



**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
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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.



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9. Adjournment

- Meeting adjourned at 11:03 am.

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