moved to approval all three financial statements. R. McLelland seconded the motion. Motion **passed** with unanimous approval.

12. Committee and Program Reports

12.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

No updates.

12.2 Grants & Nominations Committees

No updates for Nominations Committee

A. Wieland reported that the Grants Committee had received twice as many applications as last year for Terry Reksten Memorial award – committee decided to revamp adjudication criteria and call for nominations to be more transparent.

12.3 Membership & Conference Committees

Conference committee had no updates.

D. Collins reported that the Membership Committee is hoping to get students, and needs a staff point of contact at UBC.

13. Other Business

R. McLelland advised that he would be communicating with the Executive Committee soon regarding a date for an in-person roundtable meeting.

14. Adjournment

Meeting adjourned at 10:57 a.m.

Executive Committee Meeting
Minutes – August 15, 2017 10:30am

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

-Max Otte, President
--Emma Wright, Vice-President
--Angeline Chirnside, Treasurer
--Dan Collins, Individual Member-at-Large

Regrets:

--Alexandra Wieland, Institutional Member-at-Large
--Robert McLelland, Secretary

M. Otte called meeting to order at 10:30am

1. Approval of Agenda

The agenda was approved by consensus.

2. Minutes of July 18, 2017 meeting.

The minutes were approved by consensus.

3. In-person Roundtable

M. Otte noted that AABC generally have two of these: one in February and one in October. These meetings are usually held in Vancouver but Victoria is a possibility for this year given the number of attendees based in Victoria. E. Wright mentioned potentially being able to book the Newcomb conference room depending on which city was decided upon.

4. President's Report

M. Otte reported that it has been a quiet August, a few inquiries about the website forwarded to L. Snider. Currently writing a thank you letter to donors, will be soon forwarding that to Karen (Financial Advisor).

4. Vice-President and Programs Committee Report

E. Wright also reported that a quiet August. Both Lisas sent through their stats, no big changes, there is a steady interest in Memory BC. The programs committee will be meeting in the fall.

11. Treasurer and Finance Committee Report

Nothing to report.

12. Committee and Program Reports

12.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

No updates.

12.2 Grants & Nominations Committees

No updates.

12.3 Membership & Conference Committees

D. Collins reported that he is meeting with a group from the GLAM sector. Said that there would be an afternoon meeting October 3rd, before BCMA. Looking for a new keynote speaker, as theirs fell through.

Membership committee - mentioned the aim of getting someone from UBC to act as a liaison for AABC.

13. Other Business

E. Wright asked to add the First Nations Committee to the regular agenda for future meetings.

14. Adjournment

Meeting adjourned by M. Otte at 10:42 a.m.

Executive Committee Meeting
Minutes – September 19, 2017 10:30am

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

- Max Otte, President
- Angeline Chirnside, Treasurer
- Dan Collins, Individual Member-at-Large
- Alexandra Wieland, Institutional Member-at-Large
- Robert McLelland, Secretary

Regrets:

- Emma Wright, Vice-President

M. Otte called meeting to order at 10:33am

1. Approval of Agenda

The agenda was approved by consensus.

2. Minutes of August 15, 2017 meeting.

The minutes were approved by consensus.

3. In-person Roundtable

After discussion, it was decided to hold the roundtable in Victoria on November 4, hopefully in the Royal BC Museum. October meeting will be rescheduled for Nov 4. Conference call is possible.

4. President's Report

M. Otte reported he had meeting with LAC for a quick update on each org's current initiatives. The LAC moving downtown to library and there will be an opening event in November. Details will be sent out, and M. Otte is hoping someone from the AABC will be there. Information will be passed on. A. Chirnside and R. McLelland both indicated interest in attending. M. Otte also suggested that the issue of foreign memberships should be tabled until the in-person Roundtable meeting on

November 4th. M. Otte reported on the digital objects pilot, stating that training material was being updated or created, and there will be more to report at the roundtable.

5. Vice-President and Programs Committee Report

E. Wright gave regrets but sent out her report in advance of the meeting in a September 12, 2017 email with the subject heading “Regrets.”

6. Treasurer and Finance Committee Report

A. Chirnside sent July financial statements prior to the meeting in a September 5, 2017 email, and asked the board to approve the statement.

A. Chirnside moved to approve the July Financial Statement. A. Wieland seconded the Motion. Motion passed with unanimous approval.

A. Chirnside reported that donation receipts have been completed and that the T-3010 Registered Charity Information Return form CRA has been approved.

A. Chirnside reported a planned Giving Tuesday fundraising drive will be happening, and that she report more at roundtable.

7. Committee and Program Reports

7.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

No updates on Communications Committee

8.2 Grants & Nominations Committees

Nothing to report on Grants and Nominations

9.3 Membership & Conference Committees

D. Collins reported that a GLAM sector MOU would be approved at the January/February roundtable, feedback is being solicited at BCLA in October. D. Collins reported that an iSchool representative has been obtained, and will hopefully joining membership committee.

D. Collins reported that the Conference Committee is hoping to hold the AABC Conference in Victoria again, and the Committee will be meeting soon to start planning.

10.4 First Nations Committee

Reported that the Committee members have been sharing resources over email for other committee members to review.

11. Adjournment

Meeting adjourned by M. Otte at 10:57 a.m.

Executive Committee Meeting
Minutes – November 4, 2017 2:30pm

Executive of the Archives Association of British Columbia
Location: Royal BC Museum, Victoria, BC

Present:

- Max Otte, President
- Emma Wright, Vice-President
- Angeline Chirnside, Treasurer
- Dan Collins, Individual Member-at-Large
- Alexandra Wieland, Institutional Member-at-Large
- Robert McLlland, Secretary

M. Otte called meeting to order at 2:43pm

1. Approval of Agenda

The agenda was modified to include an item for the approval of the agenda. The agenda was approved by consensus with changes.

2. Minutes of September 19, 2017 Executive Meeting.

The minutes were approved by consensus.

3. President's Report

M. Otte reported that the AABC had recently received a letter from the ACA@UBC requesting support from the AABC for the ACA@UBC annual symposium. M. Otte reported that he believes that AABC has budgeted to support symposium. A. Chirnside will confirm exact amount and M. Otte will respond to letter, offering the amount in support.

M. Otte proposed that minutes be approved by email instead of at the meeting.

M. Otte moved that minutes be approved electronically via email, and posted to the AABC website within two weeks of the meeting to which they pertain. A. Wieland seconded the motion. The motion passed with unanimous approval

4. Vice-President and Programs Committee Report

E. Wright reported that she and M. Otte had been invited to attend a meeting with head of LAC. E. Wright reported that the meeting had been productive, and that there was hope for an additional meeting with the inclusion of Vancouver-based GLAM sector professionals. Discussion at the meeting centred around the relationship between GLAM and government, which lead to a discussion on accreditation for archives.

E. Wright also recommended that AABC start to consider the future of MemoryBC, and what that future should look like to best serve the needs of the British Columbia archival community.

5. Treasurer's Report

A. Chirnside moved to approve the financials, A Wieland seconded the motion. Motion passed with unanimous approval.

There was no Finance Committee Report.

A. Wieland asked if it was standard that the AABC Executive Committee move to approve the financials, or to only “receive” them. A. Wieland noted that it could result in additional liability to approve unaudited financials.

ACTION: R. McLelland to check Robert’s Rules of Order and previous minutes for appropriate motion and report back to the executive at the November 21 meeting.

6. Communications Committee (Newsletter/Regional Representatives/PAAL)

M. Otte reported that Cindy McLellan volunteered to be Regional Rep for Vancouver.

M. Otte moved to approve appointment, A Wieland seconded the motion. Motion passed with unanimous approval.

7. Grants & Nominations Committees

A. Wieland reported that a Member-At-Large position, and the Vice President position are up for election at this year’s Annual General Meeting and that candidates are needed. A. Wieland will send out an email, but asked for recommendations.

A discussion followed on reviewing the AABC strategic plan and possibly creating an action plan for coming year. It was decided that such a plan would need to be achieved by end of the year.

9. Membership & Conference Committees

Membership committee will be ramping up activities soon with S. Rathjen. Conference has a venue, a plan, and a conference committee is being organized.

Currently April 20th is being considered as the most viable date for the conference. The final date will depend on BCLA conference date. Tentatively, a one day conference is being planned, possibly workshop on Thursday, with social events scheduled for attendees.

10. First Nations Committee

Nothing to report.

11. Adjournment

Meeting adjourned by M. Otte at 3:22 p.m.

Executive Committee Meeting
Minutes – November 21, 2017 10:30 am

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

-Max Otte, President
--Emma Wright, Vice-President
--Angeline Chirnside, Treasurer
--Dan Collins, Individual Member-at-Large
--Alexandra Wieland, Institutional Member-at-Large
--Robert McLlland, Secretary

M. Otte called meeting to order at 10:33 am

1. Approval of Agenda

Approved by consensus

2. President's Report

M. Otte reported he attended the LAC opening event at VPL. Reported he has received a few emails from ACA@UBC regarding support and he has confirmed AABC budgeted \$100 for such purposes. Unfortunately, a table at the symposium to increase membership as discussed at the round table would cost more than \$100 and will therefore will not be possible. An invoice for the support is incoming.

GLAM Symposium - D. Collins sent along pricing for support levels. Providing support via a coffee break is \$433.65. Noted that it would be understandable if AABC didn't go in for sponsoring coffee because it is expensive.

A. Chirnside noted there is no real precedent for such an amount and it would be the only sponsorship AABC would be able to afford for the year if budgeted for.

D. Collins stated he feels AABC should be able to contribute in another way.

A. Wieland ask if there a line in the AABC budget for such support.

A. Chirnside stated AABC could budget for it and reallocate funds, but there is not a lot of room to move money around.

Board determined to look at other ways of supporting GLAM Symposium because amount may prevent AABC from doing things for its own members.

E. Wright noted that AABC should go back to GLAM with offer of something, because support is important.

- A. Chirnside will look into what amount will be possible.
- A. Chirnside asked what other ways we could do.
- E. Wright suggested providing speakers, volunteering to help facilitating event.
- D. Collins suggested AABC could potentially put out GLAM toolkit for feedback.
- D. Collins to follow up with GLAM.

3. Vice-President and Programs Committee Report

Updates from the L. Snider and L. Glant

L. Glandt reported that distance education plans and drawings have been finished. Working on course completion certificates. Next course will be Introduction to Preservation - 10 students so far. So far the number of students covers her teaching hours and costs of course, deadline is in December and she will be sending out reminders.

Reported that copyright workshop was excellent. Collecting survey results and feedback.hybrid webinar in person was good but was tough at times particularly for group activities.

Noted that C. McLellan was a great help.

Everything came in on budget, but two areas. The AV wasn't in budget but not expensive, workshop photocopying was \$25 over budget. Invoices incoming, final numbers in December. M. Otte asked if we met estimated profit with overages, numbers will be reported in December.

L. Snider reported that she has had a busier year than expected, and AABC should look at shifting her work plan or will have to up hours.

M. Otte recalls that the amount of work wasn't this high last year.

E. Wright says there have been more emails, more job postings, is documented in a spreadsheet.

M. Otte noted AABC needs to hold firm on hours for budgetary purposes until next year..

A. Chirnside stated it would be good to know how many hours she'll be over if she sticks to basic tasks because it looks like she'll be over anyway.

E. Wright said it would be about \$1000 over with basic tasks. AABC board will provide more guidance on how to prioritize.

4. Treasurer's Report

R. McLelland reported that the norm in not-for-profit board of directors is for financials to be "received" not "approved. Executive determined it will receive financials instead of approving them.

5. Communications Committee (Newsletter/Regional Representatives/PAAL)

R. McLelland reported that C. McLellan had reported success in her organized social event and that he had passed on a message to Leag from A. Chirnside about posting a message regarding Giving Tuesday donations to AABC.

6. Grants & Nominations Committees

Nothing to report

7. Membership & Conference Committees

Report received from E. Wright regarding dates for the conference.

Proposed dates are April 26-27 or April 12-13. April 26-27 coincides with a library conference.

M. Otte thinks earlier dates make more sense.

Executive agreed on April 12-13 for dates.

E. Wright will speak with contact and D. Collins can review space.

D. Collins is trying to find committee members, will put out another email to listserv with firm dates.

8. First Nations Committee

Nothing to report.

9. Action Plan Discussion

M. Otte thinks that membership restructuring should be front and centre for Action Plan.

D. Collins thought there were a lot of good ideas about what membership meant and creating a clear statement about the benefits of AABC membership.

M. Otte stated it was good to focus on the restructuring of AABC membership sooner than later in advance of the AGM to present it to membership.

R. McLelland asked about when a report from S. Rathjen could be expected.

M. Otte stated it would be received fairly soon, but will touch base.

M. Otte noted there were many good ideas at roundtable, but how to prioritize and what will be pushed in the short term need to be determined by the Executive. Things that jumped out to him at membership, and advocacy, has started to write something up and will hopefully send it out soon. The final thing that jumped out to him was the DHCP, which will be a lot of work and should be prioritized.

E. Wright asked if there was a need for her to reach out to BCMA and BCLA regarding their funding structure.

Exec saw value in investigating this. E. Wright will action.

M. Otte will draft a broad plan for the three issues identified with goals:

- Membership - create outline for new structure for aGM
- DHCP - determine how this will be achieved
- Advocacy - volunteers for advocacy were identified at the round table, M .Otte will reach out to them.

9. Adjournment

Meeting adjourned by M. Otte at 11:23 a.m.

Executive Committee Meeting
Minutes – January 16, 2018 10:30 am

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Max Otte, President
- Emma Wright, Vice-President
- Angeline Chirnside, Treasurer
- Dan Collins, Individual Member-at-Large
- Alexandra Wieland, Institutional Member-at-Large
- Robert McLelland, Secretary

M. Otte called meeting to order at 10:30 am

1. Approval of Agenda

Treasurer's report moved to top of Agenda. Agenda approved with changes by consensus.

2. Treasurer's report

Financials received by consensus.

3. Online membership proposal

The Executive Committee discussed the proposal emailed on January 11 by A. Chirnside.

M. Otte reported that he thought the proposal was good, asked for input.

A. Weiland asked what approval would mean: immediately move towards online membership or a trial of the model.

A. Chirnside stated that if the board approves the proposal, there would be a review period see how it works this year, decide if we move forward with it in coming years thereafter. The reason for approval now is to decide if we do it so S. Rathjen can be trained.

E. Wright inquired about e-transfers.

A. Chirnside thought it was very possible.

M. Otte stated he was in favor of approval now and looking at vancity moving forward.

M. Otte moved to approve the online membership proposal, A. Weiland seconded the

motion. Motion passed with unanimous approval.

4. President's Report

M. Otte reported he has been investigating possible avenues for advocacy, and has discussed with previous AABC Executive Members what had worked in the past, as well as the ACA and their new Executive Director.

5. Vice-President and Programs Committee Report

E. Wright reported she had sent email on DHCP application for regional membership clinic, but will add piece on providing resources to indigenous information professionals. Application will be open as to how the clinics will be implemented. Draft will be done by end of the month for sharing it with the rest of the executive. E. Wright also reported that she had sent ARMA a message as they have done similar clinics, and they asked AABC just not to do one in May.

A. Wieland reportd that she has gotten in contact with First Nations Committee for feedback and has given them to end of week to provide it.

E. Wright reminded the Executive that the due date is February.

A. Wieland will pass on feedback to E. Wright.

E. Wright reported she has asked contractor to provide wishlist for upcoming fiscal year and believes it will help establish an action plan which will help with approval.

A. Wieland talked with Lisa Glandt who suggested a few additions to the application to include a few expenses that weren't included last time, suggested touching base with L. Glandt to ask about these.

M. Otte asked whether there was an update on whether L. Snider's workload had stabilized?

E. Wright reported that L. Glandt has reprioritized her work and has added extra work to work plan moving forward.

6. Committee and Program Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

R. McLelland reported he will be sending out beginning of the year email to ask for ideas for regional reps for the year.

6.2 Grants & Nominations Committees

Nothing to report.

6.3 Membership & Conference Committees

D. Collins reported there was a conference committee meeting that night. On the agenda is to gain consensus on the Call for Papers as well as talking about the budget.

D. Collins recommended the creation of an ad-hoc committee to review membership structure.

D. Sollins moved to create the committee, M. Otte seconded, E. Wright and R. Mclelland voted "yea." A. Chirnside and A. Wieland abstained. Motion passed.

E. Wright asked about when he will be coming to see RBCM facility.

D. Collins agreed to visit the facility the following week.

8. Adjournment

Adjourned at 11:03

Executive Committee Meeting
Minutes – February 27, 2018 10:30 am

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Max Otte, President
- Dan Collins, Individual Member-at-Large
- Alexandra Wieland, Institutional Member-at-Large
- Robert McLelland, Secretary

Regrets:

- Emma Wright, Vice-President
- Angeline Chirnside, Treasurer

M. Otte called meeting to order at 10:35 am

1. Approval of Agenda

Agenda approved by consensus.

2. President's Report

M. Otte submitted the President's Report and VP's Report, as E. Wright gave her regrets. M. Otte reported that the AGM is rapidly approaching and will need to get reports from everyone else.

Sent in DHCP application, thanked E. Wright and A. Chirnside for work on it. Should hear back in May.

E. Wright had convo with L. Snider about hours, and everything is in order.

VP Report provided an update on delayed digital objects pilot in Memory BC. Project did not move forward because AABC decided to wait for AtoM update, which happened in November. In addition, a training manual has not yet been developed for the digital object pilot.

ACTION: R. McLelland to put together AGM announcement. Email out a deadline to everyone for reports.

4. Treasurer and Finance Committee Report
4.1 2018 Proposed Budget

A. Chirnside gave regrets, discussion of budget was deferred until end of meeting.

5. Committee and Program Reports

5.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

R. McLelland provided updates from regional representatives.

5.2 Grants & Nominations Committees

A. Weiland reported that AABC needs nominations for member-at-large and VP positions.

A. Weiland AV records roundtable is coming together and will be on March 7.

5.3 Membership & Conference Committees

D. Collins reported that renewals went out during the week and AABC has launched its pilot program for online renewal membership. Also reported that he had a meeting with S. Hart about institutional membership benefits changing. Decided to create a structure where institutional memberships are available to smaller institutions for a lower fee. Supporting institutions will be able to be members but without membership rights. A report for the Executive's consideration is pending.

M. Otte reported on conference committee meeting. Reviewed paper proposals and accepted all but one. Will be submitting the program to the executive soon. Also discussed costs, which must be approved by the executive. \$100.00 for members, \$50.00 for students, \$150.00 for non-members. L. Snider will put up the registration in march. Will go up with program and sponsorships. Sponsorships have been coming in at a good rate. Working on budget for conference, which will be sent out soon.

M. Otte move approve registration fee structure. A. Wieland seconded, passed with unanimous approval.

M. Otte opened the floor for comments on the agenda emailed to the Executive by A. Chirnside. M. Otte moved to approve the proposed budget. D. Collins second, passed with unanimous approval.

January financials were received.

R. McLelland brought up Society Act update, which will require the AABC to transition to the new Society Act by November 2018.

ACTION: R. McLelland to engage in offline discussion with M. Otte about Act and send email to executive regarding bylaws.

6. Adjournment

Meeting closed 11:03.

Executive Committee Meeting
Minutes – March 20, 2018 10:30 am

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Max Otte, President
- Dan Collins, Individual Member-at-Large
- Robert McLelland, Secretary
- Emma Wright, Vice-President
- Angeline Chirnside, Treasurer

Regrets:

- Alexandra Wieland, Institutional Member-at-Large

M. Otte called meeting to order at 10:36 am

1. Approval of Agenda

Agena approved by consents with changes to the By-Law Changes item, adding student memberships

2. President's Report

M. Otte informed the executive that most of his report would be covered elsewhere and that he would wait for relevant items.

3. Vice-President and Programs Committee Report

E. Wright reported that the Programs Committee had a bit of money left over from the LAC grant which was returned to LAC via check. E. Wright has been speaking with both L. Glandt and L. Snider regarding work plans. Both have work plans and E. Wright has gone through with both of them which items were approved, and is now working on drafting their contracts.

L. Snider found 2017-2018 was much busier, partly because her role was impacted by L. Glandt's training and outreach successes, more people were using Memory BC and therefore contacting her. E. Wright thinks it's something to be aware of that the more outreach we do, the greater impact it will have on other areas of service provided by AABC.

E. Wright also reported that she had been contacted by the incoming president for ARMA South Island and that they had reported that ARMA is working on the 2019 conference, possibly around the theme of records in democracy. E. Wright thinks there could be interesting areas of overlaps.

M. Otte stated that having the AABC conference on the Island three times in a row is a concern. Other issue is that the amount of money coming in from the 2018 AABC

conference looks good, and one of the reasons is that we are not splitting the money with ARMA. There would be a need to re-address the issue of 50/50 split of money because AABC brings in a lot more members.

D. Collins reported he was thinking of talking to the BCLA because their conference is around the same time, and they have around 700 members. Would need to think about it earlier, and it would be a bigger job.

4. Treasurer and Finance Committee Report

A. Chirnside thanked the Executive Committee for approving the budget and reported that there is a beneficial discrepancy between the conference budget and the conference projections.

All expenses that have not yet been submitted need to be submitted so that the year end expenses can be reported at the AGM.

Growth of EAS position needs to be sustainable. Workshop revenue needs to be able to pay for EAS position. Need to think about way to get extra revenue if it continues to grow.

5. By-Law Changes

D. Collins sent out report from Adhoc Committee to review memberships.

Recommended closing down Associate Member category, create a category for smaller institutions, and that will be full Institutional Membership. Also include supporting institutional membership, non-voting but will get discounts on AABC services. D. Collins reported that these changes were approved to go forward at last exec, and it will be voted on at AGM.

D. Collins also reported that the committee also wanted to attract more students to the AABC, and has proposed to make student membership free for the first year. Will need to vote on it at the AGM. D. Collins doesn't know if it will need to be included in bylaws

E. right recommended that there will be a need to update the by-laws to reflect the types of membership and what rights are afforded to them.

A. Chirnside inquired whether we have any idea how many institutions will benefit from lower membership fees for low budget institutions.

D. Collins said he would check how many institutions might benefit.

Motion: D. Collins moved to propose to membership that students get 1 year free membership. Seconded by M. Otte. Motion PASSED with unanimous approval.

6. Committee and Program Reports

5.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

-Twitter Account

R. McLelland reported on L. Edgar's idea to create a Twitter account. The Executive Committee agreed that Twitter would be beneficial to the association.

Motion: R. McLelland moved to create a Twitter account for the AABC in order to increase engagement with AABC membership and the rest of the archival community. D. Collins seconded the motion. The motion PASSED with unanimous approval.

5.2 Grants & Nominations Committees

It was reported that Alysa Routtenburg interested in member at large.

5.3 Membership & Conference Committees

D. Collins reported that the Conference Committee is meeting tonight. Money is looking good, sponsorships have been coming in and he will be presenting at the GLAM committee.

M. otte Registration for conference is looking good. 50 so far, room for 70 more.

E. wright Workshop regnumbers are low, 3 so far but will be making more advertising. Ideaaly 15 but we cna see how it will go.

5.4 First Nations Committee

No report was received

6. Adjournment

Meeting closed 11:06.

Executive Committee Meeting
Minutes – May 15, 2018 10:30 am

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Emma Wright, President
- Alysa Routtenberg, Vice-President
- Robert McLelland, Secretary
- Angeline Chirnside, Treasurer
- Michelle Spelay, Institutional Member-at-Large
- Dan Collins, Individual Member-at-Large

E. Wright called meeting to order at 10:33 am

E. Wright welcomed all members, especially new members. Introductions were conducted.

1. Approval of Agenda

Agenda approved by consensus.

2. Welcome and Introductions

Welcome and introductions were conducted by E. Wright earlier in the meeting.

3. New Society Act

The new legislation changes were discussed as well as AABC's transition requirements. The AABC discussed the possibility of updating the bylaws vs. transitioning to the new act. E. Wright suggested forming the Constitution and Bylaws committee to review the possibility of updating the bylaws before the transition vs. just filing for the new act now and doing changes to the bylaws later. A special meeting would be held in September, with a few months to make all changes and file by end of November.

The committee decided on the following course of action to determine the next steps towards the bylaw issue:

1. Form Constitution and Bylaws Committee
2. Hold vote on membership structure changes
3. Decide whether to make other changes
4. File or hold special meeting on recommendations of committee

4. Documentary Heritage Communities Program Grant

AABC won the grant, E. Wright will sign and send back required paperwork. There are guidelines for announcing the news, will be sent to communications committee.

E. Wright will draft email calling for volunteers for various positions.

E. Wright asked about the database committee, the committee will touch base with last known chair, Scott Owens.

5. President's Report

E. Wright reported that a letter had been received by Emily Lonie, saying that the AABC would need to request patronage again

E. Wright moved to request patronage from the Lieutenant Governor, D. Collins seconded the motion. Motion PASSED unanimously.

E. Wright reported that her and D. Collins had attended the GLAM symposium. Thanked D. Collins for facilitating it.

D. Collins reported there would be a meeting at the Museum for the GLAM succession committee, which he will be attending. D. Collins recommended finding case studies of GLAM collaboration.

E. Wright brought up advocacy for AABC to get support from government. BCMA and BCLA both receive funding but AABC does not. To get the support of government, AABC needs to show what work it is doing, financial stability, and planning. A result, E. Wright wants to form a planning committee to draft a strategic plan for presentation at the next AGM. Members would include E. Wright, A. Routtenberg and interested past presidents. Received positive feedback from the rest of the Executive Committee.

E. Wright moved to approve the establishment of a strategic planning working group. D. Collins seconded. Motion PASSED with unanimous approval.

Treasurer and Finance Committee Report

A. Chirnside reported that she is looking for more members of the finance committee and that the financial review will be happening in June. Also reported that an item came up during budgeting about reviewing contracts for contractors. Money has been set aside in budget, and AABC is currently looking for a lawyer to do the review. If it turns out that our contractors should be classified as employees, it will change the AABC's tax obligations.

A. Chirnside believes that we should go forward with it. E. Wright concurred, suggested to consult multiple people.

ACTION: E. Wright and R. McLelland to find contact information for possible reviewers.

6. Committee and Program Reports

5.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

R. McLelland Reported that L. Edgar will be stepping down and there is a need to find a replacement.

E. Wright suggested having a more visible face for the Executive and more communications about what the Exec is doing, which was agreed to by the rest of the committee.

5.2 Grants & Nominations Committees

M. Spelay reported that she was getting up to speed.

5.3 Membership & Conference Committees

D. Collins reported that the membership committee is meeting next week. First order of business to look at membership database upgrade. Currently is an access database on S. Rathjen's computer. Would like to update it, possibly to a cloud based service. D. Collins would like to push for special meeting.

D. Collins gave congratulations to everyone on the Conference Committee and thanks to all who participated. A lot of feedback was to have the conference off Vancouver Island. Asked about other organizations having interest in joining our conference with us.

E. Wright brought up Exec's previous concerns with having the conference on Vancouver Island again, and the revenue problems with sharing a conference.

ACTION: D. Collins Will look at possibility of partnering with larger organization, possibly BCLA or NW Archivists group.

5.4 First Nations Committee

M. Spelay has not received handover information from Alexandra.

E. Wright felt that it doesn't reflect well on the AABC that little has happened with the committee.

Goal by end of the year: terms of reference completed.

6. Adjournment

Meeting closed 11:39



**Executive Committee Meeting
Minutes – June 19, 2018 11:00 am**

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Emma Wright, President
- Robert McLelland, Secretary
- Angeline Chirnside, Treasurer
- Michelle Spelay, Institutional Member-at-Large
- Dan Collins, Individual Member-at-Large

Regrets:

- Alysa Routtenberg, Vice-President

E. Wright called meeting to order at 11:00 am

1. Approval of Agenda

Agenda approved by consensus.

2. CBC Archives Advocacy

Board discussed issue and resolved to find additional information before making a decision on advocacy.

Action: Michelle will contact SLAIS prof for contact information for person at CBC Archives.

3. President's Report

E. Wright reported she had submitted an application for patronage Her Honour, the Honourable Janet Austin.

Reported Karen Blimkie has started sending a letter to donors, which E. Wright drafted.

Reported that she has sent out an email asking for volunteers.

Reported there was an issue of changing bylaws and special meeting. Reported her and L. Glandt have had discussions about a privacy workshop, which would be in September, and that there is a possibility to tack on a special meeting to this for changing the bylaws. The workshop would be a presentation from a subject matter expert, and an open forum after.

D. Collins pointed out that the bylaws say membership can only be changed at an AGM, which precludes the idea of having a special meeting to change them.

Action:

Determine what is required for a special meeting and what each committee member would be like to change in the bylaws.

Strategic Planning Committee – followed up with L. Wilson and E. Lonie, heard back from E. Lonie who can't commit a lot of time. The current plan is to have E. Wright and A. Routtenberg draft things and have past presidents review.

Contacted lawyers for employees contractors review, will follow up prior to next meeting.

4. Vice-President and Programs Committee Report

A. Routtenberg will send update via email.

5. Treasurer and Finance Committee Report

A. Chirnside reported that some committee members were unable to rejoin this year. She has heard from an interested person for a new member and is hoping to hear from a few more.

Reported she has conducted financial review with Barry Dykes. Will be typing up a report and will be circulating it.

Committee discussed possibility of increasing fundraising from donations, possibly by increasing communications asking for donations.

6. Committee and Program Reports

5.1 Communications Committee (Newsletter/Regional Representatives/PAAL) -Social Media Volunteer

R. McLelland reported he has had a hard time finding someone. Asked For additional help from rest of committee. M. Spelay will reach out to ACA@UBC for student volunteers but it may not pan out until September.

5.2 Grants & Nominations Committees

Nothing to report.

5.3 Membership & Conference Committees

D. Collins has sent out a few emails to BCLA and NW Archives regarding possible conference collaboration.

R. McLelland and A. Chirnside will talk to contacts at ARMA Vancouver.

D. Collins brought up changing the bylaws for AGM notification to two weeks before AGM.

Chloe Powell has been taking over database duties from Sarah Rathjen.

Sent out e-registration survey. Waiting for results and will report back.

5.4 First Nations Committee

Nothing to report.

6. Adjournment



**Executive Committee Meeting
Minutes – July 17, 2018 10:30 am**

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Emma Wright, President
- Alysa Routtenberg, Vice-President
- Robert McLelland, Secretary
- Angeline Chirnside, Treasurer
- Michelle Spelay, Institutional Member-at-Large
- Dan Collins, Individual Member-at-Large

E. Wright called meeting to order at 10:30 am

1. Approval of Agenda

Agenda approved by consensus.

2. BC Arts Council Funding

E. Wright reported that her previous understanding was that AABC was not eligible for BC Arts Council Funding, because BC Arts Council does not fund archives only institutions. However, E. Wright messaged the BC Arts Council to verify this, and received a response that said that AABC was eligible because we aren't an Archives, we are an Arts organization. BC Arts Council was fairly supportive of AABC applying. In order to apply for operating assistance award, AABC will need two successful Project Assistance Awards. Eligibility for those awards is quite broad. When first applied for, AABC wouldn't want to apply for more than 10k grant. They fund 50% of project, and the other 50% you have to pay for. If AABC did do something, AABC's 50% could come from fee revenues. E. Wright reported she believes it would be positive for AABC, and that long term if AABC gets the money and can ultimately get operating assistance, it could transform how the AABC operates. Deadline for Project Assistance Awards is October.

Action: A. Routtenberg to look into applying for Project Assistance awards

3. Special General Meeting/Privacy and FOI Workshop

The Executive Committee discussed whether a special meeting would be worthwhile, including changes to bylaws (membership changes, percentage to change bylaws, notice period for AGM). Based on this discussion the Executive Committee determined that a special meeting wouldn't be necessary. Resolved to hold Privacy and FOI workshop and hole roundtable around the same time and to do bylaw changes at AGM.

Executive Committee reviewed L. Glandt's proposal for pricing and was in approval of pricing.

E. Wright moved to hold a Privacy and FOI Workshop in October or November in combination with annual round table meeting. R. McLelland seconded the motion. Motion passed unanimously.

4. President's Report

E. Wright reported that she got a contact at CBC for head of archives. E. Wright's communication was forwarded but she has heard nothing back.

E. Wright announced that the AABC has a new patron, the Honourable Janet Austin

Regarding her previous proposal for Strategic Planning because the driver was advocacy, E. Wright believes it is better the Executive Committee prioritizes the Arts Council Application. AABC has a number of years to get a good strategic plan in place for the application to Arts Council for funding.

The Executive gave feedback on the Work Plan circulated via email by E. Wright.

Action: R. McLelland to look into a more comprehensive transition package for AGMs

5. Vice-President and Programs Committee Report

A. Routtenberg reported that the Privacy and FOI Workshop and DHCP workshops are major projects for L. Glandt. There is a workshop that L. Glandt wants to take that may help her to plan these workshops, which has brought up questions about what AABC

responsibilities are if she is a contractor vs. employee. Professional development is considered something that employees receive, and it will have bearing on whether L. Glandt is more of a contractor or employee. E. Wright recommended the Executive look at L. Glandt's contract and see what it says, and acknowledged we are inhibited by L. Glandt's status as a contractor.

6. Treasurer and Finance Committee Report

A. Chirnside will be circulating the financial review soon, and will circulate the April statements after meeting, but has circulated May/June statements.

Executive committee received the May/June financial statements.

A. Chirnside is going to conduct a review of insurance because it has not been done in a while.

A. Chirnside recommended moving an amount from the checking account to a term deposit account.

7. Committee and Program Reports

5.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
 -Social Media Volunteer

Reported A. Tarnawsky is the new Social Media Volunteer.

Reported need for new procedures and privacy notice/Consent to act forms

Action: R. McLelland to draft procedures and notices.

5.2 Grants & Nominations Committees

M. Spelay reported she is going to meet with the committee for the adjudication for the Terry Reksten Memorial Fund Grant later that month and that she had reviewed all the applications in anticipation for that meeting

5.3 Membership & Conference Committees

D. Collins reported online renewal survey has been completed and will report on findings later. Membership committee will be reporting on how to improve database.

D. Collins recommended using the same renewal process we used last year, and report new database recommendations at the AGM.

A. Chirnside is happy to help look at fee payment processing. Also recommended there is some money available for this.

R. McLelland reported that A. Wieland will be bringing possibility of collaboration to ARMA Vancouver on Sunday and reporting back.

5.4 First Nations Committee

Nothing to report.

6. Other Business

GLAM planning meeting in August.

7. Adjournment

Meeting adjourned at 11:41 am



Executive Committee Meeting
Minutes – August 21, 2018 10:30 am

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Emma Wright, President
- Alysa Routtenberg, Vice-President
- Robert McLelland, Secretary
- Angeline Chirnside, Treasurer
- Michelle Spelay, Institutional Member-at-Large
- Dan Collins, Individual Member-at-Large

E. Wright called meeting to order at 10:34 am

1. Approval of Agenda

Agenda approved by consensus.

2. Workshop Attendance by Contractors

L. Glandt had asked to attend a workshop. Executive was looking into whether this was possible, but L. Glandt has reported that she is now seeking a grant. E. Wright will be writing a letter of support.

Action: A. Routtenberg to look into applying for Project Assistance awards

3. President's Report

E. Wright reported that the GLAM meeting scheduled for August has been postponed to September.

E. Wright reported she is beginning to research strategic planning and thinks it should be completed in 3 to 4 years.

D. Collins and E. Wright thought that it might be beneficial to reach out to SLAIS to improve relations between AABC and the school.

4. Vice-President and Programs Committee Report

A. Routtenberg reported that L. Snider and her have been playing with different stats to be available for the AGM. L. Snider and L. Glandt have been working on a MemoryBC user manual which has gone out for testing.

A. Routtenberg reported that the UBC webcast program has been discontinued, L. Glandt thinks it is a good candidate for an application under the BC Arts Council.

L. Glandt is determining where to hold the DHCP workshops. Project is on-track.

L. Glandt is seeking resources to ensure that the workshop is useful and respectful to people AABC is hoping to attend.

5. Treasurer and Finance Committee Report

Financial reports received.

A. Chirnside is working to get the contracts reviewed.

6. Committee and Program Reports

5.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

-Social Media Volunteer

R. McLelland reported that A. Tarnawsky would be starting soon as social media volunteer. Reported that the consent form and procedure were almost completed. Reported that A. Weiland reported interest from ARMA Vancouver in a joint conference.

5.2 Grants & Nominations Committees

M. Spelley reported the committee had assessed all nominations for Terry Reksten Memorial Award.

Recommended changing the grant requirements away from regularly posted hours because it can be a barrier for organizations with such low funding that they cannot post regular hours.

5.3 Membership & Conference Committees

Nothing from membership committee.

D. Collins and E. Wright will represent AABC at a meeting with ARAM Vancouver.

5.4 First Nations Committee

M. Spelay reported that ACA@UBC would be the best contact for organizing an AABC representative to speak with students.

6. Adjournment

Meeting adjourned 11:07am.



Executive Committee Meeting
Minutes – September 18, 2018 10:30 am

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Emma Wright, President
- Alysa Routtenberg, Vice-President
- Robert McLelland, Secretary
- Angeline Chirnside, Treasurer
- Michelle Spelay, Institutional Member-at-Large
- Dan Collins, Individual Member-at-Large

E. Wright called meeting to order at 10:33 am

1. Approval of Agenda

Agenda approved by consensus.

1. Roundtable Date

Committee confirmed date of November 10th.

2. Archives Week

Executive Committee discussed fact that AABC hasn't done anything for archives week since 2012, this year it is November. AABC could do something if we wanted to.

Committee discussed possibility of rebooting this event for 2018. Noted that there were only two months until the week, but that the amount of work wouldn't be substantial.

A. Routtenberg announced she had some interested volunteers.

R. McLelland moved to form a committee from interested volunteers. A. Routtenberg seconded the motion, passed unanimously.

3. President's Report

E. Wright reported that BC Historical foundation emailed AABC and they are holding a heritage summit in Maple Ridge to plan a province-wide program for BC 150 in 2021. A. Routtenberg to attend as she will be on the Committee longer than E. Wright.

4. Vice-President and Programs Committee Report

A. Routtenberg reported that L. Glandt applied to BCMA bursary for a workshop in Kelowna. L. Glandt did not get the bursary. E. Wright is going and will share notes with her. L. Glandt is going to Ottawa for a presentation about last year's DHCP program. There is space for a Committee message, if the Committee wants to submit one to L. Glandt.

E. Wright suggested that L. Glandt submit her presentation to the Committee for comments and review. E. Wright suggested that the presentations are to demonstrate the value of the DHCP program to LAC. AABC is one of the large grant presenters. L Glandt will submit slides to Committee before the next meeting.

L. Glandt has been looking at other options for replacing webcasts. Has been talking to people at U Vic, who hosts webcasts for faculty. BCMA is another option, but their webcasts are structured differently, more like webinars, not what AABC has traditionally done. U Vic is the most promising.

5. Treasurer and Finance Committee Report

E. Wright asked about Revenues on the July financial reports, noticed a discrepancy in the variant between expenditures and revenues. A. Chirnside will investigate and report back.

A. Chirnside reported on the contract reviews with contractors. Preliminary review has been done. The next step will be for A. Chirnside to call the lawyer and discuss his recommendations. A. Chirnside reported that the contract language is not the only factor that determines whether someone is an employee or a contractor; it's the nature of the relationship.

E. Wright or A. Routtenberg will attend the meeting with the lawyer as the individuals who primarily interact with the contractors.

6. Committee and Program Reports

5.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

Nothing to report.

5.2 Grants & Nominations Committees

Nothing to report.

5.3 Membership & Conference Committees

D. Collins reported that a Membership Committee meeting was set up with Sarah Rathjen to discuss online renewal. Have received positive feedback. Also adding an option for an ongoing donation.

D. Collins reported he hasn't heard anything from Conference Committee yet.

ARMA interested in working on conference. R. McLelland will set up a meeting.

5.4 First Nations Committee

Nothing to report.

8. Adjournment

Adjourned at 11:07



Archives Association
of British Columbia

**Executive Committee Meeting
Minutes – October 19, 2018 10:30 am**

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Emma Wright, President
- Angeline Chirnside, Treasurer
- Robert McLelland, Secretary
- Dan Collins, Individual Member-at-Large
- Michelle Spelay, Institutional Member-at-Large

Regrets:

- Alysa Routtenberg, Vice-President

E. Wright called meeting to order at 10:30 am

1. Approval of Agenda

Change made to agenda to add item on an update regarding the contract review process.

Agenda approved by consensus with change.

2. President's Report

E. Wright thanked M. Spelay for contacting the ACA@UBC contact, Dylan. Dylan is to speak to ACA@UBC about having an AABC executive member speak to UBC students.

E. Wright reported there was a GLAM planning session on September 28th and that it focused on action plan and strategic framework. Moving forward there are two takeaways for AABC: there is a GLAM summit tied to BCLA conference. May 9th and each partner on the MOU should contribute to the summit. AABC put \$1000 in the budget for this, but we need to be aware of this each fiscal year.

E. Wright reported that AABC was invited a BC Historical association planning session for initiatives for BC 150 in 2021. Planning session scheduled for October 26th.

3. Vice-President and Programs Committee Report

E. Wright reported AABC was scheduled to give workshop today, but L. Glandt was unable to give the workshop due to unavoidable circumstances. The workshop was postponed.

E. Wright reported that the deadline for Arts Council funding was missed, AABC did not submit for it. Should be incorporated into workplans so AABC is prepared.

4. Treasurer and Finance Committee Report

A. Chirnside reported that a formula error resulted in questions from last meeting. Asked for statements to be received. Statements were received by consensus.

5. Update on contract review

Contract review was conducted, lawyer sent a marked-up contract. Brief phone meeting with lawyer last week about contract, discussed “fresh consideration clause,” which Executive Committee took note of.

Contractors are currently reimbursed for expenses monthly, lawyer recommended we include this in their fee instead. Executive resolved to consider for contract reviews next year.

Action item: Review all contract changes in advance of April renewal, in addition to consulting with contractors about changes.

Action item: Add to roundtable a discussion with contractors about contract review and seek their input.

Described relationship with contractors to see if they were employees or contractors. Lawyer believed that we treat them as contractors, not employees. Lawyer noted that professional development is an indicator of employee instead of contractor.

6. Secretary Report

R. McLelland reported that he put out invitation to all committee members, regional representatives, and contractors.

R. McLelland reported that all Society Act changes have been made in advance of deadline.

7. Committee and Program Reports

Communications Committee (Newsletter/Regional Representatives/PAAL)

R. McLelland reported that MemoryBC is not up to date on who is an Institutional Member.

Grants & Nominations Committees

Nothing to report

Membership & Conference Committees

D. Collins reported he had a meeting with S. Rathjen, who will be at roundtable. Sent a draft of bylaw changes for membership.

Action: add bylaw changes discussion to roundtable

D. Collins reported he is meeting with ARMA next week regarding conference collaboration.

D. Collins asked for archivists to sit on conference committee, need names ready for meeting.

First Nations Committee

Nothing to report

8. Adjournment

Meeting adjourned at 11:27.



Executive Committee Meeting

Minutes - November 10, 2018 1:30 pm

Executive of the Archives Association of British Columbia

Location: 2425 MacDonald Street, Vancouver, BC V6K 3Y9 Canada

Present:

--Emma Wright, President

--Alysa Routtenberg, Vice-President

--Robert McLelland, Secretary

--Angeline Chirnside, Treasurer

--Michelle Spelay, Institutional Member-at-Large

--Dan Collins, Individual Member-at-Large

E. Wright called meeting to order at 1:30 pm

1. Approval of Agenda

New items add: Webcasts through social media; Strategic plan survey

Agenda was approved by consensus with changes.

2. ACA@UBC International Seminar and Symposium Sponsorship

R mclell moved to donate \$200 to the aca@ubc 2019, M. Speley seconded. Motion passed unanimously.

3. Webcast through social media

Webcasts are no longer possible through UBC. Webcasts have historically been one of AABC's more successful programs. Other options are to be investigated to continue this service.

Action items:

Talk to Western Front about possible collaboration (E. Wright,

Talk to Vivo about possible collaboration (D. Collins),

Talk to VPL about use of services and equipment (R. McLelland)

Looking into streaming services such as Twitch and Facebook Live (R. McLelland and A. Tarnawsky)

4. Strategic plan survey

To be discussed at December 4, 2018 meeting

5. President's Report

Executive had discussed the idea of doing an intro to AABC for UBC students. March 11th has been selected. Dan Collins will be going.

E. Wright reported that BC History Summit was missed due to a scheduling error.

Minutes were provided by the BC History Summit.

E. Wright reported she has been invited to attend the CCA meeting next week. Will be providing update on activities.

6. Vice-President's report

Reported that the Programs Committee enthusiastic about BC Arts Council funding potential.

Executive Briefly investigated DHCP funding for webcasts, determined funding would match needs

7. Treasurer's report

September statements received.

A. Chirnside reported there is a new format for financial statements to make them easier to read

A. Chirnside presented the changes recommended by legal counsel Sean Tevlin to contractor contracts.

E. Wright moved to accept changes to contractor contracts as recommended by Sean

Tevlin. R. Mclelland seconded the motion. Motion passed with unanimous approval.

Committee considered recommendation that AABC change its reimbursement structure to be an upfront payment that would include such reimbursement payments in the intital contractor fee. Committee decided to keep reimbursement strucutre presently in use because legal counsel advised risk was not significant and such a change would be more difficult for AABC's contractors.

R. mclelland motioned to reject the recommendation that AABC change its reimbursement structure from ad-hoc reimbursement to an upfront payment for all expenditures at the beginning of each year. D. Collins seconded the motion. Motion passed with unanimous approval.

Executive Committee discussed budget projections for revenue and reached consensus that they should be set conservatively in future fiscal years so that reporting and projections are more in line.

Executive Committee decided to hold a meeting on December 4, 2018 for fiscal strategic planning.

Action items:

Complete role outlines (all committee members)

Create list of three things the AABC should focus on in next fiscal (all committee members)

Consider possible bylaw change: creation of a past-president role (all committee

members)

8. Committees

8.1 Communications Committee

Nothing to report

8.2 Grants & Nominations Committee

Nothing to report

8.3 Membership & Conference Committees

R. mclelland moved to delegate the membership committee determine definition for institutional member category. E. Wright seconded the motion. Motion passed with unanimous approval.

8.4 First Nations Committee

M. Spelay is seeking current status of terms of reference. Once status is determined will email members to gauge interest in continuing to begin the work of the committee.

Adjoured at 2:30pm



**Executive Committee Meeting
Minutes – December 4, 2018 10:30 am**

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

--Emma Wright, President
--Alysa Routtenberg, Vice-President
--Robert McLelland, Secretary
--Michelle Spelay, Institutional Member-at-Large

Regrets:

--Dan Collins, Individual Member-at-Large
--Angeline Chirnside, Treasurer

E. Wright called meeting to order at 10:31 am

1. Approval of Agenda

Agenda approved by consensus.

2. Fiscal Strategic Plan

The executive discussed ideas for focuses of the strategic plan. The following ideas were put forward:

- Membership database – membership categories need clarification, a solution must be reached
- Making fiscal reserve work better for AABC
- More workshops done more regularly
- Webcast program
- BC Arts Council Funding
- Phase 1 strategic plan
- First nations committee running
- Terry Reksten Memorial Award criteria changes
- More social events for AABC members
- Membership improvements, database

- Strategic planning exercise
- BC Arts Council
- Improvements to the website (education, memberservices, content)

These categories broke down broadly to:

- Membership improvements
- Educational services
- Financial resources maximization
- Strategic planning

Executive decided it will look into holding a strategic planning workshop in new fiscal year

Action: Exec to do research on strategic planning and discuss in new calendar year

a. Webcasts

The executive discussed possibilities for restarting the webcast program.

D. Collins reported by email that VIVO is favorable to a partnership.

E. Wright reported that Western Front also responded positively to partnering on the program.

R. McLelland reported that AABC could rent rooms at SFU for holding the webcasts with SFU Archives help, but that SFU as an institution would not be involved in hosting or archiving the webcasts.

Board resolved to discuss in more detail at January meeting.

b. Bylaw Changes

The executive was generally in favour of a past- exec role and discussed the possibility of creating a past exec committee.

Action: R. McLelland to draft bylaw language for past executive role

3. Database Service

A. Routtenberg reported that she couldn't find a grant that AABC would be eligible for to support the development of a new database.

Many organizations are using Wild Apricot. CCA has offered members assistance in setting it up. If AABC uses that system, CCA's aid would be beneficial.

Further discussion deferred to January meeting.

4. President's Report

E. Wright shared a policies and procedures manual from 1998 that she proposed updating.

Action: all members update role descriptions by the end of fiscal.

GLAM Partners planning meeting minutes were recently distributed. A GLAM symposium planning meeting will be held in January.

E. Wright reported that CCA had an AGM. AABC provided an update on past year activities. CCA has recently drafted a strategic plan and members are invited to submit comments by January 9th.

National Heritage week is in February. AABC should encourage members to keep an eye out.

CCA used Adobe Connect and Survey Monkey to host AGM and offered the use of these services to its members.

5. Vice-President and Programs Committee Report

A. Routtenberg reported that she had investigated technology infrastructure grants and that none are currently available. There are private foundations that may offer opportunities AABC could explore.

Reported that AABC is ineligible for Community Gaming grants because we can't prove we needed the money, this is because we have a fiscal reserve. Posed the question over whether we want to free up the money for use for grant eligibility.

Executive agreed to explore this possibility.

Action: A. Routtenberg to prepare report for Exec.

L. Glandt has submitted a proposal to apply for DHCP grant in January. Proposal is for a one year project to deliver a 2 day workshop. Programs committee is putting an application together. Proposal includes requesting for money to send L. Glandt to a workshop as well.

6. Treasurer and Finance Committee Report

November statements were received.

7. Committee and Program Reports

7.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

R. McLelland reported that BC Societies Act changes were submitted

7.2 Grants & Nominations Committees

7.3 Membership & Conference Committees

7.4 First Nations Committee

8. Adjournment

Adjourned at 11:46



Archives Association
of British Columbia

**Executive Committee Meeting
Minutes – January 16, 2019 10:30 am**

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Emma Wright, President
- Alysa Routtenberg, Vice-President
- Robert McLelland, Secretary
- Dan Collins, Individual Member-at-Large
- Angeline Chirnside, Treasurer

Regrets:

- Michelle Spelay, Institutional Member-at-Large

E. Wright called meeting to order at 10:31 am

1. Approval of Agenda

Change made to agenda to add item on contractor travel to business arising.
Agenda approved by consensus with change.

2. Fiscal Strategic Plan

AABC 2019/2020 Focuses

Reviewed discussions from December meeting

A. Chirnside supported database and fiscal reserve, D. Collins seconded
Board discussed setting a date for a transition meeting and a strategic planning
meeting.

Action: Michelle to begin recruitment for new exec.

Exec will ask new members when and where a transition meeting will occur

Webcasts

D. Collins reported that Vivo was amenable to working with AABC and have rooms,
equipment, and support available. Noted that AABC will probably be able to get a
membership rate.

Action: D. Collins will compile full info sheet on use of Vivo for webcasts for exec to
decide on.

E. Wright mentioned that Heritage BC does webcasts, and might be an option.

Bylaw Changes

Discussed R. McLelland's proposed wording. Executive was supportive of the use of the wording and it will be submitted to membership at AGM.

3. Database Service

D. Collins met with S. Rathjen about database services, who has come up with an excellent tool for evaluating them and will have recommendations submitted by end of January.

4. President's Report

E. Wright reported GLAM planning session is next Friday on January 25th.

E. Wright extended her thanks for all the hard work Alyssa and Lisa did on the DHCP application.

5. Vice-President and Programs Committee Report

A. Routtenberg reported that a DHCP application had been submitted for a two day workshop. Asked for \$10,000, a figure based on past experience with expenses incurred in conducting such workshops.

6. Treasurer and Finance Committee Report

December financials were received.

7. Committee and Program Reports

7.3 Membership & Conference Committees

D. Collins reported that he had a meeting with J. Bourden from ARMA Vancouver. The big questions are location/venue. D. Collins reported that we can only get May 2/3 at Deloitte. Venue is free and will accommodate 100-140 people.

Exec discussed whether May 2/3 would be feasible.

Workshop will be Records 101.

Exec agreed to hold conference on May 2/3, and will propose a theme of born-digital records to ARMA Vancouver

E. Wright asked A. Chirnside about how the cost-sharing would affect the conference budget. Agreement indicates that expenses will be shared 50/50. A. Chirnside will look into best way to budget.

8. Business Arising

Action: R. McLelland to finalize exec consent forms

A. Chirnside introduced a topic mentioned to her by Karen: should AABC adopt the policy that contractors must purchase only refundable fares. This would be so that the AABC can avoid potentially covering cancellation or transfer fees.

The Executive Committee discussed, and it was decided that a formal policy is not necessary, but that A. Routtenberg would mention to contractors that funding should cover a regular flights.

Meeting adjourned.



Archives Association
of British Columbia

**Executive Committee Meeting
Minutes – February 19, 2019 10:30 am**

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Emma Wright, President
- Alysa Routtenberg, Vice-President
- Robert McLelland, Secretary
- Dan Collins, Individual Member-at-Large
- Michelle Spelley, Institutional Member-at-Large

Regrets:

- Angeline Chirnside, Treasurer

E. Wright called meeting to order at 10:30 am

1. Approval of Agenda

Change made to agenda to add item on membership structure.
Agenda approved by consensus with change.

2. Fiscal Strategic Plan

No updates given.

3. Database Service

D. Collins moved to accept Membership Committee's recommendation for the use of Wild Apricot and to initiate a project to update membership system database to Wild Apricot. E. Wright seconded the motion. Motion passed unanimously.

Action item: A. Chirnside to ensure at budget meeting that money is allocated to proceed with wild apricot implementation

Action item: Membership Committee will proceed with implementing the software and come up with a recommendation for replacing the online renewal.

D. Collins submitted a report on membership structure and proposed bylaw language. Executive received the report and will review the bylaw change language for approval to take to the membership at the next Annual General Meeting.

4. 2019-2020 Budget

D. Collins reported that he submitted a draft conference budget to A. Chirnside.

E. Wright asked for the Budget Committee to consider what hours and money would be needed for the webcast initiative.

5. President's Report

E. Wright reported that Lara Wilson emailed AABC to inform the Executive Committee that the National Archival Board has started offering training on archival appraisal certification. Wilson asked AABC if we would consider offering support to send a member to take the master class. Executive discussed the issue, determined that the executive is not in a position to pursue such an initiative at this time.

E. Wright reported that AABC was emailed by the Aldergrove Heritage Society asking whether the AABC writes letters for support for the preservation of buildings, in particular if they would include an archives space. Executive viewed drafting a letter of support for the establishment of spaces for community archives favourably.

Action: E. Wright will share information and draft a letter.

E. Wright reported that the GLAM Symposium will be Wednesday May 8th. Official communications will be forthcoming.

6. Vice-President and Programs Committee Report

A. Routtenberg reported that the committee is reviewing contractor's wishlist.

7. Treasurer and Finance Committee Report

No financials received

8. Committee and Program Reports

8.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

Nothing to report

8.2 Grants & Nominations Committees

Recruitment has received some tentative responses.

8.3 Membership & Conference Committees

ARMA Vancouver intends to hold a workshop on writing records management policies

8.4 First Nations Committee

Emails primarily have gone unanswered.

8. Business Arising

Action: R. McLelland to finalize executive consent forms

Meeting adjourned at 11:41



Archives Association
of British Columbia

**Executive Committee Meeting
Minutes – March 19, 2019 10:30 am**

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Emma Wright, President
- Alysa Routtenberg, Vice-President
- Robert McLelland, Secretary
- Dan Collins, Individual Member-at-Large
- Michelle Spelay, Institutional Member-at-Large
- Angeline Chirnside, Treasurer

E. Wright called meeting to order at 10:30 am

1. Approval of Agenda

Agenda approved by consensus.

2. 2019-2020 Budget

Brief discussion on budget.

A. Chirnside called for a motion to approve the budget. M. Spelay seconded the motion. Motion passed unanimously.

3. Approval of Member Registry Access Procedure and Proxy Voting Form

R.McLelland called a motion to approve the use of the Member Registry Access Procedure and Proxy Voting Form. E. Wright seconded the motion. Motion passed unanimously.

Action: R. McLelland to get forms on website

4. President's Report

E. Wright reported that she has been on the GLAM symposium workgroup and asked for suggested speakers to be sent to her.

5. Vice-President and Programs Committee Report

A. Routtenberg reported that DHCP application for an additional workshop have been approved for nearly the entire amount requested. Executive Committee discussed whether an additional approval of funding was necessary and decided that a shortfall was already accounted for in budget.

A. Routtenber reported that Managing Archives has extended registration date.

6. Treasurer and Finance Committee Report

Nothing to report.

7. Committee and Program Reports

Communications Committee (Newsletter/Regional Representatives/PAAL)

Nothing to report.

Grants & Nominations Committees

M. Spelay reported the committee is seeking interest for open Executive roles and that there are a few possible leads.

Membership & Conference Committees

Motion for proposed special resolution passed via email.

Action: R. McLelland to email D. Collins about notifying membership.

D. Collins reported that conference program is finalized and registration is open.

First Nations Committee

Nothing to report.

8. Business Arising

D. Collins reported that he met with the ACA@UBC executive to provide information about the AABC

Meeting adjourned 11:10. Next Meeting 16th of April.



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Executive Committee Meeting Minutes – April 16th, 2019 10:30am

Executive of the Archives Association of British Columbia

Location: Teleconference

Present:

- Emma Wright, President
- Robert McLelland, Secretary
- Dan Collins, Individual Member-at-Large
- Michelle Spelley, Institutional Member-at-Large

Regrets:

- Angeline Chirnside, Treasurer
- Alysa Routtenberg, Vice-President

E. Wright called meeting to order at 10:32am

1. Approval of Agenda

Vice-President Report moved to end of the meeting to facilitate late attendance by A. Routtenberg.
Agenda approved by consensus.

2. President's Report

E. Wright updated the committee on the GLAM Symposium in May. Submitted an invitation to AABC's patron to attend the AABC conference and GLAM Symposium.

E. Wright reported that the GLAM Symposium planning is going well, and A. Routtenberg will hopefully be able to attend at AABC President.

E. Wright reported that Royal BC Museum and Archives is undergoing a public consultation on modernization and that she thinks it's important that AABC submit a formal recommendation.

D. Collins suggested mentioning it at the AGM.

Executive resolves to send a message to membership, BC archives community, and bring it up at the AGM.

Action: E. Wright to draft message to members, R. McLelland to add item to AGM Agenda.

3. Treasurer and Finance Committee Report

No report submitted.

4. Committee and Program Reports

Communications Committee (Newsletter/Regional Representatives/PAAL)

R. McLelland provided a summary of the Canadian Cultural Property Export Review Board meeting he attended.

Grants & Nominations Committees

No report submitted.

Membership & Conference Committees

D. Collins reported that S. Rathjen reported that the new database is a priority for next year. Conference registration numbers are around 50 and that the workshop had just a few slots left. Conference registration will be extended to April 26, 2019. One speaker has dropped out. Committee resolved that the transition meeting date will be decided on at the AGM.

Action: R. McLelland to send email to likely Executive committee members to choose date for transition meeting.

First Nations Committee

M. Spelay reported that she has heard back from 2-3 people who want to remain on the committee.

5. Vice-President and Programs Committee Report

No report submitted.

6. Business Arising

Meeting adjourned.



AABC Executive Meeting Minutes

June 18, 2019 at 10:30am

Via Teleconference

Present: A. Routtenberg (President); S. Gilkinson (Treasurer); V. McAuley (Secretary); K. Sloan (Member-at-Large); and, E. Wright (Past-President)

Regrets: J. Seeman (Vice-President); and, M. Spelley (Member-at-Large)

1. Approval of Agenda	Approved by S. Gilkinson Seconded by A. Routtenberg
2. Approval of Meeting Minutes	N/A
3. Business Arising	N/A
4. President's Report	AtoM Foundation <ul style="list-style-type: none">- AABC to sign letter of support for AtoM foundation re: SSHRC Funding- A. Routtenberg to circulate letter of support and correspondence to executive for edits
5. Vice-Presidents & Programs Committee Report	Provided by A. Routtenberg on behalf of J. Seeman DHCP <ul style="list-style-type: none">- Two grants underway- Final reporting for Year 1 of Grant A has been submitted & funding for Year 2 will be received shortly- January 2020 mid-term reporting for both Grant A and B- No action items
6. Treasurer & Finance Committee Report	Financial Statements <ul style="list-style-type: none">- April, May, & June Financial Statements deferred to July 16, 2019 meeting Contracts <ul style="list-style-type: none">- A. Routtenberg has signed contractor contracts & circulated to K. Blimkie

	<p>ARMA Conference</p> <ul style="list-style-type: none"> - A. Routtenberg will approve ARMA conference cheque (per K. Blimkie's conference finance finals) <p>Wild Apricot</p> <ul style="list-style-type: none"> - K. Sloan to discuss implementation of new Wild Apricot membership system, and follow-up with K. Blimkie & S. Gilkinson re: credit card payment system <p>Email</p> <ul style="list-style-type: none"> - Please advise on any email difficulties & estimated dates of response
<p>7. Committee & Programs Reports</p>	<p>Communications Committee (Newsletter/Regional Representatives/ PAAL)</p> <ul style="list-style-type: none"> - Signing authority letter has been approved and will be sent out for signing – please keep A. Tarnawsky apprised of events/news items for sharing on social media - Please share any potential nominations for replacement Kootenay-Columbia Regional Representative - Please share any ideas of a Greater Vancouver Regional event - Please fill out revised scheduling poll for the July 2, 2019 meeting – 4:30pm has been proposed - A. Routtenberg and V. McAuley will be creating an email address for the Executive Committee Advisor (E. Wright) and will add E. Wright to weekly update emails <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - Report deferred to July 16, 2019 meeting <p>Membership & Conference Committees</p> <ul style="list-style-type: none"> - Report deferred to July 16, 2019 meeting <p>First Nations Engagement Committee</p> <ul style="list-style-type: none"> - A. Routtenberg to respond to feedback email - E. Wright will offer to meet in-person re: feedback email - Proposed name change to: First Nations Advisory Committee to eliminate confusion regarding committee role - Suggestion presented that Executive Committee be more represented on the committee and that L. Glandt continue her work on the executive's behalf in a formal capacity <p>Royal BC Museum Response Letter</p> <ul style="list-style-type: none"> - Formal response needed by June 27, 2019 - A. Routtenberg & E. Wright to collaborate on response



8. Adjournment	Meeting adjourned at 11:05am
9. Next Meeting	July 16, 2019 at 10:30am



AABC Executive Meeting Minutes

July 16, 2019 at 10:30am

Via Teleconference

Present: A. Routtenberg (President); J. Seeman (Vice-President); S. Gilkinson (Treasurer); V. McAuley (Secretary); M. Spelay (Member-at-Large); E. Wright (Past-President); and, L. Glandt (Advisor)

Regrets: K. Sloan (Member-at-Large); and, L. Snider (Advisor)

1. Approval of Agenda	Approved by A. Routtenberg Seconded by S. Gilkinson
2. Approval of Meeting Minutes	Approved by A. Routtenberg Seconded by M. Spelay
3. Business Arising	<p>AtoM Foundation Letter</p> <ul style="list-style-type: none">- Awaiting update from AtoM Foundation <p>Contractor Letters</p> <ul style="list-style-type: none">- Complete <p>Conference Cheque for ARMA</p> <ul style="list-style-type: none">- A. Routtenberg has mailed cheques- S. Gilkinson to sign and mail to ARMA <p>New Membership Implementation (Wild Apricot)</p> <ul style="list-style-type: none">- Deferred to August 20, 2019 meeting <p>Signing Authority Letter</p> <ul style="list-style-type: none">- Complete
4. President's Report	All updates provided under Business Arising
5. Vice-President and Programs Committee Report	Programs Committee <ul style="list-style-type: none">- First Programs Committee meeting was a success
6. Treasurer and Finance Committee Report	<p>Contractors</p> <ul style="list-style-type: none">- All contractors have been paid <p>Membership</p> <ul style="list-style-type: none">- Membership revenue strong

	<p>AABC/ARMA Conference 2019</p> <ul style="list-style-type: none"> - Net Income: \$3,500 <p>Financial Statements</p> <ul style="list-style-type: none"> - April/May Financial Statements will be circulated and voted on for approval during the August Executive Meeting <p>DHCP Grant</p> <ul style="list-style-type: none"> - LAC payment will be received within 3 days - A. Routtenberg, K. Blimkie, and S. Gilkinson will liaise to complete documentation <p>Cheque Signing</p> <ul style="list-style-type: none"> - A. Routtenberg to circulate email confirming that S. Gilkinson can sign her own cheques (re: mailing financial review documents) <p>Northwest Clinic</p> <ul style="list-style-type: none"> - Executive voted to approve \$200 budget for L. Glandt's Northwest Clinic <p>Member Income Tax Receipts</p> <ul style="list-style-type: none"> - J. Seeman to write thank-you letter to accompany member income tax receipts <p>CRA Reporting</p> <ul style="list-style-type: none"> - K. Blimkie will be on vacation in September - CRA reporting will be completed by August <p>Bank Account Details</p> <ul style="list-style-type: none"> - S. Gilkinson to circulate up-to-date account balance details - Questions arose regarding the dollar amount required to sustain a reserve fund - S. Gilkison to request rationale from K. Blimkie
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Representatives/PAAL)</p> <ul style="list-style-type: none"> - Handover Meeting <ul style="list-style-type: none"> o Rescheduled to coincide with annual roundtable meeting (November) o Executive suggested that 2020 handover meeting should occur closer to the Annual General Meeting - President's Message <ul style="list-style-type: none"> o A. Routtenberg to prepare a President's Message for publication on the website – including an introduction of the new Executive Members

	<ul style="list-style-type: none"> - Past-President Email Address <ul style="list-style-type: none"> o Current Google Suite plan will not allow for another email address o V. McAuley to liaise with L. Snider & L. Glandt regarding combining existing email addresses - Annual General Meeting Minutes/By-Law Changes <ul style="list-style-type: none"> o V. McAuley has received relevant documentation o 2019 AGM minutes to be voted on at 2020 AGM o V. McAuley to fill out by-law change paperwork <p>Grants & Nominations Committee</p> <ul style="list-style-type: none"> - Terry Reksten Memorial Grant <ul style="list-style-type: none"> o To be adjudicated in the Fall <p>Membership & Conference Committees</p> <ul style="list-style-type: none"> - AABC Conference <ul style="list-style-type: none"> o Partnership with ARMA Vancouver Island was proposed and will be considered o Executive suggested an evening social before the conference & pre-conference workshop ideas (including: Digital Preservation, FOI for First Nations) <p>First Nations Advisory Committee</p> <ul style="list-style-type: none"> - Feedback Email <ul style="list-style-type: none"> o M. Spelay provided response o No public acknowledgement required - Meetings <ul style="list-style-type: none"> o First meeting was successful o Next steps: Terms of Reference/Visioning Document o M. Spelay to continue to investigate status of committee (standing vs. ad hoc), and procedure for establishing committee chair o Committee to schedule meeting with L. Glandt <p>Royal BC Museum Response Letter</p> <ul style="list-style-type: none"> - Formal response from AABC has been submitted and may be included in Royal BC Museum Fall Project Report <p>AABC & GLAM</p> <ul style="list-style-type: none"> - J. Seeman to take part in GLAM Symposium in-person meeting and will act as liaison between AABC & GLAM (including sitting on GLAM Conference Committee)



8. L. Glandt Advisor Report	<p>CCI Workshop Proposal</p> <ul style="list-style-type: none">- Executive voted in favour of L. Glandt's proposal to create and circulate an application for a CCI Workshop Grant (2020-2021)- If granted, CCI Workshop to take place in Campbell River in conjunction with M. Purcell (Collection Manager, Museum of Campbell River)
9. Adjournment	Meeting adjourned at 11:35am
10. Next Meeting	August 20, 2019 at 10:30am



AABC Executive Meeting Minutes

August 20, 2019 at 10:30am

Via Teleconference

CANCELLED

AABC Executive Meeting Minutes

September 17, 2019 at 10:30am

Via Teleconference

Present: A. Routtenberg (President); J. Seeman (Vice-President); S. Gilkinson (Treasurer); V. McAuley (Secretary); M. Spelay (Member-at-Large); and, K. Sloan (Member-at-Large)

Regrets: E. Wright (Past-President)

1. Approval of Agenda	Approved by J. Seeman Seconded by S. Gilkinson
2. Approval of Meeting Minutes	Approved by J. Seeman Seconded by S. Gilkinson
3. Business Arising	N/A
4. President's Report	ARMA Conference Cheque - Issues, signed, and mailed in mid-July
5. Vice-President's Report	<p>Wild Apricot</p> <ul style="list-style-type: none"> - Access Administrator needed – Executive Committee nominated L. Glandt - K. Sloan to follow-up with L. Glandt re: willingness to act as Access Administrator & implementation process - Credit card needed to pay monthly Wild Apricot fee (~\$90 USD/month) - S. Gilkinson to ask L. Glandt if she would be willing to use her personal credit card and be reimbursed by AABC, and inquire into procedure for acquiring AABC credit card <p>BC Arts Council Grant</p> <ul style="list-style-type: none"> - BC Arts Council Grant available for project funding, leading (in following years) to operational funding - J. Seeman to discuss potential application with Programs Committee - Follow-up meeting to be scheduled
6. Treasurer & Finance Committee Report	<p>Financial Reports</p> <ul style="list-style-type: none"> - April/May financial statements deferred to October 2019 meeting <p>Contracts & DHCP Documentation</p>

	<ul style="list-style-type: none"> - A. Routtenberg and J. Seeman to coordinate contractor reporting and contract signing - Reminder: reporting due October 26, 2019 <p>ARMA Cheques</p> <ul style="list-style-type: none"> - Submitted <p>Wild Apricot</p> <ul style="list-style-type: none"> - Implementation timeline to be provided by Membership Committee <p>Financial Review Documents Cheque</p> <ul style="list-style-type: none"> - Complete <p>Income Tax Receipts</p> <ul style="list-style-type: none"> - J. Seeman wrote and sent all thank you letters <p>CRA Reporting</p> <ul style="list-style-type: none"> - All reporting submitted in mid-August <p>Reserve Funds</p> <ul style="list-style-type: none"> - \$55,000 has been reserved as contingency/restricted funds - This number was voted on by past-executive to ensure that the AABC has emergency funding (i.e. closing, litigation, etc.) - S. Gilkinson does not recommend changing that number under more complete financial reporting can be provided <p>Roundtable (November)</p> <ul style="list-style-type: none"> - Mileage and ferry tickets are eligible for reimbursement - Accommodations and food are not eligible for reimbursement
7. Committee and Programs Report	<p>Communications Committee (Newsletter/Regional Representatives/PAAL)</p> <ul style="list-style-type: none"> - President's Message <ul style="list-style-type: none"> o A. Routtenberg to complete by October 2019 - Past-President Email Address <ul style="list-style-type: none"> o Combining existing email addresses is not a viable option o V. McAuley to discuss alternatives with E. Wright - AGM Minutes & By-Law Changes <ul style="list-style-type: none"> o Updates have been circulated - Roundtable Meeting <ul style="list-style-type: none"> o Updates pending - Social Media <ul style="list-style-type: none"> o J. Lu of the Yukon Council of Archives seeks a social media policy for community archives (specifically re: preventing

	<p>negative or misleading exposure of traditional knowledge and Indigenous culture)</p> <ul style="list-style-type: none"> ○ No current policy in place ○ M. Spelley to bring idea to First Nations Advisory Committee ○ V. McAuley to respond to J. Lu ○ A. Tarnawsky's new strategy to highlight TBT (Throwback Thursday) posts – updates pending <p>- Monthly Executive Meeting</p> <ul style="list-style-type: none"> ○ Executive to re-evaluate meeting time ○ Meeting minutes to be produced and provided shortly <p>Grants & Nominations Committee</p> <ul style="list-style-type: none"> - M. Spelley serve on Terry Reksten Memorial Grant Adjudication Panel - Two winning applicants selected - Announcement of Prize Recipients pending <p>Membership & Conference Committee</p> <ul style="list-style-type: none"> - Questions re; planning and partnering with ARMA for AABC Conference 2020 - V. McAuley to investigate whether a Conference Committee exists, who the members are, and/or what steps will need to be taken to create a committee <p>First Nations Advisory Committee</p> <ul style="list-style-type: none"> - Terms of Reference were drafted and circulated - Follow-up meeting with L. Glandt to take place in October - No by-law or rules re: Ad Hoc Committees (ex. establishing length for the chair) - Need for draft rules and regulations for Ad Hoc Committees to be investigated - M. Spelley will attend FNPS Conference on behalf of the AABC Executive <p>AABC & GLAM</p> <ul style="list-style-type: none"> - Meeting re-scheduled to October 18, 2019 at the University of Victoria <p>CCI Workshop Proposal</p> <ul style="list-style-type: none"> - V. McAuley to circulate briefing materials - Vote via email to occur next week re: approval of lunch budget <p>Distance Education Payment</p> <ul style="list-style-type: none"> - Executive approved making credit card payment the primary option, with alternatives available from L. Glandt (cash/cheque/e-transfer will be accepted as needed)
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	<p>2020 Indigitization Workshop</p> <ul style="list-style-type: none">- To include Archives 101 Training (collaboration between L. Glandt and Erica Hernandez-Read)- Voting postponed until further information re: funding can be provided <p>First Nations Public Service Secretariat (FNPSS) Conference</p> <ul style="list-style-type: none">- Executive voted in favour of L. Glandt presenting at the conference (pending budgetary approval)
8. Adjournment	Meeting adjourned at 11:26am
9. Next Meeting	October 15, 2019 – 10:30am

AABC Executive Meeting Minutes

October 15, 2019 at 10:30am

Via Teleconference

Present: E. Wright (Vice-President); E. Wright (Past-President); S. Gilkinson (Treasurer); V. McAuley (Secretary); K. Sloan (Member-at-Large); and, N. Kappahn (ACA@UBC Rep)

Regrets: A. Routtenberg (President); and, M. Spelley (Member-at-Large)

1. Approval of Agenda	Approved by J. Seeman Seconded by E. Wright
2. Approval of Meeting Minutes	Approved by S. Gilkinson Seconded by J. Seeman
3. Business Arising	N/A
4. President's Report	Given by V. McAuley on behalf of A. Routtenberg President's Message <ul style="list-style-type: none"> - To be completed in advance of November Roundtable AtoM SSHRC Letter <ul style="list-style-type: none"> - Information forthcoming (November)
5. Vice-President and Programs Committee Report	BC Arts Council <ul style="list-style-type: none"> - Application due October 16, 2019 - Request for \$3,125 for two-day Preservation and Emergency Planning Workshop - Potential collaboration with BC HERN and/or GLAM - Fees charged, location, and other expenses dependent on the success of the application. Wild Apricot <ul style="list-style-type: none"> - L. Glandt has agreed to act as Network Administrator - K. Sloan to check with S. Rathjen re: next implementation steps - No AABC credit card will be pursued at this time
6. Treasurer & Finance Committee Report	Financial Statements (April-September 2019) <ul style="list-style-type: none"> - September is unreconciled and therefore the numbers may change slightly

	<ul style="list-style-type: none"> - Motion to approve financial statements made by J. Seeman & seconded by V. McAuley - Funding available for reimbursed travel to November Roundtable (ferry tickets & mileage)
	<p>Communications Committee (Newsletter/Regional Reps/PAAL)</p> <ul style="list-style-type: none"> - Past-president email address: aabc.pastexec@gmail.com - Roundtable Meeting: Sunday November 3, 2019 from 11am-4pm at the Jewish Museum and Archives in Vancouver, BC. <ul style="list-style-type: none"> o Please RSVP with yes/no, dietary restrictions, and travel expenses o Due to limited availability of Past-Executives, the handover meeting has been cancelled for this year. In future, the outgoing Secretary will schedule the handover meeting at or near the annual conference/AGM o Catering options forthcoming o V. McAuley to create Google Drive folders for meeting minutes and conference planning
<p>7. Committee and Program Reports</p>	<p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - No updates <p>Membership & Conference Committees</p> <ul style="list-style-type: none"> - AABC Conference 2020 - Venue TBD - Traditionally, the conference location alternated between the Lower Mainland and Vancouver Island – because last year's conference was in the Lower Mainland, this year's conference will likely be held on Vancouver Island - Please send conference location ideas to V. McAuley <p>First Nations Advisory Committee</p> <ul style="list-style-type: none"> - No updates <p>AABC & GLAM</p> <ul style="list-style-type: none"> - Meeting to be held on Friday October 18, 2019
<p>8. Adjournment</p>	<p>Meeting adjourned at 11:10am</p>
<p>9. Next Meeting</p>	<p>Roundtable: Sunday November 3, 2019 at the Jewish Museum and Archives of BC (JMABC)</p>



AABC Executive Meeting & Roundtable Minutes

November 3, 2019 at 11am
at The Jewish Museum and Archives of BC

Present: A. Routtenberg (President); E. Wright (Past-President); J. Seeman (Vice-President); S. Gilkinson (Treasurer); V. McAuley (Secretary); K. Sloan (Member-at-Large); M. Spelley (Member-at-Large); A. Tarnawsky (Social Media Manager); N. Kapphahn (ACA@UBC Rep); and, L. Wilson (Past-President & Programs Committee Member)

Regrets: N/A

Executive Meeting
(11am-12:30pm)

1. Approval of Agenda	Approved by S. Gilkinson Seconded by J. Seeman
2. Approval of Meeting Minutes	Approved by K. Sloan Seconded by E. Wright
3. Business Arising	N/A
4. President's Report	<p>President's Message</p> <ul style="list-style-type: none">- Drafted- Will be sent to L. Snider for publication on website & circulation via listserv <p>AtoM Foundation SSHRC Letter</p> <ul style="list-style-type: none">- Being drafted- Will be circulated for Executive review (approval not necessary) <p>Strategic Planning</p> <ul style="list-style-type: none">- Was proposed at last year's Roundtable- Would involve the creation of a Committee of Past-Executive, Current Executives, and AABC Members, in addition to (ideally) a facilitator- Typically involves creation 1-, 5-, and 10-year plans for the association- J. Seeman has experience with this process- Current Executive decide that this process is a necessity- Action Items:<ul style="list-style-type: none">o A. Routtenberg to begin researching a strategic planning process and speaking to heritage professionals with experience in this work

	<ul style="list-style-type: none"> ○ V. McAuley to place a rolling item on the agenda and bring forward proposals for planning facilitator at upcoming budget meetings.
<p>5. Vice-President and Programs Committee Report</p>	<p>AABC & GLAM</p> <ul style="list-style-type: none"> - At last meeting, it was proposed that the 2020 Symposium be linked with the Canadian Museums Association's October Conference (theme: Climate Change) - AABC's proposed Disaster/Emergency Recovery workshop would complement GLAM Symposium & Museum Association Conference - MOU was signed in 2017 and is up for renewal – current proposal: sign continuance MOU until Terms of Reference and goals can be enhanced, and more partners can (potentially) be added. - Awareness that 2021 is BC's 150, and that signing the MOU then can coincide well with funding opportunities and Heritage Awareness work <p>AABC & GLAM (Current Executive Response to J. Seeman Report)</p> <ul style="list-style-type: none"> - AABC Executive Committee agreed with the ideas proposed at the GLAM meeting - Brainstorming potential partners: performance arts groups, Heritage BC, BC Historical Federation, genealogical societies; First Peoples' Cultural Council; Vancouver Opera - Potential collaborations between GLAM groups re: BC Public Library Summer Reading Program – AABC raised concerns re: coordinating and funding - AABC ideas for GLAM collaborations: <ul style="list-style-type: none"> ○ Moving focus away from public programming/outreach and towards preservation (digital & analog); acquisition; linked-data; open-data; etc. ○ Moving symposium focus away from ongoing projects and towards case-studies & collaborative problem solving ○ Interest in: roundtables, workshops, networking events, community strengthening, building trust across heritage sectors, collaborations that strengthen all partners, and archival learning <p>DHCP Funding</p> <ul style="list-style-type: none"> - Applications opened: October 15, 2019 - Application deadline: January 7, 2020 - Brainstorming DHCP Application Projects: <ul style="list-style-type: none"> ○ Memory BC Workshops ○ FOI/Privacy

	<ul style="list-style-type: none"> ○ Archiving 101 (both for First Nations and for wider audiences) ○ Webinars
<p>6. Treasurer & Finance Committee Report</p>	<p>Budget</p> <ul style="list-style-type: none"> - Begin thinking about what we would like to include in the upcoming budget - A formal call for input will be circulated at the beginning of January (deadline: end of January) - Results of input will be discussed and brought to the Executive, financial committee, and program committee <p>Wild Apricot Implementation</p> <ul style="list-style-type: none"> - We have opted for a one-year subscription - Cheque will be signed and mailed in the next few weeks - A new method will be needed for processing credit card payments - New contractor time reporting: contractors will communicate time-estimates to S. Rathjen. S. Rathjen & S. Gilkinson will approve time and send out cheques. <p>Vacation</p> <ul style="list-style-type: none"> - Please note S. Gilkinson will be on vacation from November 12-19, 2019
<p>7. Committee and Programs Report</p>	<p>Communications Committee (Newsletter, Regional Reps, PAAL)</p> <ul style="list-style-type: none"> - Proposal to create promotional material to be brought to Roundtable - Proposal to re-establish the Newsletter will be brought to the Roundtable <p>Grants & Nominations Committee</p> <ul style="list-style-type: none"> - Please begin recruiting for Member-at-Large 2 and Vice-President positions <p>Membership & Conference Committee</p> <ul style="list-style-type: none"> - AABC Conference will be held on Vancouver Island in April 2020 - UVic and Royal Roads University are being considered for conference venues - Transit options will be considered by the Executive <p>First Nations Advisory Committee</p> <ul style="list-style-type: none"> - Terms of Reference are being established



	<ul style="list-style-type: none">- Questions re: serving those outside of the AABC's membership – this committee works best when it reaches out to communities who are not represented in the AABC membership- M. Spelay will attend the First Nations Public Service Secretariat Conference next week on behalf of the AABC- M. Spelay is working to secure committee chair for after her term with the AABC ends in May- Terms of Reference and procedures created by FNAC may be used to create Ad Hoc Committee procedures at the 2020 AABC Conference
8. Meeting Adjourned	Meeting adjourned at 12:37pm
9. Next Meeting	December 10, 2019

Roundtable Meeting

(1:30pm-3:30pm)

Present: A. Routtenberg (President), E. Wright (Past-President); J. Seeman (Vice-President); V. McAuley (Secretary); K. Sloan (Member-at-Large); M. Spelay (Member-at-Large); A. Tarnawsky (Social Media Manager); N. Kappahn (ACA@UBC Rep); L. Wilson (Past-President & Programs Committee Member); L. Snider (BC Archival Network Service & Website Administrator); L. Glandt (Archival Education and Advisory Service); and, M. Otte (Membership Committee Member)

Regrets: S. Gilkinson (Treasurer); and, S. Rathjen (Membership Committee Chair)

1. Approval of Agenda	Approved by A. Tarnawsky Seconded by J. Seeman
2. Housekeeping	N/A
3. Executive Reports	AABC Annual Conference <ul style="list-style-type: none">- On Vancouver Island in April- Division of revenue with ARMA has been contentious – AABC has suggested that revenue should not be divided equally due to effort/participant divisions, but ARMA has not been receptive to this in the past- L. Glandt will be leading a pre-conference workshop- Notify A. Tarnawsky of social media needs- Aiming to begin promoting conference in January (allows organizations to budget for staff attendance)

	<ul style="list-style-type: none"> - Theme needs to be decided – please let Executive know if you have any ideas - Potential pre-conference workshop: ½ day on Memory BC use <p>GLAM/MOU</p> <ul style="list-style-type: none"> - Request for input from partner organizations - Potentially bringing in other associations as part of the partnership - Symposium will be held in October 2020 in conjunction with the Museum Association conference in Surrey - Potential to include AABC Disaster Recovery Workshop along with the symposium <p>DHCP Funding Application</p> <ul style="list-style-type: none"> - Looking for proposal ideas for the 2020 application - Growing number of training/workshop requests - Workshops are getting an increasing number of international students - At present, the AABCs DHCP funded workshops have had 113 participants from 59 First Nations communities/organizations, and facilitated 12 site visits - Demand for more “on-the-ground” training - L. Glandt to provide feedback report on this year’s DHCP workshops - L. Glandt can provide any/all resources she used/created for the workshops to the Executive - Ideas for future funding: <ul style="list-style-type: none"> o Taking L. Glandt’s existing workshops and providing it in the North East Central Region (Fort St. John) & Haida Gwaii o Week-long bootcamp workshop o Increasing site-visits o Memory BC workshops <p>Webinars</p> <ul style="list-style-type: none"> - Interest in re-vitalizing our webinars - They were cancelled in 2018 due to lack of hosting platform - UVic may have a platform that we can use - Vevo had expressed interest in hosting our webinars, but L. Glandt has had difficulty reaching them - Other options: <ul style="list-style-type: none"> o Social Media o BCMA o GLAM MOU o CCA/Adobe Connect o Zoom

<p>4. BC Archival Network Service & Website Update</p>	<p>Report</p> <ul style="list-style-type: none"> - Increase in work and interest - Google Analytics cannot be accessed – L. Snider to follow up - In coming years, workload may need to be re-evaluated as L. Snider's services become increasingly-in demand
<p>5. Finance Committee Update</p>	<p>Wild Apricot</p> <ul style="list-style-type: none"> - Wild Apricot implementation continues - More information forthcoming
<p>6. Communications Committee Report</p>	<p>Updated Social Media Strategy</p> <ul style="list-style-type: none"> - FB gained 73 likes & 155 followers (total: 708) - Twitter gained 112 followers (total: 204) - Impressions on Twitter: 262% increase over the past 1.5 years - Strategy involves following all member orgs, re-tweeting member orgs (especially TBT posts), & promoting member/community events <p>Promotional Material</p> <ul style="list-style-type: none"> - Interest in creating AABC promotional material - Seeking volunteer for graphic design work - Requires budget - Could provide opportunity for member institutions to highlight their holdings (for use in promo material design) - Ideas for promotional material: <ul style="list-style-type: none"> o how to become an archivist o jobs in archives o bookmarks o brochures o magnets o business cards o pamphlet o booklet <p>Newsletter</p> <ul style="list-style-type: none"> - Desire to re-instate newsletter - General interest in increased outreach - Implementation may be tied to strategic plan - Brainstorming: <ul style="list-style-type: none"> o Comings/goings of staff positions around the province o Ongoing projects o Things to do o Celebrating Archival Work o Highlighting Regional Reps o Highlighting GLAM partnerships

	<ul style="list-style-type: none"> ○ Discussing GLAM partnership ○ Discussing DHCP ○ Highlighting behind-the-scenes work of archives & AABC
7. Membership Committee Update	<p>Wild Apricot Implementation</p> <ul style="list-style-type: none"> - Implementation initiated - Site population begins in a few weeks - Data will be migrated from old system - We will switch distance ed course payment from GitHub – details of migration forthcoming
8. Programs Committee Update	<p>BC Arts Council Funding</p> <ul style="list-style-type: none"> - Application submitted to BC Arts Council for Disaster Recovery & Preservation Planning Workshop - Decision will be made public in January 2020 - Collaboration with BC HERN (Heritage Emergency Response Network) <p>CCI</p> <ul style="list-style-type: none"> - Grant application submitted for Digital Preservation workshops - Decision will be made public in January 2020 - To be hosted in Campbell River
9. First Nations Advisory Committee Update	<p>Report</p> <ul style="list-style-type: none"> - Terms of Reference are being created - Final draft will be made available to the executive shortly
10. Grants and Nominations Committee	<p>Elections</p> <ul style="list-style-type: none"> - Please begin recruiting for 2020/2021 election (Member-at-Large & Vice-President) - Note: the election cycle has become 2019/2020-heavy
11. Database Committee	<p>Report</p> <ul style="list-style-type: none"> - This committee is no longer active - Committee will be removed from website and future meeting agendas
12. Other Items of Business	<p>CCA</p> <ul style="list-style-type: none"> - General Assembly in November 2020 - Has offered support in implementing Wild Apricot – may be a resource



13. Adjournment	Meeting adjourned at 3:37pm
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AABC Executive Meeting Minutes

December 10, 2019 at 10:30am

Via Teleconference

Present: A. Routtenberg (President); V. McAuley (Secretary); K. Sloan (Member-at-Large); and, M. Spelley (Member-at-Large)

Regrets: J. Seeman (Vice-President); E. Wright (Past-President); and, S. Gilkinson (Treasurer)

1. Approval of Agenda	N/A
2. Approval of Meeting Minutes	N/A
3. Business Arising	N/A
4. President's Report	<p>President's Message</p> <ul style="list-style-type: none"> - Forthcoming <p>AtoM Foundation SSHRC Letter</p> <ul style="list-style-type: none"> - No update - To be removed from agenda <p>Strategic Planning</p> <ul style="list-style-type: none"> - Vantage Point is a consultancy company that works with the Vancouver Heritage Foundation – they might be a good fit for strategic planning activities - Different packages are offered, ranging from \$1,500-5,000+ <p>CCA AGM (November 27, 2019)</p> <ul style="list-style-type: none"> - A. Routtenberg presented an AABC report - Two provinces have had their provincial funding cut and are moving to a funding model similar to the AABC's <p>Royal BC Museum Focus Group</p> <ul style="list-style-type: none"> - A. Routtenberg and J. Seeman participated in the Royal BC Museum's Focus Group - Much of the conversation was museum-related and little discussion was had re: archives <p>Recruiting</p> <ul style="list-style-type: none"> - A. Routtenberg may have found an interested person to fill the MAL or VP position for the 2020 election

5. Vice-President & Programs Committee Report	Updated deferred to Jan 2020 meeting
6. Treasurer & Finance Committee Report	<p>Budget</p> <ul style="list-style-type: none"> - Update deferred to Jan 2020 meeting <p>Wild Apricot/Payment Processing System</p> <ul style="list-style-type: none"> - The executive voted in favour of the use of Wild Apricot for our payment processing system
7. Committee and Program Reports	<p>Communications Committee (Newsletter/Regional Reps/PAAL)</p> <ul style="list-style-type: none"> - Archives Week <ul style="list-style-type: none"> o Deferred to Jan 2020 meeting <p>Grants & Nominations Committee</p> <ul style="list-style-type: none"> - Update deferred to Jan 2020 meeting <p>Membership & Conference Committees</p> <ul style="list-style-type: none"> - Update deferred to Jan 2020 meeting <p>First Nations Advisory Committee</p> <ul style="list-style-type: none"> - Terms of Reference almost complete - Committee is reaching out to SUPP re: leadership transition - Executive support requested for creating a section on relationships to Executive & funding <ul style="list-style-type: none"> o A. Routtenberg suggested that two lines be added: “committee reports to executive through <u>(executive committee member)</u>” & “committee may request budgetary funds for honoraria, sponsorship, etc. before money is spent (subject to executive approval)”. o A. Routtenberg also suggested that the committee sponsor an award at conferences <p>Programs Committee</p> <ul style="list-style-type: none"> - Update deferred to Jan 2020 meeting <p>L. Glandt</p> <ul style="list-style-type: none"> - Seeking approval for DHCP 2020-2021 grant application (Haida Gwaii & Fort St. John) – using Prince Rupert Workshop format - Note: workshop fees may be higher due to travel costs associated with each location - Executive voted in favour of DHCP 2020-2021 grant application for Haida Gwaii & Fort St. John workshops - J. Seeman to aid in the application process



	L. Snider - Google Analytics Account has successfully been transferred to L. Snider
8. Adjournment	Meeting adjourned at 10:55am
9. Next Meeting	January 21, 2020

AABC Executive Meeting Minutes

January 21, 2020 at 10:30am

Via Teleconference

Present: J. Seeman (Vice-President); S. Gilkinson (Secretary); V. McAuley (Secretary); K. Sloan (Member-at-Large); and, M. Spelley (Member-at-Large)

Regrets: E. Wright (Past-President); and, A. Routtenberg (President)

1. Approval of Agenda	Approved by J. Seeman Seconded by S. Gilkinson
2. Approval of Meeting Minutes	November (Roundtable): <ul style="list-style-type: none"> - Approved by J. Seeman - Seconded by S. Gilkinson December: <ul style="list-style-type: none"> - Approved by K. Sloan - Seconded by V. McAuley
3. Business Arising	BC Museum Association <ul style="list-style-type: none"> - Providing bursary for Family Day activities for Heritage Institutions - Notification will be circulated to AABC Membership - BC Family Day 2020: February 17, 2020 Wild Apricot <ul style="list-style-type: none"> - Wild Apricot is switching our website hosting - While testing continues, we will need to maintain hosting from our current service provider - We will pay the \$45 invoice to our current service provider and may seek reimbursement as we transition to Wild Apricot
4. President's Report	President's Message – postponed Strategic Planning – postponed <ul style="list-style-type: none"> - S. Gilkinson requires budget information for hiring a strategic planning consultant
5. Vice-President and Programs Committee Report	Wild Apricot <ul style="list-style-type: none"> - Membership committee continues to test the platform and hopes to be live by the end of February 2020

	<p>Webinars</p> <ul style="list-style-type: none"> - BCMA Zoom Platform Collaboration <ul style="list-style-type: none"> o J. Seeman & L. Glandt will be liaising to put together a webinar o Updates forthcoming <p>AABC & GLAM</p> <ul style="list-style-type: none"> - January meeting postponed until results from AABC BC Arts Council Grant Application are received (end of January) - MOU is up for renewal – any ideas for additional partners should be brought to J. Seeman <p>AABC Conference</p> <ul style="list-style-type: none"> - Conference will be held at Royal Roads University on May 8, 2020 (pre-conference workshops offered May 7, 2020) - Livestream capabilities available - ARMA & AABC have been working towards a theme (possibly “Deconstructing and Building Metadata”) & pre-conference workshop (possible “Memory BC Walkthrough”) - Executive assistance is required in brainstorming potential themes/workshops, conference names, and joining conference committee - V. McAuley and K. Sloan joined conference committee
<p>6. Treasurer & Finance Committee Report</p>	<p>Financial Reports</p> <ul style="list-style-type: none"> - Executive voted to approve financial reports up to December 31, 2019 <p>Wild Apricot</p> <ul style="list-style-type: none"> - Membership Committee continues testing - S. Gilkinson & K. Blimkie have removed American Express as a payment option through Wild Apricot due to extra fee and paperwork required to initiate. American Express has not been a frequently used payment method. <p>2020 Budget Tentative Timeline</p> <ul style="list-style-type: none"> - Contractors to report “wish lists” for the upcoming year (Due: January 24, 2020) - Wish lists will be reviewed by the Programs Committee - S. Gilkinson & K. Blimkie to create draft budget - Draft budget to be circulated to Executive & Budget Committee (approx. February 14, 2020) - Budget Meeting (Feb 16, 2020 – 1pm-3pm at City Centre Library, Surrey) <ul style="list-style-type: none"> o Required attendees: S. Gilkinson, K. Blimkie, & J. Seeman; however, all Executive and Budget Committee members are welcome

	<ul style="list-style-type: none"> - 2nd budget draft to be created & circulated to executive for approval - J. Seeman & S. Gilkinson to work on new contracts for contractors - All must be finished by <u>end of March 2020</u>
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/PAAL)</p> <ul style="list-style-type: none"> - Group Photo - Archives Awareness Week (April 6-12, 2020) and BC Archives Awareness Week (November) to recur on monthly executive agenda to brainstorm activities and themes for upcoming year. The executive would not like to create a specific committee - Promotional Material anticipated expenses to be suggested for a budget line item <p>Grants & Nominations Committee</p> <ul style="list-style-type: none"> - Recruiting for MAL & VP positions - Any interested parties should be given M. Spelley's email address <p>Membership & Conference Committee</p> <ul style="list-style-type: none"> - AABC Conference 2020: Royal Roads University, March 7-8, 2020 <p>First Nations Advisory Committee</p> <ul style="list-style-type: none"> - No updated <p>Programs Committee</p> <ul style="list-style-type: none"> - No updated <p>L. Glandt</p> <ul style="list-style-type: none"> - EAS Final Report (2018-2020) <ul style="list-style-type: none"> o No Executive comments or edits - EAS Final Report (2019-2020) <ul style="list-style-type: none"> o Final financial reporting to occur later this year - EAS Proposed Workplan/Budget (2020-2021) <ul style="list-style-type: none"> o J. Seeman & S. Gilkinson to provide comments - EAS Custom Training Workshops <ul style="list-style-type: none"> o Executive is happy for L. Glandt to proceed as with other workshop requests - Revised CCI Workshop Budget <ul style="list-style-type: none"> o Executive voted in favour of registration fee including lunch - Webinar/Education Survey Report <ul style="list-style-type: none"> o No Executive comments or edits o Executive looks forward to hearing about L. Glandt's meeting with BCMA - Indigitization Partnership Workshop <ul style="list-style-type: none"> o Moved to April 1-3, 2020



	<ul style="list-style-type: none">○ Executive looks forward to hearing more information as it becomes available
8. Adjournment	Meeting adjourned at 11:18am
9. Next Meeting	February 18, 2020 at 10:30am

AABC Executive Meeting Minutes

February 18, 2020 at 10:30am

Via Teleconference

Present: A. Routtenberg (President); E. Wright (Past-President); J. Seeman (Vice-President); S. Gilkinson (Treasurer); V. McAuley (Secretary); K. Sloan (Member-at-Large); and, M. Spelley (Member-at-Large)

Regrets: N/A

1. Approval of Agenda	Approved by J. Seeman Seconded by M. Spelley
2. Approval of Meeting Minutes	Approved by S. Gilkinson Seconded by J. Seeman
3. Business Arising	N/A
4. President's Report	President's Message - Drafted ACA - Official report created to accompany AGM provincial report CCA - No recent teleconferences - L. Snider reported on difficulties adding information to Memory BC - Inquiry to be made re: L. Snider AAO budget
5. Vice-President and Programs Committee Report	Webinars - L. Glandt and J. Seeman met with BCMA to discuss webinar partnerships 2020-2021 - No immediate concerns re: cost due to Lucidea's sponsorship of BCMA - Awaiting information re: registration details based on Arts BC/BCMA partnership - L. Glandt & J. Seeman to decide on 3 webinar topics for 2020-2021 based on L. Glandt's survey AABC & GLAM - Next meeting: February 20, 2020 - To be discussed: GLAM symposium (where & when)

	<ul style="list-style-type: none"> - J. Seeman to request information on GLAM MOU structure & troubleshooting on behalf of M. Spelley <p>AABC Conference</p> <ul style="list-style-type: none"> - Royal Roads University, May 8, 2020 - Revised and renewed contract given to ARMA Vancouver Island for signature (includes increase in post-conference timeline for paperwork and stipulation of ARMA VI financially contributing to K. Blimkie's conference hours budget) - K. Sloan to follow-up with past MAL to discuss previous year's sponsorship levels information - Seeking presentation proposals <p>Grants</p> <ul style="list-style-type: none"> - BC Arts Council Grant was successful - Disaster Management workshop forthcoming
<p>6. Treasurer & Finance Committee Report</p>	<p>January Financial Reports</p> <ul style="list-style-type: none"> - No Executive comments - Approximately \$5,000 in outstanding payments to be included in February report - Executive voted to approve January financial reports <p>Budget</p> <ul style="list-style-type: none"> - Final approval meeting: February 25, 2020 - Major changes: deficit has been reduced from \$13,000+ to under \$12,000 due to projected increase in revenue (+\$1,000), reducing DHCP coffee break budget, and adjusting contractor hours - One line added for promotional material (\$200) - 2% raise in contractor hourly wages - Next steps: J. Seeman to create contractor 2020-2021 contracts
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/PAAL)</p> <ul style="list-style-type: none"> - Group Photo - Archives Week Planning (June 9, 2020 Archives Day/November 2020 BC Archives Awareness Week) - Newsletter <p>Grant & Nominations Committees</p> <ul style="list-style-type: none"> - Recruiting for MAL & VP positions - Membership Committee requires a successor for S. Rathjen <p>Membership & Conference Committee</p> <ul style="list-style-type: none"> - No updates

	<p>First Nations Advisory Committee</p> <ul style="list-style-type: none"> - Discussions with First Peoples' Cultural Council continue - Letter of Endorsement for FPCC documents, and MOU in progress - Letter of Endorsement will be drafted and submitted for executive review & President and/or VP signature(s) - Committee is currently presenting feedback on Terms of Reference document and will submit to executive for review - Future steps: announcement of partnership (digitally and at AABC Conference) - Proposal to extend complimentary AABC conference attendance to FPCC & host in-person meeting - J. Seeman to inquire re: BCMA interest in ongoing AABC/FPCC discussions - Committee to discuss procedures for establishing new committee chair as M. Spelley's MAL term comes to a close <p>Programs Committee</p> <ul style="list-style-type: none"> - CCI Grant Application ongoing - AABC Conference Workshop: Archives 101, adapted from DHCP workshop – may specifically appeal to Indigenous Communities and Archives with Indigenous Community connections <p>Wild Apricot</p> <ul style="list-style-type: none"> - Testing continues - Rollout expected beginning of March
8. Adjournment	Meeting adjourned at 11:16am
9. Next Meeting	<p>Budget Meeting: February 24, 2020 at 10:30am</p> <p>Executive Meeting: March 17, 2020 at 10:30am</p>

AABC Executive Meeting Minutes

March 17, 2020 at 10:30am

Via Teleconference

Present: A. Routtenberg (President); J. Seeman (Vice-President); V. McAuley (Secretary); and, K. Sloan

Regrets: E. Wright (Past-President); S. Gilkinson (Treasurer); and, M. Spelley (Member-at-Large)

<p>1. Approval of Agenda</p>	Approved by J. Seeman Seconded by K. Sloan
<p>2. Approval of Meeting Minutes</p>	N/A
<p>3. Business Arising</p>	N/A
<p>4. President's Report</p>	No report at this time
<p>5. Vice-President and Programs Committee Report</p>	<p>AABC & GLAM</p> <ul style="list-style-type: none"> - Visioning meeting postponed - Meeting proposed to connect with potential incoming MOU partners (First Nations, Arts & Heritage orgs, etc.) - Aim to re-sign MOU mid-2020 - Note: BC's 150 Anniversary upcoming (2021) – proposals to administer grant money and distribute funds across BC Heritage Institutions - Meeting with GLAM & L. Weir (LAC) cancelled - Proposal for the AABC to put forward \$350 towards MOU partnership visioning <p>AABC Conference</p> <ul style="list-style-type: none"> - AABC/ARMA VI in-person conference to be cancelled due to COVID-19 - A. Routtenberg & J. Seeman to investigate potential to run conference talks & AGM digitally – update to be provided at next Executive meeting - J. Seeman to work with L. Glandt to provide conference update to members/attendees - A. Routtenberg to discuss constitutional requirements for potentially postponing AGM with E. Wright - Existing agreement with ARMA Vancouver Island to be nullified

	<p>Grants</p> <ul style="list-style-type: none"> - DHCP final reports (2018-2020) have been submitted <p>Contractor Contracts</p> <ul style="list-style-type: none"> - J. Seeman and S. Gilkinson are reviewing contractor contracts
6. Treasurer & Finance Committee Report	Deferred to April meeting
7. Committee and Program Reports	<p>Communications Committee (Newsletter/Regional Reps/PAAL)</p> <ul style="list-style-type: none"> - Group Photo - Archives Week Planning (June 9, 2020 Archives Day & November 2020 Archives Awareness Week) - Newsletters - ACA information re: closing the archives due to COVID-19 to be circulated by A. Routtenberg for A. Tarnawsky for FB/TW <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - Recruiting for MAL & VP positions - C. Powell to chair the Membership Committee once S. Rathjen steps down <p>Membership & Conference Committees</p> <ul style="list-style-type: none"> - No update <p>First Nations Advisory Committee</p> <ul style="list-style-type: none"> - Terms of Reference are under review - First Peoples' Cultural Council Letter of Endorsement has been drafted and is under review by J. Seeman <p>Programs Committee</p> <ul style="list-style-type: none"> - No update <p>Wild Apricot</p> <ul style="list-style-type: none"> - Live (aabc.ca/membership) - Auto-renewal reminders have been sent out <p>L. Glandt Updates</p> <ul style="list-style-type: none"> - Distance Ed course registration for “Into Archival Practice” is now closed with 45 registrants (23 members/22 non-members), registration revenues are \$19,050.00. Course starts mid-April - The “Archives 101” workshop that I was teaching as part of the larger Indigitization workshop on April 8 in Kelowna has been postponed due to COVID-19. Unclear if rescheduling is

	<p>possible. L. Glandt to discuss and create a plan for dealing with hotel/flight bookings</p> <ul style="list-style-type: none"> - Archives 101 for Indigenous Organizations in Merritt (March 30-31, 2020) postponed due to COVID-19 - Executive requests the postponing of CCI Workshop (May 27-28, 2020) due to COVID-19 - J. Seeman to send an update on EAS budget/workplan; conference updates; and, executive webinar topic feedback <p>Webinars</p> <ul style="list-style-type: none"> - Executive agrees to \$20/month webinar service fee - Executive proposes the following as training topics (in no particular order) <ul style="list-style-type: none"> o AABC/ARMA Joint Training Topics: Outreach, Social Media, Communications, and Publicity; Community Engagement and Partnership; GLAM Cross-Sector Initiatives; Diversity in Archives/Marginalized Voices in Archives Collections (LGBTQQIAA2S+ Communities, Indigenous Communities, etc.); and, Decolonization Initiatives. o AABC Training Topics: Appraisal; How to Manage Small Archives; Getting Started & Setting Up Archives; Overview of Archives Hardware and Software; DIY Preservation/Supplies (linked to basic conversation tips for small budgets); Managing Different Types of Records/Best Practices; Digital Preservation Workflows/Best Practices; Managing Digital Collections; Copyright; and, FOI/Privacy/Access
8. Adjournment	Meeting adjourned at 11:22am
9. Next Meeting	April 21, 2020 at 10:30am

AABC Executive Meeting Minutes

April 21, 2020 at 10:30am

Via Teleconference

Present: J. Seeman (Vice-President); E. Wright (Past-President); S. Gilkinson (Treasurer); V. McAuley (Secretary); K. Sloan (Member-at-Large); and M. Spelley (Member-at-Large)

Regrets: A. Routtenberg (President)

1. Approval of Agenda	Approved by J. Seeman Seconded by K. Sloan
2. Approval of Meeting Minutes	<p>February 18, 2020</p> <ul style="list-style-type: none"> - Approved by J. Seeman - Seconded by S. Gilkinson <p>March 17, 2020</p> <ul style="list-style-type: none"> - Approved by K. Sloan - Seconded by J. Seeman
3. Business Arising	N/A
4. President's Report	Deferred to May 2020 meeting
5. Vice-President and Programs Committee Report	<p>AABC & GLAM</p> <ul style="list-style-type: none"> - On hold during COVID-19 <p>AABC Conference</p> <ul style="list-style-type: none"> - Will be held May 8th, 2020 from 10am-12pm - 4 speakers (30 minutes each) - L. Glandt to moderate - Address to be given by President/Vice-President <p>Grants</p> <ul style="list-style-type: none"> - DHCP going forward with flexible timeline - BC Arts Council – project postponed for the time being <p>Contractor Contracts</p> <ul style="list-style-type: none"> - All contractors have signed and submitted their contracts <p>Webinars</p> <ul style="list-style-type: none"> - Member BC refreshed course to be held - Appraisal topic proposed for early June

	<ul style="list-style-type: none"> - BCMA join webinar discussions forthcoming <p>AGM</p> <ul style="list-style-type: none"> - Executive to review possibility of e-voting (survey monkey, notice required, communications guidelines, etc.) - Aiming to hold AGM no later than July 2020 - M. Spelley will remain on Executive until AGM vote can be held <p>L. Glandt</p> <ul style="list-style-type: none"> - J. Seeman to provide updates to L. Glandt on: EAS budget/workplan; conference updates for the website; and, Executive's webinar topic feedback
<p>6. Treasurer and Finance Report</p>	<p>February 2020 Financial Reports</p> <ul style="list-style-type: none"> - Approved by V. McAuley - Seconded by J. Seeman <p>Year-End Financials</p> <ul style="list-style-type: none"> - Review of 2018/2019 financials to occur at 2020 AGM - S. Gilkinson has postponed June 2020 financial review due to COVID-19 meeting limitations <p>Archives Marketplace Pricing</p> <ul style="list-style-type: none"> - Request has been received for Lucidea to purchase advertising space on our website through Marketplace - Executive had previously discontinued Marketplace sponsorship opportunities due to lack of revenue - Counteroffer for webinar sponsorship has been proposed (\$50/webinar) - S. Gilkinson to follow-up on request
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/PAAL)</p> <ul style="list-style-type: none"> - Archives Week Planning (June 9, 2020 Archives Day & November 2020 Archives Awareness Week) - Newsletter/Promotional Materials – expecting Post-AGM rollout - SVIRG Contact Info <ul style="list-style-type: none"> o K. Sloan to inquire re: membership contract information change procedure o Membership Committee should have access to, and be responsible for, membership contact information <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - Nominations forms to be submitted from 2020-2021 executive committee nominees

	<ul style="list-style-type: none">- E-signatures to be considered as needed <p>Membership & Conference Committees</p> <ul style="list-style-type: none">- No updates <p>First Nations Advisory Committee</p> <ul style="list-style-type: none">- Terms of Reference under review- First Peoples' Cultural Council Letter of Endorsement in progress- Potential GLAM MOU partnership & visioning exercise participation- L. Glandt is working on developing Indigenous Archivist information for the Archives Toolkit <p>Programs Committee</p> <ul style="list-style-type: none">- CCI workshop postponed until October 20-21, 2020
8. Adjournment	Meeting adjourned at 11:23am
9. Next Meeting	May 19, 2020 at 10:30am



AABC Executive Meeting Minutes

May 19, 2020 at 10:30am

Via Zoom Conference

Present: A. Routtenberg (President); J. Seeman (Vice-President); S. Gilkinson (Treasurer); V. McAuley (Secretary); M. Spelay (Member-at-Large); and, K. Sloan (Member-at-Large)

Regrets: E. Wright (Past-President)

1. Approval of Agenda	Approved by J. Seeman Seconded by S. Gilkinson
2. Approval of Meeting Minutes	Approved by J. Seeman Seconded by S. Gilkinson
3. Business Arising	<p>AGM</p> <ul style="list-style-type: none">- AGM Package/Voting<ul style="list-style-type: none">o Proxy-Voting form will be included in packageo Membership will be notified of atypical AGM voting procedures, including process for proxy voting if neededo Voting will be held over Zoom (sharing Survey Monkey link, through chart/zoom poll, or through zoom “raise-hand” function)o E-Voting is allowed under exceptional circumstances- By-Law Changes<ul style="list-style-type: none">o No by-law changes- Select Date<ul style="list-style-type: none">o Tentative: Wednesday June 17, 2020 at 1pm- Election<ul style="list-style-type: none">o K. Sloan to contact potential VP nomineeo A. Routtenberg to continue on executive as Past-Presidento To re-balance executive turn-over, Treasurer or Secretary should consider staying on for a third year (committing to a second, two-year term and resigning after year one)o M. Spelay to investigate election procedure via Zoom (elections are typically performed in-person)
4. President's Report	No updates

<p>5. Vice-President and Programs Committee Report</p>	<p>Webinars</p> <ul style="list-style-type: none"> - Next webinar is being advertised - BCMA webinar re: post-pandemic recovery link to be made available on our website <p>Wild Apricot</p> <ul style="list-style-type: none"> - Dual-membership issues are being ironed out <p>Workshops</p> <ul style="list-style-type: none"> - 4 upcoming 2020 workshops to be rescheduled - Archives 101 to be postponed
<p>6. Treasurer & Finance Committee Report</p>	<p>Archives Marketplace</p> <ul style="list-style-type: none"> - No update <p>April Financial Report</p> <ul style="list-style-type: none"> - Update & Vote deferred to next meeting <p>Donations</p> <ul style="list-style-type: none"> - Far fewer donations have been received than anticipated - These donations fund our UBC scholarships - Proposed solutions: requesting donations via the newsletter & regional representatives, or potential donation drive or symposium (linked to Archives Awareness Week – Fall 2020, with focus on archival users)
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/ PAAL)</p> <ul style="list-style-type: none"> - Archives Week Planning <ul style="list-style-type: none"> o Archives Day: June 9th, 2020 (ideas: social media posts, call-out to membership to highlight their Archives Day initiatives) o 2020 BC Archives Awareness Week: November - Newsletter <ul style="list-style-type: none"> o 2020: 3 issues – Fall, Winter, & Spring/Summer o Call-out for proposals/content at AGM - SVIRG Contact Info <ul style="list-style-type: none"> o K. Sloan to follow-up - Membership Lists – Complete - Regional Representatives <ul style="list-style-type: none"> o Intent to increase connection with membership and Regional Reps in 2020-2021

	<ul style="list-style-type: none">○ Regional Representatives meeting to be held via Zoom○ Potential for creation of Regional Representatives Toolkit (including resources & reporting templates) and/or updated Terms of Reference (reporting & meeting guidance)○ Offer to facilitate regular regional meetings/social meetups on our Zoom platform <p>Grants & Nominations Committee</p> <ul style="list-style-type: none">- No updates <p>Membership & Conference Committee</p> <ul style="list-style-type: none">- No updates <p>First Nations Advisory Committee</p> <ul style="list-style-type: none">- No updates <p>Programs Committee</p> <ul style="list-style-type: none">- No updates
8. Adjournment	Meeting adjourned at 11:19am
9. Next Meeting	2020 Annual General Meeting: June 17, 2020 at 1pm