



**Executive Committee Meeting  
Minutes**

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**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

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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 liaison 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