



**Executive Committee Meeting  
Minutes**

---

**Thursday, July 16<sup>th</sup> 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 21<sup>st</sup> 2013