

**Executive Committee Meeting**  
**Minutes – Thursday, August 14th, 2:00PM**

---

Executive of the Archives Association of British Columbia  
Location: teleconference

**Present:**

Caroline Posynick, President  
Emily Lonie, Vice-President  
Sarah Romkey, Treasurer  
Sarah Jensen, Secretary  
Ryan Gallagher, Institutional Member-at-Large  
Jane Morrison, Individual Member-at-Large

---

**1. Approval of Agenda:**

- Called meeting to order at 2:00PM. The agenda was approved.

**2. Approval of Minutes:**

- Minutes of June 17<sup>th</sup> meeting approved.

**3. Business Arising**

- C. Posynick reported still resolving transfer of signing authority.
- Discussed Google Accounts. Still determining its functionality but executive agreed we should have one central place to store/access documents.
- Discussed backend of AABC website as possible document storage space. J. Morrison will look into this option.
- Discussed advertising of workshops. J. Morrison commented they are widely advertised through listservs. C. Posynick suggested incorporating Facebook, social media etc.

**4. President's Report**

- Reported on Council of Presidents' meeting at ACA. Financial support from provincial governments, archives, and lottery funds varies widely, revealing BC is a 'without' province. Information and statistics from this meeting may encourage the AABC and/or other provincial associations to advocate for more support; share strategies as funding models change; and advocate more assertively the public relevancy message. The BC reality is likely the harbinger of the financial challenges all regional organizations will face.
- Discussed UBC iSchool letter AABC sent July 22nd regarding UBC SLAIS graduate competencies.
- C. Posynick discussed fielding requests to president's email address. Examples: Genealogical presentation request. Executive agreed not part of our mandate and AABC funding not available for this. It should be handled by a referral to an appropriate organization or executive member may

volunteer independently; request to advertise a small business to the AABC community. S. Romkey will look into rates to advertise on AABC website.

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

- E. Lonie reported on discussion with K. Stewart regarding online/anonymous course survey. She is in agreement but stressed it is not her place to evaluate her own work. Survey should be completed by end of December to coincide with completion of next course. J. Teasley and L. Wilson may share content from another Fluid Survey.
- Reported on number of inquiries regarding Foothills discount (13) which has been sent out on the list-serve 2 times. J. Morrison will check membership directory for one organization that requested discount.
- Discussed ACA's professional learning committee. E. Lonie contacted Duncan Grant; committee will not be formalized until mid/end September. ACA is sensitive to revenue streams of provincial associations.
- Discussed AABC web statistics and updating website: 9/10 web hits are for Archivist's Toolkit and Job Board. R. Gallagher reported some links are inactive. J. Morrison mentioned contractors were responsible for maintaining site; last reviewed a few years ago.
- Discussed upcoming meetings: Roundtable meeting (October); Joint in person Finance and Programs Committee meeting (October); K. Stewart's plans for 2015 will be ready by October; budget review meeting (February 2015).

## **6. Treasurer and Finance Committee report**

- S. Romkey discussed approving monthly finance statements at each executive meeting. All agreed.
- Reported finances in good shape. We have achieved half of our fundraising goal for scholarships etc.
- Monthly financial statements for June approved. Seconded by E. Lonie.
- Discussed customizing Canada Helps donation page by adding logo and text. Could have fundraising drive for AABC scholarship.
- Discussed rebranding of Grants and Fundraising committee. R. Gallagher will look into this. Waiting for files from past committee chair.
- J. Morrison suggested sending a list-serve message to solicit volunteers for fundraising side of committee.
- T310: filing pending birth date of past executive member (required for Canada revenue filing).

## **7. Committee and Program Reports**

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

- S. Jensen questioned process for posting approved minutes to AABC website. (Response: Send to D. Mattison).
- Discussed UBC SLAIS volunteer interested in archival outreach (E. Chicorli). She will discuss her ideas and solicit volunteers with ACA@UBC students this month and will report back.

## **7.2 Grants & Nominations/Elections Committees**

- R. Gallagher discussed role in adjudicating Terry Reksten Memorial Fund which provides annual grants to assist local and community archives. Friends of BC Archives will announce the recipients and dispense the funds.

## **7.3 Membership & Conference Committees**

- Discussed AABC conference in Coquitlam. Executive agreed that although there is a cost associated with using the facilities, the location is still desirable.
- Reported a conference committee teleconference is scheduled for the end of August/September. Conference will occur April or early May to avoid overlap with BCLA.
- J. Morrison reported met S. Rathjen regarding memberships. Should be able to deliver membership report at next meeting.
- Discussed setting Roundtable date with contractors (a full day meeting is budgeted for them). Meeting generally occurs on a weekend in Vancouver. Discussed October 18<sup>th</sup>. Agreed Surrey is convenient. Secretary responsible for organizing the meeting. R. Gallagher will organize food. Invitees include: Contractors (Kelly Stewart, Karen Blimkie, David Mattison), Committee chairs (Jen Zerkee and Sarah Rathjen), regional representatives (Jane Hutton, Deborah Champman, Jean Eiers-Page, Val Billesberger, Sue Adrain, Erica Hernandez); and Executive.
- Secretary to schedule executive meetings up to December 2014. 2<sup>nd</sup> or 3<sup>rd</sup> Thursday of each month.

## **8. Adjournment**

Meeting adjourned at 3:09PM.

Next meeting: mid-September 2014.