



## Executive Meeting Minutes

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Wednesday, January 15<sup>th</sup> 2014 at 11:00 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**
  - *Approval of November Executive Meeting Minutes postponed (to be sent by email)*
3. **Business Arising**
4. **President's Report**
  - 2 New SLAIS students (C. Shriver and E. Chicorili) posting to Facebook every Wednesday to assist FB administrator K. Lau
  - New precedent regarding old outstanding cheques that have not been cashed: Executive agreed that it would cost more to change the budget. Decision was made to limit cheque-cashing to a restricted end time
  - Contacted by Council of Nova Scotia (who liked the name *MemoryBC*) and sought approval to call their own online database *MemoryNS* – Executive approved the request
  - J. Yuhasz and D. Mattison decided not to upgrade (AtoM upgrade to ARCAN-L 2.0.1.) Agreed to hold off for now. Costs were a factor. Discussion around budgeting for upgrade next year. A lot of changes anticipated. Jennifer will send out email.
  - BC Historical Federation membership renewal: S. Romkey contacted BCHF inquiring about membership benefits but did not hear back. Discussion around advertising workshops in their brochure (belief that it is part of BCHF membership benefit) K. Stewart to do regular updates to newsletter.
  - K. Stewart & D. Mattison submitted wish-list items. Wish-list items to go to Finance and Programs Committee for discussion. One week to send in recommendations.
  - *Draft* budget ready for Budget meeting (Feb. 15<sup>th</sup> 2014). J. Morrison, L. Wilson may be on mainland attending ACA Student Symposium & able to attend budget meeting. T. Dickson from Finance Committee & J. Teasley from Program Committee may attend Budget meeting as well.
  - Stipe vs. Gift Tool
    - Online payment tool
    - Stripe wouldn't really help (\$1,500-\$2,000. to develop)
    - Used primarily to pay for memberships – agreement that it wouldn't ultimately help the AABC and therefore be beneficial
    - J. Morrison to touch base with other provincial/territorial councils to look into possibility of cost sharing with them for use of such online payment tools.

- Canada Archives' Summit
  - Have follow-up meeting in Vancouver after Summit. Victoria is hosting its own Summit meeting @ eGovernment Records Branch. J. Morrison attending.
  - K. Stewart attending Summit
  - Not a lot of advanced notice provided regarding the Summit (difficult to plan meeting), little interest expressed in BC.
  - Anyone can set up a site and tune in (Summit to be filmed lived. Time-difference a consideration). West Coast wasn't really considered, however.
  - Will send out email to listserv. Due to time-zone differences, will host a follow-up meeting. J. Yuhasz will draft a posting for the AABC listserv.
  - S. Romkey suggested UBC to host.

5. Vice President and Programs Committee Report

6. Treasurer and Finance Committee Report

- Raised the issue of refunds to International students. We neglected to pass a motion at the last meeting (November 2013) not to allow refunds for International students who pay by money order or cheque. Request that this be made a policy.
- Discuss possibility of increasing fees for workshops at Budget meeting.
- November financial statements need to be approved.
- Budget meeting Feb. 15<sup>th</sup> 2014 combine with Executive meeting (Discuss upcoming AGM)

7. Committee and Program Reports

- 7.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
- 7.2 Grants & Nominations Committees
- 7.3 Membership & Conference Committees

Adjourned: 11:45 am.

Next Meetings: Saturday, February 15<sup>th</sup> 10:00 am. (NV Museum & Archives)