



# Archives Association of British Columbia

*Honorary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

**AABC Annual General Meeting  
Saturday May 4<sup>th</sup>, 2013**

**Irving K. Barber Learning Centre, University of British Columbia  
Vancouver**



Photograph: National Council of Jewish Women Convention, 1954; Jewish Museum & Archives of BC; L.16927.

**Please remember to bring this package with you to the AGM**



## AGENDA

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**AABC Annual General Meeting  
Saturday May 4<sup>th</sup>, 2013  
Irving K. Barber Learning Centre, University of British Columbia  
Vancouver**

- 1. Approval of Agenda**
- 2. Approval of Minutes of April 21, 2012 Annual General Meeting**
- 3. Executive Reports**
  - 3.1 President
  - 3.2 Vice-President
  - 3.3 Treasurer
- 4. Committee and Program Annual Reports**
  - 4.1 Programs Committee (Education/Network/Preservation Services)
  - 4.2 Communications Committee & Regional Representatives
  - 4.3 Membership Committee
  - 4.4 Grants & Nominations Committees
  - 4.5 Conference Committee
- 5. Election of Executive Committee Members**
- 6. Other Business**
  - 6.1 Resolutions
- 7. Adjournment**

**Attachments**

- Budgets, 2012-2013; 2013-2014
- Proxy Voting Form



## Minutes

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Archives Association of British Columbia  
**Annual General Meeting**  
Saturday April 21, 2012

**Draft – Not Approved**

Executive and Membership of the Archives Association of British Columbia  
Location: Irving K. Barber Learning Centre, UBC  
1961 East Mall, Vancouver, BC V6T 1Z1

### Executive Committee:

Jane Morrison – President  
Christine Gergich – Treasurer  
Jennifer Pecho – Secretary  
Peter Johnson – Institutional Member at Large  
Deidre Brocklehurst – Individual Member at Large

### **1. Approval of Agenda**

Meeting was called to order at 10:42.  
Call for motion to approve the agenda.

George Brandak moved to approve the agenda, seconded by Jill Teasley.

Call for vote to accept the agenda. Motion carried.

### **2. Approval of Minutes of April 29, 2011 Annual General Meeting**

Call for motion to approve the minutes of the 2011 AGM.

Motion to approve the minutes of the 2011 Annual General Meeting was made by Suher Zaher-Mazawi and seconded by Ian Forsyth.

Call for vote to accept the 2011 AGM minutes. Motion carried.

### **3. Executive Reports**

#### **3.1 President**

Jane Morrison had no additional remarks to add to her report and thanked the Executive, Volunteers and Contractors for their work during her four years on the Executive Committee.

Call for motion to approve the President's report.

George Brandak moved to approve the President's report, seconded by Ian Forsyth.

Call for vote to accept the President's report. Motion carried.

### **3.2 Vice-President**

Jane Morrison spoke to the Vice-President's report in Courtney Mumma's absence. She noted Courtney Mumma's decision to resign from the Executive Committee after accepting a new job with Artefactual.

There was a question from the floor regarding the reason for Courtney Mumma's resignation. Peter Van Garderen addressed the question stating that in November Courtney Mumma had been offered a job as Systems Archivist with Artefactual, and, since Artefactual is a contractor of the AABC, it was felt that her employment with Artefactual and her position as Vice-President and then President of the AABC posed a conflict of interest.

Call for motion to approve the Vice-President's report.

Sarah Romkey moved to approve the Vice-President's report, seconded by Janine Johnston.

Call for vote to accept the Vice-president's report. Motion carried.

### **3.3 Treasurer and Finance Committee**

Christine Gergich added to her report that the Preliminary Financial Statement have been prepared by the AABC's accountant Karen Blimkie. There may be a few more adjustments before they go to EPR for review. Karen believes everything is mostly accounted for but EPR often makes some minor adjustments.

Net loss for the year was \$9452.55 versus a budgeted loss of \$8614.88, for a difference of \$777.67. Internal funding required to programs came in less than budgeted. However, Systems Support cost the AABC \$1181.60, which had not been budgeted for the 2011-2012 fiscal year.

The Reserve as of the end of March is \$100,000.

The switch to VanCity for banking services is almost complete. The HSBC account will be closed once all cash has been transferred and AABC's has reconciled the HSBC account. The customer service provided by VanCity is already a great improvement from HSBC.

A budget handout was created with last year's budget, for comparison.

There was a question from the floor regarding the practice of presenting the previous fiscal year's financial statements at the AGM. Christine Gergich and Jane Morrison noted that it related to the closeness in proximity to the end of the fiscal year and the AGM, and the need to prepare the financial statements.

Jane Morrison noted that EPR provides their services to the AABC at no cost and thanked them for their generosity in working with us.

A question was asked from the floor regarding why there was no budget information for the Conference. Christine Gergich noted that the 2013 conference budget will fall in the 2013-2014 budget rather than the 2012-2013 budget.

Call for motion to approve the 2010-2011 financial statements.

Lara Wilson moved to approve the financial statements of the AABC, as prepared by EPR Canada Group for the year ending March 31, 2011. Seconded by Jill Teasley.

Call for vote to accept the AABC financial statements. Motion carried.

Call for motion to re-engage EPR to undertake the financial review for 2011-2012.

Rita Mogyrosi moved to re-engage the public accounting group, Evancic Perrault Robertson (EPR) to undertake the financial review for 2011-2012, seconded by Ian Forsyth.

Call for vote to engage EPR to undertake the 2011-2012 financial review. Vote carried.

Call for motion to approve the Treasurer's report.

Sarah Romkey moved to accept the Treasurer's report, seconded by Rita Mogyrosi.

Call for vote to accept the Treasurer's report. Motion carried.

#### **4. Committee and Program Annual Reports**

##### **4.1 Programs Committee**

Jane Morrison added to the report that the 2012-2013 NADP Services Applications have been adjudicated and some further requested information has been submitted for consideration. She noted that the final contractors' reports for their work in 2011-2012 would be submitted at the end of April.

Call for motion to approve the Programs Committee report.

Suher Zaher-Mazawi moved to approve the Programs Committee report, seconded by George Brandak.

Call for vote to accept the Programs Committee report. Motion carried.

##### **4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)**

There were no additions to any of the Communication Committee member reports except that Jennifer Pecho noted that no report had been received from the Newsletter Committee for the 2011-2012 year.

Call for motion to approve the Communications Committee report.

Janine Johnston moved to approve the Communications Committee report, seconded by Sylvia Stopforth.

Call for vote to accept the Communications Committee report. Motion carried.

### **4.3 Membership Committee**

There were no additions to the Membership Committee report.

Call for motion to approve the Membership Committee report.

Suher Zaher-Mazawi moved to approve the Membership Committee report, seconded by George Brandak.

Call for vote to accept the Membership Committee report. Motion carried.

### **4.4 Grants Committee**

There were no additions to the Grants Committee report.

Call for motion to approve the Grants Committee report.

Jill Teasley moved to approve the Grants Committee report, seconded by Lara Wilson.

Call for vote to accept the Grants Committee report. Motion carried.

## **5. Election of Executive Committee Members**

### **5.1 Nominations Committee**

The following members have let their names stand for the following positions on the AABC Executive Committee:

- President (1 year term): Christine Gergich
- Vice President (2 year term, second term as President: Jennifer Yuhasz
- Treasurer (1 year term): Suher Zaher-Mazawi
- Secretary (2 year term): Cathryn Gasztonyi
- Institutional Member-at-Large (2 year term): Janet Turner

Peter Johnson presented each candidate and thrice called for additional nominations from the floor. No additional names were forwarded and all candidates were acclaimed to their respective positions.

Peter Johnson congratulated Christine, Jennifer, Suher, Cathryn and Janet on their new roles on the Executive Committee.

Sarah Romkey moved to approve the Nominations Committee's recommendations and Lara Wilson seconded the motion.

Call for vote to accept the Nominations Committee recommendations.

Janine Johnston moved to approve the Nomination Committee's report and Jill Teasley seconded the motion.

Call for vote to accept the Nominations Committee report. Motion carried.

## **6. Other Business**

### **6.1 2011 Archives Week**

It was confirmed that Archives Week would take place in the third week of November 2012 and that the theme would be in keeping with the 2012 Heritage Federation theme.

From the floor, Lara Wilson addressed the need for the Programs Committee and the Membership Committee to analyze the changing AABC membership over the past few years in order to help plan for service delivery in the coming years. Jane Morrison thanked Lara for her suggestion.

A question for the floor related to the content for Archives Week celebrations. The issue was discussed and it was noted that the Archives Society of Alberta makes suggestions for Archives Week events on its website.

### **6.2 2012 AGM and Conference**

It was noted that the AABC has been approached by the Northwest Archivist Group regarding the possibility of a joint conference. Regarding the formation of a conference committee, Jane Morrison noted that Patrick Ansah was still Chair of the committee and should be invited to establish a committee and get planning underway. It was pointed out that the conference can be a good opportunity to have SLAIS students participate in the AABC. It was also noted that it may be possible to work with the Musqueam Band on a joint workshop. Further discussion ensued about the use of the Barber Centre as a possible space, the timing of the conference and the possibility of a joint conference with ARMA BC.

### **6.3 Bank Signing Authority**

One addition was made to the other business. Christine Gergich asked that the addition of Suher Zaher-Mazawi as a signing authority for the AABC VanCity bank account #341677 be added to the minutes.

Jill moved that Suher Zaher-Mazawi be added as a signing authority to VanCity bank account #341677. Rita Mogyorosi seconded the motion.

Call for vote to add Suher Zaher-Mazawi as signing authority to VanCity bank account #341677. Motion carried.

George Brandak thanked the Executive Committee for their work in 2011-2012.

## **7. Adjournment**

Call for motion to adjourn the meeting.

Rita Mogyorosi moved to adjourn the meeting and Suher Zaher-Mazawi seconded the motion. Call for vote to accept the motion. Motion carried.

Meeting was adjourned at 11:14 am.

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## 2012-2013 AABC Annual Reports

### 3.1 President's Report – Christine Gergich

Dear colleagues,

What a year!

The first week into my term as President the loss of NADP was announced. I had just recruited a new Treasurer and taken on the role of President. Since my term as President was only one year I was planning to focus on some internal administrative and operational goals such as continuing work started to improve our membership process. Instead, the Executive immediately dissolved all our contracts so a new budget and contracts could be drafted. This involved reducing network, education and preservation services for the coming year and a different kind of planning began.

The AABC Executive appreciated the kind messages and support from the archival community over the past year. AABC is in better position financially than many of other provincial associations because of the work of past Executive in securing funds. This allowed the Executive to regroup and to accomplish the following:

#### **Finances**

We created 4 budgets (3 overall budgets and 1 conference budget).

Many thanks to Treasurer, Suher Zaher-Mazawi and the Finance Committee for all their hard work and dedication in creating a solid budget moving forward allowing AABC to maintain a consistent level of service for the next 3 years.

#### **Planning and Roundtable Meetings**

Executive organized and attended an all-day planning meeting in the fall of 2012 and a roundtable with our contractors and committee chairs in January 2013. We discussed a variety of topics which will impact AABC in the coming years including: board governance, programs, membership, revenue and cost recovery, advocacy, communications, partnership building and the 2013 conference.

#### **Relationship Building**

Vice President Jennifer Yuhasz and I spoke with or met with multiple stakeholders in the BC heritage community to continue relationship building and to explore potential AABC partnerships. This included the BC Museum Association, Irving Barber Learning Centre, SLAIS, Artefactual and Provincial Archivist Gary Mitchell. We also are pleased The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia will be the Honourary Patron for AABC.

#### **Programs and Workshops**

We had to reduce some of our education, preservation and network services. AABC was still able to deliver two successful workshops this year: Introduction to Archival Preservation and Managing Archival Photographs. We were also able to continue to support MemoryBC. I would like to thank our contractors Kelly Stewart (Education), David Mattison (Network), Rosaleen Hill (Preservation) and Karen Blimkie (Accountant) for their dedication to AABC and the archival community.



## **Membership Engagement**

The recent experience and advice from the BCMA helped us create a short survey for our membership. We had 26% of AABC membership participate.

## **Conference**

This year we were happy to partner with the North West Archivists for our annual conference. I thank AABC Conference Chair Patrick Ansah and the conference committee for the days of time committed to the success of this conference.

## **Fundraising**

We implemented Canadahelps on-line donations on the AABC website and launched a fundraising campaign to our membership. Canadahelps will make it easy for AABC to accept on-line donations for years to come.

I would like to thank the Executive and all AABC committees for their support and advice in a year of change and reflection for AABC; Cathryn Gasztonyi and Janet Turner for their communications and writing work; and especially Suher Zaher-Mazawi and Jennifer Yuhasz for helping to develop four budgets and three sets of contracts in one year while helping with conference details and reaching out to our stakeholders in the archival community!

This year AABC lost NADP funding and our preservation contractor Rosaleen Hill. I believe the next few years will be an opportunity for AABC to create a new vision and to build a sustainable future with new membership and service models.

Respectfully submitted,

Christine Gergich,  
President

### **3.2 Vice-President's Report – Jennifer Yuhasz**

This has been a very eventful year for the AABC. I wish to thank the executive, our contractors, all committee members and chairs, and especially Christine Gergich for her leadership during this difficult year. As chair of the Programs Committee, I have overseen the BC Archival Network Services, BC Preservation Services, and Education and Advisory Services. Please see the Programs Committee report following for a summary of the Services' activities during 2012-13.

As everyone is aware, the unexpected elimination of the National Archival Development Program (NADP) on April 30, 2012 created a challenge for this fiscal year, and will continue to have a major impact on the AABC from here on out. With this loss of funding, unfortunately the first task for the Executive this year was to completely re-do the budget and all contracts, significantly reducing contract services. Unless the AABC can find other sources of funding, services and workshops will be kept on this reduced level.

Another blow that occurred this year will be the loss of the BC Preservation Services Coordinator, Rosaleen Hill. Rosaleen will be finishing her contract with the AABC March 31, 2013. She will remain on for the transition period until her departure from Vancouver in June 2013. Rosaleen has been with the AABC for 15 years and it is with sadness that we are losing such an invaluable Archival Preservation Services Coordinator but with extreme happiness for her that she is leaving for a wonderful new opportunity. Rosaleen has accepted an academic

teaching position at Queen's University in Kingston, Ontario, where she will be leading the paper/photo/new media stream in the Art Conservation Department. We wish Rosaleen the best of luck in her new position! Although this means that the AABC will no longer be employing an Archival Preservation Services Coordinator, the BC Archival Education and Advisory Services Coordinator will be taking over the successful "Introduction to Archival Preservation Workshop."

As we look forward to the 2013-14 year, we have to think about the future of the AABC. What will be our mandate, objectives and goals during this challenging time? We will need to come together as a community to ensure that the AABC can continue to be a sustainable and successful organization and continue to be relevant to its members.

Respectfully submitted,  
Jennifer Yuhasz  
Vice-President

### **3.3 Treasurer and Finance Committee Report – Suher Zaher-Mazawi**

#### **Introduction:**

Financially, the year 2012-2013 was a challenging one for AABC. A few days into my term as Treasurer, the Canadian Government decided on the immediate elimination of NADP funding, a major source for funding AABC's three service programs: The BC Archival Education and Advisory Service, the BC Archival Preservation Service, and the BC Archival Network Service. As a result, AABC lost a total amount of \$68,213.75.

Securing external funding is posing and will continue to pose a major challenge. As long as this situation prevails, AABC will continue operating on a slim budget while providing value to members. The current sources of revenue are: membership fees, participation in workshops, and donations. Revenue from membership has slightly increased, and we were successful with workshops. This year we also focused on encouraging members to support AABC through their generous donations, by facilitating the option to donate online through CanadaHelps services. Other fundraising initiatives and various funding resources were further explored. We must work towards securing additional revenues for next year's operations. For example, holding a Conference next year will ensure extra revenue. A Conference budget was submitted to and approved by the Executive. We must carefully strategize in terms of engaging potential sponsors in order to keep the stream of revenue going.

#### **Financial Statements:**

##### **A. Financial Statements for 2011-2012**

The accounting firm, Evancic Perrault Robertson Ltd. (EPR) has completed its review engagement of the AABC's financial statements for the year ending March 31, 2012. The review is available to AABC members. These financial statements are attached as Appendix A, to be approved at the 2013 AGM.

#### ***Motion:***

The AABC will continue with EPR as AABC's external accounting firm.

##### **B. Financial Statements for 2012-2013**

The current financial statements for the year ending March 31, 2013 are preliminary. They have not yet been finalized and audited at the date of the writing of the present report. A draft of these financial statements will be circulated at the AGM.

### **Budget 2012-2013 – No NADP Funding:**

Following the announcement of the elimination of the NADP, the AABC had to revise its budget. The revised budget focused on maximizing revenue using resources AABC already had, such as delivering workshops and membership fees. Expenses were reduced to the minimum necessary to function. This budget and the one approved for the next fiscal year, are attached as Appendix C.

#### **A. Revenue 2012-2013**

With the elimination of NADP funds membership fees and workshops conducted by Kelly Stewart and Rosaleen Hill remained the main sources of revenue. Workshop revenue was higher than expected, despite one workshop being cancelled.

We received unexpected revenue from Canadian Council of Archives (CCA). The total received was \$13,642.73, some of which represented holdbacks from prior years which were in doubt due to the demise of the NADP funding, and the balance represented funds which assisted in offsetting some contractor fees for the current fiscal year.

#### **B. Expenses 2012-2013**

With the elimination of NADP funds, all expenses – a total of approximately \$70,000 – came out of the AABC general fund. Approximately \$40,000 of these expenses have been allocated to the three programs. Updated figures for the full fiscal year will be provided at the AGM.

### **Contingency Fund:**

As of January 31, 2013, the AABC's savings in term deposits amounted to \$25,000. An additional \$5,000 in the AABC's chequing account was set aside for contingency purposes. An updated figure for the full fiscal year will be provided at the AGM.

The AABC Executive agreed to set aside an additional amount of \$15,000 as Term Deposit with VanCity for a period of six (6) months. In addition, the Executive has approved the following motions:

- Make the restricted \$35,000 funds unrestricted so that 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.

### **Other Activities in 2012/2013:**

- ***Bank Account***

The HSBC bank account was officially closed as of September, 2012. AABC is currently using VanCity for banking services.

- ***CanadaHelps Account***  
The AABC Executive approved the use of CanadaHelps services for online donations. The AABC CanadaHelps account allows for online donations directly through the AABC website by clicking on the Donate Now button. As of March 30th, 2013 the AABC has received, directly through CanadaHelps, a total of five donations, for a net donation amount of \$348.00.
- ***Conference 2013***  
AABC prepared a Conference budget for the 2013 AABC/NWA Joint Conference. We also signed a Cost Sharing Agreement with the NWA. Based on the agreement, expenses are shared by the two organizations, and the revenue is split 60% to AABC and 40% to NWA. The reason behind this split was that all the physical preparations for the Conference as well as all the administrative work related to the Conference and registration is done with AABC resources.

I would like to thank members of the Executive for their collegiality and hard work. In particular, I thank Christine Gergich for her leadership through these difficult times. A special thank you is reserved for members of the Finance Committee Lara Wilson, Jennifer Mohan and Terra Dickson, as well as to Karen Blimkie who serves as AABC's Financial Manager. This being my one year term as AABC Treasurer, I relied on their wisdom, understanding of AABC functions, and knowledge of its financial history. I appreciated their support and advice over the past year.

Karen Blimkie continues to serve as AABC's Financial Manager. She maintains the day-to-day financial activities and records of the AABC and provides prompt advice and assistance to the executive, contractors and AABC volunteers. She is an invaluable asset to the operations of AABC.

Respectfully submitted,

Suher Zaher-Mazawi  
Treasurer  
Chair, Finance Committee

#### **4. Committee and Program Annual Reports**

##### **4.1 Programs Committee**

This year's Programs Committee members were Jennifer Mohan, Jane Morrison, Jill Teasley and Lara Wilson. I want to thank them for their invaluable help and advice during this challenging year. Despite reduced funding, the BC Archival Network Services, BC Archival Preservation Services, and BC Archival Education and Advisory Services had a successful year and I want to thank the AABC contractors for their work and commitment to the AABC.

##### *BC Archival Network Services*

The BC Archival Network Services, led by David Mattison, had another busy year. The AABC.ca Web site hosted by ANDORNOT.com utilizes the Windows-based Umbraco content management system and was formally launched in November 2011 during Archives Week. The software functions well and has had very little downtime. Since ANDORNOT has full control of the site, some changes, such as the addition of the CanadaHelps.org donation button, require ANDORNOT's assistance. The AABC Job Board, along with the "news" feed on the home page, represent the most active content components, all of which is manually entered – much of

it through copying and pasting – by the BCANS Coordinator. In 2012-2013, a total of 84 jobs were posted to the Job Board.

MemoryBC.ca, which runs under the ICA-AToM software developed and maintained by Artefactual Systems, is at version 1.2 of the software as of March 2013. An upgrade to version 1.3 had been scheduled for the end of February 2013, however, the developer, upon the recommendation of the AABC, postponed the upgrade until April 2013.

The total number of descriptions (draft and published versions) in MemoryBC.ca as of March 24, 2013 is 11,336. In April 2012 the total number of descriptions (draft and published versions) was 10,794. A large number of records submitted by the University of Victoria Special Collections unit via an EAD file batch import accounts for much of this increase. The most prolific contributor of new descriptions in 2012-2013 was the UBC Museum of Anthropology Archives. The repository submitting the most revised descriptions in 2012-2013 was the United Church of Canada British Columbia Conference Archives.

A total of seven new users (Contributors) were added to MemoryBC between April 2012 and March 2013. Kelly Stewart provided ICA-AtoM training to any new user who required it.

There was new activity in 2012-2013 involving Archives.ca, the Canadian Archival Information Network. Due to the loss of federal funding by the Canadian Council of Archives, the planned transition to ICA AToM that would have allowed for the sorely needed update of AABC member repository descriptions was delayed.

As of March 2013 there are a total of 186 repositories (an increase of three from 2011-2012). The three new repositories added to MemoryBC in 2012-2013, after joining or renewing as AABC institutional members, are the Pemberton Museum, the Pender Islands Museum and the Royal Roads University Archives. An “extra” repository record for the UBC Museum of Anthropology Archives exists due to a technical issue with the ICA-AtoM software.

Researchers who use MemoryBC.ca sometimes contact the BCANS Coordinator for further information. In 2012-2013 there were 15 researcher inquiries directly related to MemoryBC.ca descriptions.

The use of Google Analytics to track AABC.ca and MemoryBC.ca Web site statistics continues to pose challenges. For example, in June 2012 after Artefactual Systems migrated MemoryBC to a new Web server, staff forgot to add the Google Analytics tracking code to the home page, so a month's worth of Google Analytics statistics are not available. Substitute statistics from the Dreamhost.com hosting company were provided. After ANDORNOT began providing Web hosting services for the AABC.ca site upon its re-launch in November 2011, statistics from its Web server are e-mailed each month to the BCANS Coordinator who subsequently forwards them to the Vice-President. According to the Google Analytics statistics, the key visit metrics of visits, unique visits and pageviews for AABC.ca since its re-launch in November 2011 have declined. The ANDORNOT server statistics, however, paint a different picture and show much more robust activity. By comparison, the activity statistics for MemoryBC.ca have remained fairly constant beginning around January 2011. One unusual statistic is that there has been a spike in MemoryBC visits in March 2011 and 2012, as well as in January 2013. According to Google Analytics, there is much higher usage of MemoryBC.ca than for AABC.ca.

*BC Archival Preservation Services*

The BC Archival Preservation Services, led by Rosaleen Hill, completed another successful year responding to 260 email and telephone inquiries. The AABC distance education course “Introduction to Archival Preservation” was delivered to 25 participants from Canada, the United States and Australia and currently there are five people on the wait list for the next course. Minor updates were made to the AABC website’s preservation pages.

*BC Archival Education and Advisory Services*

The BC Archival Education and Advisory Services, led by Kelly Stewart, also had a successful year responding to the equivalent of 100 hours of email and telephone inquiries. Kelly conducted two distance education courses this year: “Introduction to Archival Practice”; and “Managing Archival Photographs.” Kelly also delivered an ICA-AtoM presentation at the ACA Conference in Whitehorse as well as delivering an extra sponsored workshop “Introduction to Archival Practice workshop.” Minor updates were made to the “Managing Archival Photographs course.”

Respectfully submitted,  
Jennifer Yuhasz  
Vice-President

## **4.2 Communications Committee & Regional Representatives**

The Communications Committee was not very active in 2012 due to a lack of volunteers. When news broke regarding the NADP cuts, the AABC executive sent a letter, written by Janet Turner, to Federal Heritage Minister James Moore and Prime Minister Stephen Harper. All other outreach and partnership opportunities were primarily handled by AABC President Christine Gergich and AABC Vice President Jennifer Yuhasz. The future of Communications within the AABC was, however, discussed a great deal by the AABC Executive as we explored avenues of change that we believed would make the committee more sustainable in the current economic climate.

First, a new Terms of Reference was drafted which amalgamated the PAAL and Newsletter committees into one Communications committee. While the new Terms of Reference was not finalized, it is hoped that the incoming executive will continue to refine and eventually approve it. Second, largely due to problems with volunteer recruitment, production of the AABC newsletter was stopped completely in 2012 and the executive explored a number of different options for replacing it, such as creating a blog on the AABC website and using social media outlets such as Twitter and Facebook. Final decisions regarding the future of the AABC Newsletter have been put on hold pending feedback from the membership and, hopefully, the input of some enthusiastic volunteers.

Archives Week took place from Sunday, November 18th to Saturday, November 24th. This year’s theme was Volunteerism.

Respectfully Submitted,

Cathryn Gasztonyi  
Secretary (Resigned April 2013)

### **Regional Representatives:**

#### ***Central Interior-BC Northeast***

There was no regional activity to report in the 2012-2013 year.

Respectfully submitted,

Erica Hernández-Read,  
Regional Representative, Central Interior – BC Northeast Region

***BC Northwest***

There was no regional activity to report in the 2012-2013 year.

Respectfully submitted,

Jean Eiers-Page  
Regional Representative, BC Northwest region

***Thompson-Okanagan***

Staff and volunteers representing the Thompson and Okanagan archives and museums met in Armstrong in June, 2012. Twenty-three men and women took part in a two-part workshop on interviewing.

Barbara Bell and Liz Ellison from the archives at the Greater Vernon and District Museum spoke about a course they'd finished on oral history interviews called *Oral History: From Theory to Practice*. The course was an eight week Distance Education course given by Kelly Steward, EAS Coordinator for AABC.

This was followed by a presentation by Shannon Jorgensen and Laura Neame of Lake Country Museum and Archives on their film interview project. We learned a lot about filming, setting requirements to maximize the use of the digital material produced, examples of the releases needed, and what questions to ask. Shannon provided visual examples that were a treat to watch.

A second highlight was a tour of the museum and archives, its exhibits, research space, and, best of all, the storage areas. It was very evident that Armstrong staff and volunteers work hard! We look forward to another meeting in June at a new museum, the Sicamous and District Museum and Historical Society, and a talk on digitization of archival material.

Respectfully submitted,

Deborah Chapman  
Regional Representative, Thompson-Okanagan

***Fraser Valley***

There was no regional activity to report in the 2012-2013 year.

Respectfully submitted,

Val Billesberger  
Regional Representative, Fraser Valley

***South Vancouver Island***

The spring 2012 meeting was held on May 10<sup>th</sup> at the archives of the Saanich Pioneer Society, located in Saanichton. Volunteers Bea Johnson, Joan Gilbert, Lois Moon and Susan Myerscough provided an overview of the society's history and recent developments in the archives. After group announcements, the participants toured the archives, the newly re-furbished Log Cabin Museum next door and then enjoyed refreshments. Twelve archives were represented at the meeting.

On October 11<sup>th</sup>, we visited the Royal Roads University Archives. After up-dates from individual participants, Royal Roads University Archivist Caroline Posynick provided an overview of the Archives history and role. This was followed by an excellent illustrated presentation of the history of the famous gardens by horticulturalists Barrie Agar and Darlene Choma which in turn was followed by a guided tour of the gardens themselves. Fourteen archives were represented at the meeting.

Due to interest expressed by the group, an Introduction to Archival Practice Workshop, was presented by Kelly Stewart, on January 24<sup>th</sup> and 25<sup>th</sup>, at St. Ann's Academy National Historic Site. The session was well attended with 15 participants, representing seven different archives. Many of the participants have mentioned that the workshop was very informative and valuable and will definitely assist them in their day-to-day responsibilities.

In June 2012, I provided information to Carl Cavanagh, Public Service Librarian - Greater Victoria Public Library, for the compiling of a list of regional archives for their heritage resource website.

Announcements were circulated on behalf of several member groups regarding special activities, events and logistical developments.

Respectfully submitted,

Greg Evans  
Regional Representative, South Vancouver Island

***Central and North Vancouver Island***

There was no regional activity to report in the 2012-2013 year.

Respectfully submitted,

Jane Hutton  
Regional Representative, Central and North Vancouver Island

***Greater Vancouver***

The Greater Vancouver Regional Representative position remained vacant for the 2012-2013 year. Anyone interested in this position should contact Janet Turner.

***Kootenay-Boundary***

There was no regional activity to report in the 2012-2013 year.

Respectfully submitted,

Sue Adrain



### **4.3 Grants & Nominations Committees**

The Institutional Member-at-Large is responsible for two major activities: adjudication of grant-funding, through the Grants Committee (frequently chaired by the Member-at-Large); and nominations for vacant positions on the AABC Executive, and Committees.

The major news of the year was of course the loss of NADP funding, impacting both AABC ongoing operations, and the awarding of project monies to institutional applicants for archival projects. Without NADP monies to award, the Grants committee did not convene in the 2012-2013 year. The only remaining grant with some AABC input as to its dispersal is the Terry Reksten award, adjudicated by the chair of the AABC Grants Committee, and representatives of the Friends of the BC Archives, and the Reksten family – an amount of \$1,000.

Having lost one of its primary functions, discussion over the year has centred on development of some fund-raising responsibilities for what was once the Grants Committee. This year we will submit an application for BC GAMING monies. Whether this emerges as an ongoing strategy, or task under the aegis of the Member-at-Large, remains to be seen.

It must also be acknowledged that the current climate makes the assembly of a slate of candidates for the Executive difficult. At the point of filing of this report, no one has agreed to stand for election at the AGM. Efforts are ongoing.

### **4.4 Membership Committee**

For the 2012/2013 year, the membership committee members were Patrick Ansah (stepped down in September to organize the 2013 conference), Barry Dykes, Alaric Posey, Sarah Rathjen, and Jennifer Zerkee. The committee was co-chaired by Rita Mogyrosi and Jennifer Pecho. The executive liaison was Deidre Brocklehurst.

*The Committee is responsible for:*

- Managing the membership database;
- Processing memberships (new, renewals, lapsed, arrears, issuing reminder notices and receipts, etc.);
- Producing an annual membership directory;
- Responding to membership queries from members and non-members;
- Reviewing new applications for institutional membership utilizing the Self-Study Guide for Institutional Membership and then making recommendations to the Executive Committee; and
- Generating reports for other AABC committees, the Executive, and AABC contractors, as required.

### *Membership statistics:*

	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009	2007-2008	2006-2007	2005-2006	2004-2005	2003-2004	2002-2003
Institutional	77	81	80	74	71	93	92	87	96	94	96
Associate Institutional	42	45	44	32	40	57	53	46	49	50	43
Sustaining	4	4	6	2	6	6	7	7	7	7	10
Individual	55	49	60	62	58	68	64	70	89	85	78
Student/Volunteer	30	30	31	23	32	34	52	70	67	47	53
Honorary Life	2	2	2	2	1	1	1	6	7	8	7
Honorary Patron	1	1	1	1	1	1	1	1			
<b>Total Members</b>	211	212	224	196	209	260	270	287	315	291	287

### *Projects and activities*

With the sudden and unexpected elimination of the National Archival Development Program in April, the co-chairs focused primarily on core responsibilities over the 2012/2013 year, alongside discussions to address the impacts of the funding cut. The Committee met in May to discuss alternatives to the membership model that would ensure sustainability and satisfactory levels of service for members moving forward. Options were brought to the Executive Committee meeting in August, along with a proposal to conduct a survey of the AABC membership to garner their input on priority services, changes to the membership structure and fee model, fundraising strategies, etc. The survey was developed jointly with the Executive and distributed in January 2013. It is expected that the results will be reported on at the AGM during the upcoming conference in May. Fundraising in the form of donations to the AABC was also considered at the August meeting, and membership renewal notices for the 2013/14 year were subsequently revised to include a donation option.

A number of members took advantage of the new credit card payment option to pay their renewal fees for the 2012/2013 year. Several members provided positive feedback on this new addition. The new general membership email address continued to be used steadily throughout the year and proved especially effective in issuing e-receipts to renewing members and keeping membership correspondence organized and centralized.

### *Membership database and directory*

The membership database was maintained and updated throughout the membership year. It is used to issue receipts for membership dues, generate reports as required, and issue membership renewal forms.

The plan for this year's membership directory was to issue it via post or email, according to member preferences, after all renewals and new memberships for the 2012/2013 year had been processed to ensure the directory was current. In previous years, the directory quickly became out of date as it was issued during the renewal period rather than after. Unfortunately, as renewals and new memberships continued to arrive well into the fall, this plan did not prove feasible. Furthermore, in an effort to address the AABC's budget in the face of the NADP cut, it was decided to eliminate the budget for issuing paper copies of the directory. As a result of the work associated with the creation of the membership survey and the subsequent issuing of renewal notices for the upcoming membership year, a directory was not produced this year. For the 2013/2014 membership year, the plan is to produce the directory after the initial wave of renewals is processed in summer and disseminate it electronically.

### *New institutional members*

The membership committee reviewed and made recommendations to the Executive for 2 full

institutional membership applications: Penticton Museum & Archives and Town of View Royal Archives. We are pleased to report that both institutions have been accepted as Full Institutional members of the AABC. Despite the elimination of the NADP, both institutions insisted on proceeding with their applications and supporting the AABC. Thank you and welcome!

The Membership Committee also welcomed back SFU Library Special Collections and Rare Books, and Pender Islands Museum as Associate Institutional members.

We thank all new and returning members – both institutional and individual – for their support throughout this challenging year!

*Plans for the 2013/2014 Membership Year*

- Analyze and apply the results of the membership survey to refining and updating the membership model as required.
- Continue to be involved in discussions on and explorations into online renewal and/or members' only systems.

*Thank you to the committee*

From Rita: I am stepping down this year as I relocated to Winnipeg in October to take up a new post. Thank you to the Committee members for their dedication and hard work. It was a pleasure working with all of you. And, thank you to Jennifer, for your support and hard work throughout the year, and especially for overseeing our co-chair duties during my move in the fall.

From Jennifer: Thank you to the Membership Committee members for their hard work and commitment during a difficult year. Thank you, particularly, to Rita who continued to work on behalf of the Membership Committee and the AABC membership from distant Winnipeg. Your work for the AABC and the Committee has been remarkable and greatly appreciated and you will be missed. I, too, am stepping down this year but look forward to supporting the Committee and new Chairs in 2013-2014.

We would both like to thank the AABC Executive and the general membership for the opportunity to represent AABC members. Your support, enthusiasm and dedication during this challenging year were especially appreciated!

Respectfully submitted,

Rita Mogyorosi and Jennifer Pecho  
AABC Membership Co-Chairs

#### **4.5 Conference Committee**

Indeed, the theme for our 2013 Conference, *Turning Points and Connecting Archival Spaces*, has been a very timely one for the AABC, especially considering the elimination of the NADP. The conference is intended to explore the question:

“How can archivists and information professionals connect, innovate, and learn in an era marked by shifting technology and uncertain funding?”

This year, the conference is jointly organized by the AABC and the Northwest Archivists Inc. (NWA). I wish to sincerely thank the NWA for their solidarity and their enthusiasm to learn from

the effects the NADP cuts is having on the Canadian archival community. Thank you NWA, for joining us. Together, we stand!

As the conference organization was still ongoing, as of the time of this report, a more comprehensive report will be posted on the conference website (<http://aabc.ca/events/annual-conference-2013/>) after the conference.

On behalf of the Conference Committee, I wish to thank the AABC and NWA Executives for their massive support. Also, thanks to our conference sponsors, committee members, speakers, exhibitors and volunteers.

We look forward to another exciting conference!

Kind regards,  
Patrick Ansah  
AABC Conference Chair

#### **5. Election of Executive Committee Members**

Institutional Member-at-large and Nominations committee chair, Janet Turner has been working to find volunteers for open AABC Executive positions. The following positions need to be filled: Vice-president, Treasurer, Secretary and Individual member-at-large. There are also numerous committee positions that must be filled. Currently, there are no nominees for any of the above positions.



# Archives Association of British Columbia

*Honorary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

## **PROXY VOTING FORM** **ANNUAL GENERAL MEETING**

*(Please complete this form if you are unable to attend the AGM)*

**Saturday May 4<sup>th</sup>, 2013**

**Irving K. Barber Learning Centre, University of British Columbia  
Vancouver**

The undersigned, being a member in good standing with the Archives Association of British Columbia, hereby nominates, constitutes and appoints:

\_\_\_\_\_

(Name of Proxy)

\_\_\_\_\_ of \_\_\_\_\_ (Address)

to attend, act, and vote on behalf of the undersigned at the Annual General Meeting of the Archives Association of British Columbia on Saturday April 21, 2012 Vancouver, BC.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_\_

Member Signature

\_\_\_\_\_

Member Name (Print)

Each member present at a vote may cast no more than one proxy vote on behalf of an absent member.

**Please present this proxy to the Secretary at the time of each vote.**