



Executive Committee Meeting  
Minutes

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Wednesday, September 18<sup>th</sup> 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 (*Joined at 10:30 am*)
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1. Approval of Agenda

- Agenda was approved

2. Approval of Minutes

- *Minutes to be approved by email*

3. Business Arising

- B. Richmond has filed 2012 annual report & will file with 2013 annual report, shortly.
- B. Richmond has confirmed the roundtable meeting will be held at the Jewish Museum and Archives of BC on November 16 (changed from October 26). B. Richmond to email K. Blimkie, K. Stewart & D. Mattison ASAP. B. Richmond to invite K. Lau to Roundtable meeting to discuss in person and in depth the social media proposal.
- B. Richmond emailed K. Lau thanking her for a well done proposal & informed her that the Executive has decided to implement Facebook. B. Richmond & K. Lau planning to meet to discuss Facebook in greater detail.
  - Executive discussed J. Morrison's ideas regarding "friending" people/institutions. To be discussed in greater detail at Roundtable meeting. Suggestion that AABC should "friend" other institutions / organizations, but individuals should have to "friend" the AABC.
  - Executive agreed that K. Lau was to be the Facebook administrator. Along with the Executive's help, K. Lau to set up Facebook account, promote it, actively seek committee members, and post.
  - K. Lau to actively seek out posts from K. Stewart & D. Mattison & post on their behalf.
  - Facebook administrator will regularly check Facebook to monitor comments and posts.
  - AABC to actively seek out volunteers to serve as representatives of different sectors of the AABC membership. J. Yuhasz and J. Morrison will contact potential volunteers.
- J. Yuhasz will provide K. Stewart a list of preservation equipment in order to let institutions know what they can borrow. U. Vic may be interested in borrowing the hygrothermograph reader.

#### 4. President's Report

- J. Yuhasz is working with BC Archives to develop a draft proposal. J. Morrison suggested that ARMA Vancouver Island be added to the proposal. J. Yuhasz is waiting now to hear back from BC Archives regarding draft proposal.
- Further efforts made to recruit for the positions on the Communications Committee &/or to serve as the Vancouver Representative.
- Executive agreed that AABC does not need to send a member of the Executive for the BC Association for Charitable Gaming Symposium.
- J. Yuhasz will give an update on the AABC for the annual CCA General Assembly at the end of October.

#### 5. Vice President and Programs Committee Report

- K. Stewart has been asked to participate in a roundtable of Archives advisors at the ACA conference. K. Stewart to prepare a budget of expenses for participation in this event. J. Yuhasz to forward budget to S. Romkey and Executive to seek approval.

#### 6. Treasurer and Finance Committee Report

- Discussion concerning webhosting expenses.
- S. Romkey looking into ways AABC can cut costs. Review of current expenditures.
- S. Romkey sent requests to former Treasurer & AABC President to consider joining the Finance Committee
- Discussion around "Canada Helps" page and customization of it. Discuss with D. Mattison. Seek budget approval for the work. Further discussion around customization.
- S. Romkey requested approval of Financial Statements.

#### 7. Committee and Program Reports

##### 7.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

- Social Media and Communications Proposal (B. Richmond)

##### 7.2 Grants & Nominations Committees

- Discussion around whether to double the amount of Terry Reksten award for one recipient or whether to give two awards to two recipients.
- Current recipients: Horsefly Historical Society (Oral History project) & Pacific Association of Artist Run Centres (Build an index of membership publications database)

##### 7.3 Membership & Conference Committees

- Discussion around delivering an AABC workshop, with a focus on digitization, at the upcoming ACA Conference & associated fees (J. Morrison). Would require ACA approval and buy in.
  - Offer to host it at U Vic. for free
  - K. Stewart to put in a proposal

#### 8. Adjournment @ 10:55 am.

Next Meetings: November 16<sup>th</sup> 1:00 pm.