



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 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 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. Gasztonyi 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)