



Archives Association  
of British Columbia

# Archives Association of British Columbia

*Honourary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

## AABC Annual General Meeting

Friday April 24, 2015

3:30 p.m.

Coquitlam Public Library,  
Coquitlam, BC



Colony Farm Entrance Arch, ca. 1912  
Riverview Historical Society Collection, City of Coquitlam Archives

**PLEASE REMEMBER TO BRING THIS PACKAGE WITH YOU TO THE AGM**



## AGENDA

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*Honourary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

**AABC Annual General Meeting**  
**Friday April 24, 2015**  
**3:30 p.m.**  
**Coquitlam Public Library,**  
**Coquitlam, BC**

1. **Approval of Agenda**
2. **Approval of Minutes of April 26, 2014 Annual General Meeting**
3. **Executive Reports**
  - 3.1 President
  - 3.2 Vice-President
  - 3.3 Treasurer and Finance Committee
4. **Committee and Program Annual Reports**
  - 4.1 Programs Committee
  - 4.2 Communications Committee & Regional Representatives
  - 4.3 Membership & Conference Committees
  - 4.4 Grants & Fundraising Committee
5. **Election of Executive Committee Members**
  - 5.1 Nominations Committee
6. **Other Business**
  - 6.1 Honourary Life Membership
7. **Adjournment**

### **Attachments**

- 2014-2015 and 2015-2016 Budgets
- Proxy Voting Form
- Unaudited AABC Financial Statements, March 31, 2014



## 2014 AGM Minutes

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Archives Association of British Columbia  
Annual General Meeting  
Saturday April 26, 2014  
1:00 p.m.

**Draft – Not Approved**

Executive and Membership of the Archives Association of British Columbia  
Location: Mearns Centre for Learning/McPherson Library, University of Victoria,  
Victoria, BC

### **Executive Committee:**

Jennifer Yuhasz – President  
Vice-President (vacant 2013-14)  
Brenda Richmond – Secretary  
Janet Turner – Institutional Member at Large  
Jane Morrison – Individual Member at Large

Regrets: Sarah Romkey – Treasurer

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### **1. Approval of Agenda**

Meeting was called to order at 1:07 p.m.

There was a call for motion to approve the agenda with two additions: items 6.2, 2014 Archives Week, and 6.3, 2015 AGM and Conference.

Emily Lonie moved the amended agenda; Lara Wilson moved to approve the agenda, seconded by Trevor Livelton.

Call for vote to accept the agenda. Motion carried.

### **2. Approval of Minutes of May 4, 2013 Annual General Meeting**

Motion to approve the minutes of the 2013 Annual General Meeting was made by Catharine McPherson and seconded by Gary Mitchell.

Call for vote to accept the 2013 AGM minutes. Motion carried.

### **3. Executive Reports**



### **3.1 President**

Jennifer Yuhasz added to her report a brief review of the morning's community discussion; acknowledged the need for the AABC to continue increasing its revenue streams and managing its budget well; and thanked the Facebook page's volunteers for its successful launch. She thanked the Executive, with a special thank you to Sarah Romkey for stepping in to the role of Treasurer, in addition to the volunteers and contractors for their work during her term on the Executive Committee.

Lara Wilson moved to approve the President's report, seconded by Emily Lonie

Call for vote to accept the President's report. Motion carried.

### **3.2 Vice-President**

Jennifer Yuhasz spoke to the Vice-President's report in the absence of a Vice-President.

A member expressed thanks to Jennifer for covering the Vice-President duties and there was a round of applause from the floor.

Trevor Livelton moved to approve the Vice-President's report, seconded by Catharine McPherson.

Call for vote to accept the Vice-President's report. Motion carried.

### **3.3 Treasurer and Finance Committee**

Sarah Romkey, Treasurer, sent her regrets. Jennifer Yuhasz spoke to the Treasurer's report. She thanked Sarah for her fundraising ideas. Membership fee increases take effect for the new membership year; workshops and educational programs continue to be a successful source of revenue for the association. Website advertising levels have been disappointing and the executive will be reviewing this service. Last year's conference generated more revenue than expected. The budget summary and forecasted 2015 budget were reviewed.

A brief discussion ensued about finances, covering development of new workshops; strategic planning for future revenues; a MemoryBC membership drive and sponsorships; and network services costs.

Call for motion to approve the financial statements of the AABC, as prepared by EPR Canada Group for the year ending March 31, 2013. Moved by Lara Wilson, seconded by Trevor Livelton.

Call for vote to accept the AABC financial statements. Motion carried.

Emily Lonie moved to accept the Treasurer's report, seconded by Jennifer Mohan.

Call for vote to accept the Treasurer's report. Motion carried.



#### **4. Committee and Program Annual Reports**

##### **4.1 Programs Committee**

There were no additions to the Programs Committee report.

Caroline Posynick moved to approve the Programs Committee report, seconded by Trevor Livelton.

Call for vote to accept the Programs Committee report. Motion carried.

##### **4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)**

Brenda Richmond spoke to the Communications report, thanking Kelly Lau for her hard work and commitment as the principle Facebook administrator / contributor, in addition to volunteers Chelsea Shriver and Emily Chicorli who assist her regularly.

There were no further additions to the Communications Committee report.

Trevor Livelton moved to approve the Communications Committee report, seconded by Jennifer Zerkee.

Call for vote to accept the Communications Committee report. Motion carried.

##### **4.3 Membership Committee**

Jane Morrison spoke to the Membership report, thanking the Committee for its hard work.

There was some discussion from the floor on dropping membership numbers, rigorous qualifications for Institutional membership and the revision of the institutional membership application, and possible contact with lapsed members

Emily Lonie moved to approve the Membership Committee report, seconded by Genevieve Weber.

Call for vote to accept the Membership Committee report. Motion carried.

##### **4.4 Grants and Nominations Committee**

A correction was made to the name of a nominee, "Ryan Gallagher."

There were no further additions to the Grants and Nominations Committees report.

Catharine McPherson moved to accept the Grants and Nominations Committees reports, seconded by Trevor Livelton.



Call for vote to accept the Grants and Nominations Committees report. Motion carried.

## 5. Election of Executive Committee Members

### 5.1 Nominations Committee

The following members have let their names stand for the following positions on the AABC Executive Committee:

- President (1 year term): Caroline Posynick
- Vice President (2 year term): Emily Lonie
- Secretary (interim 1 year term) Sarah Jensen
- Member-at-large (2 year term) Ryan Gallagher

A motion was put forward to confirm the appointment of Sarah Romkey as Treasurer by the Board for the 2013-2014 year.

Catharine McPherson moved to approve the motion, seconded by Trevor Livelton. Motion carried.

Janet Turner presented each candidate and thrice called for additional nominations from the floor. No additional names were forwarded, and all candidates were acclaimed to their respective positions. Janet congratulated Caroline, Emily, Sarah R. and Sarah J, and Ryan on their new roles on the Executive, and thanked them for allowing their names to stand.

Catharine McPherson moved to approve the Nominations Committee's recommendations, seconded by Lara Wilson.

Call for vote to accept the Nominations Committee recommendations. Motion carried.

## 6. Other Business

### 6.1 Bylaw Amendments

Motion: Be it resolved to amend the bylaws of the Archives Association of British Columbia by renaming the two Member-at-Large positions.

Gary Mitchell moved to approve the bylaw amendment, seconded by Trevor Livelton. Call for vote to accept the bylaw amendment. Motion carried.

Motion: Be it resolved to amend the bylaws of the Archives Association of British Columbia by permitting members of the Executive Committee to serve two terms in the same office consecutively.

Jennifer Zerkee moved to approve the bylaw amendment, seconded by Trevor Livelton. Call for vote to accept the bylaw amendment. Motion carried.



Motion: Be it resolved to amend the bylaws of the Archives Association of British Columbia by establishing the Finance Committee as a Standing Committee and amending the names and purposes of the Nominations and Grants Committees.

There was a question from the floor regarding whether the Nominations and Grants Committees were one committee, or two separate committees. This led to amending the motion as follows:

Be it resolved to amend the bylaws of the Archives Association of British Columbia by establishing the Finance Committee as a Standing Committee and amending the names and purposes of the Nominations Committee, and the Grants Committee.

Trevor Livelton moved to approve the bylaw amendment as amended, seconded by Lara Wilson.

Call for vote to accept the bylaw amendment. Motion carried.

Motion: Be it resolved to amend the bylaws of the Archives Association of British Columbia by amending section II.2

Emily Lonie moved to approve the bylaw amendment, seconded by Jennifer Zerkee.

Call for discussion resulted in explanation of the reason for the motion and discussion around accountability to the membership. The costs to hire a firm such as EPR are \$5,000 annually; there was general agreement that it is not necessary for this to be done, but that other measures must be in place to ensure financial review and transparency. Two further motions were made from the floor, resulting from the discussion.

Motion: The executive will document and communicate to the membership the current financial processes and controls.

Moved by Jennifer Mohan, seconded by Trevor Livelton. Motion carried.

Motion: The executive will establish a financial review mechanism to ensure transparency and report back to the membership prior to the next annual general meeting.

Moved by Gary Mitchell, seconded by Lara Wilson. Motion carried.

Call for vote to accept the bylaw amendment. Motion carried.

## **6.2 Archives Week**

Archives week is the third week in October. The BC Heritage theme is “Heritage Afloat.” There was a push to keep it going despite being a lot of work.

## **6.3 2015 AGM**

New Executive were encouraged to start planning for the 2015 AGM now. Discussion ensued about community outreach and engagement. Emily Lonie proposed Coquitlam as the next location for the 2015 AGM and Conference.



Provincial Archivist of British Columbia, Gary Mitchell, will retire on June 27<sup>th</sup> 2014. Jennifer Mohan moved to thank Gary for his contributions to the archival community. Lara Wilson seconded. Motion carried.

## 7. Adjournment

Mary MacIntosh moved to adjourn the meeting, and Genevieve Weber seconded the motion.

Call for vote to accept the motion. Motion carried.

Meeting was adjourned at 2:26 pm.

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## 2014-2015 AABC Annual Reports

### 3.1 President's Report – Caroline Posynick

In June 2014, I attended the Association of Canadian Archivists meeting that took place in Victoria. There, as the AABC President, I was your representative in the “Council of Presidents” meeting of the provincial and territorial professional organizations. In this meeting, a representative from each association gave a report on the programs and the associated funding received. It was eye-opening: BC is one of the few provinces or territories to receive zero dollars in regular support from government funders, whether it's direct, lottery-generated, program-dependent or from specific provincial entities. Yet don't despair: despite this financial reality, the 2014-15 year of the Archives Association of British Columbia has continued to put forward a strong program for our members. Through necessity as well as will, we have also taken on advocating for what we do as archivists in our province, and are actively looking for new funding sources both for our association and for the archives community.

### Member Services

Some highlights of the past year include

- The AABC continued to run programs lead by our Education and Advisory Services Coordinator, Kelly Stewart. Kelly taught three distance courses, as well as moderated two online free Roundtable discussions on archival topics of documenting 'orphaned' photographs, and dealing with metadata. Both of these are available online (top two links at <http://ow.ly/KmFkh>). The AABC thanks the Irving K. Barber Learning Centre at the University of British Columbia for making this service available.





- MemoryBC will receive an upgrade to AtoM 2.1 in the new fiscal year, courtesy of Artefactual. There will be some changes in the theme, which we will announce as we get closer to the date. Many thanks to Artefactual!
- David Mattison, as the BC Archival Network Service Coordinator, updated our website, including uploading of minutes from the Executive meetings and adding new descriptions to MemoryBC. I would like to take this moment to thank David for his work; he is stepping down from the contract position, effective at the end of this fiscal year- Our Membership Committee reviewed and streamlined the AABC institutional membership application; please see the changes on the website: ([https://aabc.ca/media/37638/AABC\\_Full\\_Institutional\\_Membership\\_Form\\_rev201501.pdf](https://aabc.ca/media/37638/AABC_Full_Institutional_Membership_Form_rev201501.pdf))
- The AABC Facebook presence is strong with over 300 followers. Please join in the conversation and message information that you would like us to promote on this easily accessible platform.
- Finally, Emily Lonie of the AABC Executive was able to secure a 10% product discount for all members of the organization to Foothills Systems, a distributor of Gaylord Archival Supplies. A code must be presented to obtain this discount, which is obtained by emailing the Vice-President.

### **Fiscal Responsibility & Advocacy**

The AABC watched its pennies this year, including

- continued conference calls for Executive meeting, with only three in-person meetings that were coordinating with other events wherever possible to limit costs.
- carefully reviewing and monitoring spending at all levels of the association, and taking these cost-savings into account when planning the 2015-16 fiscal year, including seeking sponsorships to make the one-day conference a revenue-generating event.

The AABC also raised its advocacy efforts by doing the following:

- reviewing the possibility of expanding paid advertisers on the AABC website
- attending the BC Arts Council funding meeting to ask in person why archives not associated with a museum were not eligible to apply for grants.
- Writing a letter to the BC Arts Council, stating a case to include archives as eligible organizations
- writing a letter to Coralee Oakes, Minister of Community, Sport and Cultural Development, reinforcing the value of archives and a request to review funding possibilities from the provincial government.
- writing a letter to Peter Ord, Vice-President at the Royal BC Museum for Archives, Collections and Knowledge, welcoming him to his position. We were also up-front about the lack of funding and support in BC's archives community, and have hopes to work more closely with the RBCM.

In general, our finances are as tight as they can be, as confirmed by our ever-dependent Financial Manager, Karen Blimkie. This scenario is not likely a sustainable model for an organization as we are dipping into our reserve every year. We also depend that all programs run be 100% subscribed, or we risk just breaking even or, worse, losing funds through this outreach work. This is not a reality we wish to embrace, and so the AABC is encouraging membership to participate in our committee looking at funding opportunities. We will rely upon our members' support to help make our



organization more financially stable through this work. Yes, we need you to help make the most of our association through its advocacy and support of the BC archives community.

### *In Summary*

I would like to thank the Executive and the AABC committee members for their support and advice through the 2014-15 year. I parachuted into this role as President without any previous experience in the association but as a general member. Jane Morrison, Member at Large (Conference and Membership), was particularly helpful getting me up to speed on the history and inner workings of the AABC Executive. As she is stepping down now, we thank her for her fine service. Our Treasurer, Sarah Romkey, has been fabulous at organizing the discussion around our budget and funding opportunities. Sarah Jensen has kept the Executive in order by keeping us informed of upcoming meetings, taking minutes and then providing them for review and finalization for posting on our website. Ryan Gallagher, as Member-at-Large (Grants & Fundraising, and Nominations), has been advocating a lot for the AABC, writing letters and seeking new funding sources. And last but certainly not least is Emily Lonie, our tireless Vice-President who is now moving into the role of President in the 2014-15 year. Emily's energy for organizing programs, including much of the 2015 conference, and her enthusiasm for BC's archival community has already been impressive; she makes the AABC future look really bright!

And one last call to service... please participate in our association so we can keep on doing great work for BC's archival community by joining one of our committees (Programs, Communications, or Finance/Fundraising) or stepping up to join the Executive in future years. It's an experience that both grows professional capacity, and helps one appreciate all the great people who dedicate themselves to the world of archives in our province.

Finally, I would like to acknowledge that the AABC will be granting the Provincial Archivist Emeritus, Gary Mitchell, an Honourary Life Membership in the Association. Thank you, Gary, for all the hard work you have done for the BC archives community, and for the mentoring and guidance you have provided to so many of us. All the very best to you!

Respectfully submitted,  
Caroline Posynick  
President, 2014-15

### **3.2 Vice-President's Report – Emily Lonie**

It has been such a pleasure taking on the role of Vice-President for the AABC this year. I would like to thank my Executive colleagues, our contractors, and all committee members and chairs who have contributed to making this a successful year for the AABC. Our program offerings may have changed in the years since the NADP was cancelled, but the AABC remains a relevant and important organization that offers much-needed services to archives and archivists across BC.



We continue to offer enriching programming through our education and advisory services. In 2014/2015 we were able to offer distance education to 77 people in BC and further afield. For the first time we offered a new course developed by Kelly Stewart entitled “Managing Archives.” This course, aimed at trained archivists who find themselves in charge of an archives as well as non-archivists who find themselves managing on unfamiliar ground, has proven to be incredibly popular.

We were also able to extend our reach through a new initiative developed by Kelly Stewart. The AABC hosted two Roundtable Discussions that were webcast thanks to the Irving K. Barber Centre’s generous donation of services. The first Roundtable, held in October 2014, addressed the issue of orphan photographs and copyright. The most recent Roundtable, held in February 2015, took on the issue of metadata and digital processing and preservation. With viewers tuning in across BC and Canada, and as far away as Argentina, the Roundtables have broadened the AABC’s reach, creating a forum for practical examination of the issues archivists struggle with on a daily basis. We are hoping to be able to offer two more Roundtable Discussions in 2015-2016.

This year we say goodbye to our long-time Network Coordinator, David Mattison. On behalf of the Executive, I would like to express my thanks for his expertise and years of service to the BC archival community. As David moves on to other archival endeavours, the AABC welcomes Dan Gillean, who will be taking up the post of BCANS Coordinator this year. Dan will be helping to ease us into an upgraded MemoryBC platform and will continue our efforts to promote access to British Columbia’s documentary heritage.

When I came to BC a few years ago there were dire predictions about the fate of the AABC. I encountered a bruised association that was forced to recast its role in the archival system. Fast forward to 2015 and I believe we have weathered the storm. While our services are reduced and we continue to operate without any external funding support, I am encouraged by the dedication of our Executive and contractors to continue to offer high-quality services to our members. While we may not be able to provide all of the services we once did, we have found creative ways to fulfill our mission. Looking forward, I encourage us all to think creatively and continue to find new ideas, new partnerships, and new initiatives.

Respectfully submitted,  
Emily Lonie  
Vice-President

### **3.3 Treasurer and Finance Committee Report – Sarah Romkey**

#### **Introduction:**

2014-2015 has been a year that, although still marked by a deficit, showed more financial stability for the Association since the loss of NADP funding. A projected deficit of \$5,130 was presented to the Membership at the 2014 AGM; as of February 2015 our projected deficit for year-end is \$2,500.



The cost savings can be attributed to both lowered costs and higher revenues than expected. In the category of lowered costs, both our Financial Manager and BCANS Coordinator did not need all of the hours budgeted for them this fiscal year. Additionally, Andornot has generously donated the hosting fees for the website in lieu of a paid advertisement on the site. In the category of higher revenues, higher than projected membership fees balanced slightly lower than expected distance education revenues.

Our membership came through once again in the category of donations- thank you to all of our generous donors and sustaining members! We exceeded the amount of donations needed to fund our two graduating SLAIS scholarships and therefore have a carry-forward amount to use for next year's scholarship fund of approx. \$200.

Web advertising continues to be a poor area for the AABC due to lack of expertise and time on behalf of the Treasurer. If there is a member who is interested in taking this on as a volunteer project, please do get in touch with the Executive.

### **Financial Statements:**

#### A. Financial Statements for 2013-2014

The accounting firm, Evancic Perrault Robertson Ltd. (EPR) has completed its review engagement of the AABC's financial statements for the year ending March 31, 2014. The review is available to AABC members. These financial statements are attached as Appendix A, to be approved at the 2015 AGM.

As moved by the Membership at the last AGM, these will be the last financial statements prepared by external reviewers until such a time that an external review is legally required. The Treasurer and Finance Committee has asked a volunteer to perform a review of the finances, which will take place in April or May, after the financial year is complete and records are available. Our sincere thanks to Barry Dykes, archivist and former accountant, for volunteering for this role of financial reviewer.

#### B. Financial Statements for 2014-2015

The current financial statements for the year ending March 31, 2015 are preliminary. They have not yet been finalized and reviewed at the date of the writing of the present report. A draft of these financial statements will be circulated at the AGM.

### **Budget for 2014-2015**

The AABC executive met with Financial Manager Karen Blimkie, Finance Committee member Lara Wilson and Programs Committee members Jill Teasley and Jennifer Mohan on February 14, 2015 to discuss the budget for 2015-2016. We are projecting similar workshop and membership revenues for 2015-2016 as in this past fiscal year, but increased expenses are pushing our projected deficit up to \$6,037. These expenses include increased amounts for the delivery and upkeep of our workshops and distance education, an increased fee for MemoryBC hosting, and increased number of hours for



a new person to fulfill the role of BCANS coordinator. Realistically we do not project any web advertisement sales so we removed that revenue projection.

At the time of budgeting, the projected revenues from the conference were still an unknown factor. It is the Executive's and Finance Committee's hope that revenue from the Conference will offset at least some of this increased deficit.

#### **Contingency fund:**

While significantly decreased deficits since the 2013-2014 fiscal year (when a deficit of over \$20,000 was projected) have renewed hope that the Association can be self-sustaining in the coming years, the Executive must still be prepared to wrap up the affairs of the Association if need be. A restricted contingency fund of \$55,000 remains in case of this outcome.

#### **Other activities 2014-2015:**

##### A. Financial procedures disclosure

The Membership at the 2014 AGM asked for more transparency in the financial practices of the Association, in light of the decision to no longer require an external review of the finances. A report is being presented in March 2015 to the Executive, with the hopes it can be disseminated to the membership at or before the AGM.

##### B. New Finance Committee member

For the 2015-2016 year, the Finance Committee will lose an excellent member in Terra Dickson. Terra, thank you for your contributions! We were able to recruit a new Finance Committee member for the coming year in Rebecca Pasch. Thank you for joining the committee, Rebecca!

#### **Thank you:**

As always, speaking for myself and for the Finance Committee, we would simply be lost without the guidance of our excellent Financial Manager, Karen Blimkie! Thank you Karen, for all that you do for the Association. My sincere thanks also to current Finance Committee members Lara Wilson and Terra Dickson, and to new Finance Committee member Rebecca Pasch. Finances are a challenging area for any non-profit, especially during tight times, and your contributions are very sincerely appreciated.

Respectfully submitted,

Sarah Romkey  
AABC Treasurer  
Chair, Finance Committee

#### **4.0 Committee and Program Annual Reports**



#### 4.1 Programs Committee Report

This year's Programs Committee members were Lara Wilson, Jill Teasley, Jennifer Mohan, and Terra Dickson. The Programs Committee was consulted on several small questions during the year but there is no substantial activity to report for the 2014-2015 year.

##### **BC Archival Education and Advisory Services**

The BC Archival Education and Advisory Services, led by Kelly Stewart, remains the AABC's lifeblood, offering advice and educational services to our members. I want to thank Kelly for her dedication to the AABC and for her creativity and enthusiasm. Kelly successfully ran three distance education courses this year, including: "Introduction to Archival Preservation"; "Managing Archival Photographs"; and the AABC's newest course "Managing Archives," which was very well-received. Kelly also instigated and hosted two sessions of a Roundtable Discussion Series that was webcast thanks to the Irving K. Barber Learning Centre at the University of British Columbia. Topics were suggested by the community and the two-hour discussions were facilitated by Kelly. These informative discussions, the first about orphan photographs and copyright, and the second about metadata and digital preservation, helped the AABC to extend its reach and provided our members with practical advice for addressing common archival issues. We look forward to another series of webcasts in the coming year.

Respectfully submitted,  
Emily Lonie,  
Programs Committee Chair

##### **BC Archival Network Services**

MemoryBC continues to be the pride and joy of the AABC, offering member institutions of all sizes the ability to upload their archival descriptions. It offers a searchable database of the materials available at archival repositories throughout BC and offers users a "one stop shop" for archival content. The management of this system, along with the management of the AABC website falls to our BCANS Coordinator. For the past five years, David Mattison has been our link to all things network and systems-related. This year, our total number of descriptions in MemoryBC grew to 11,372. David offered advice and assistance to member institutions, provided a monthly overview of our web statistics, and our website was kept up to date with relevant job postings, news items, educational offerings, and social events. I would like to thank David for his service to the organization and wish him all the best. Taking over from David for the 2015-2016 year will be Dan Gillean. Dan's systems expertise will be incredibly beneficial as we upgrade MemoryBC to the latest AtoM platform. The Executive looks forward to working with Dan.

Respectfully submitted,  
Emily Lonie,



Programs Committee Chair

## **4.2 Communications Committee & Regional Representatives**

With over 300 followers, the AABC Facebook page, managed by Kelly E. Lau, continues to engage and inform members of the archives community. Regular contributors include Chelsea Shriver, Bronwen Bird, and Emily Chicorli. Christie Waltham will be replacing Emily Chicorli as the AABC representative for ACA@UBC. Part of her new role will include posting updates from SLAIS to the Facebook page.

Conducting oral history interviews and producing videos and/or blogs on BC archives and archivists with the goal of highlighting the current state of local archives is an outreach activity proposed by one of the AABC members. This process may involve interviewing, writing, and posting the results on a blog via the AABC web site with links back to the AABC Facebook page. The Communications Committee is hoping to solicit volunteer interest in this initiative for the upcoming year.

Strategies for reaching out to regional representatives are under discussion. Suggestions include regional representatives soliciting interest in holding regional workshops and connecting with the Membership Committee to run membership reports. I am optimistic the upcoming year will lead to increased activity between the AABC and the regions.

On a final note, I would like to thank the Executive: Jane, Caroline, Emily, Ryan, and Sarah for orienting me to the role of the secretary. I would also like to thank Kelly Lau for her contributions to the Communications Committee and the AABC Facebook page. Finally, thank you to Emily and welcome Christie!

Respectfully submitted,  
Sarah Jensen  
AABC Secretary and Communications Committee Chair

## **Regional Representatives**

### **Central and North Vancouver Island Regional Representative – Jane Hutton**

There was no regional activity to report in the 2014-15 year.

### **South Vancouver Island Regional Representative – Chance Dixon**

The Spring 2014 meeting was held on Thursday, April 10, at the Royal BC Museum and Archives. The theme was Digitization, with a presentation by a representative of the BC History Digitization Project as well as a tour of the digitization labs at the museum and archives. There were approximately 15 archives represented at the meeting.



The Fall 2014 meeting, hosted by the University of Victoria, was held on Wednesday, November 5, 2014. The meeting started after members viewed a selection of the collection. Introductions and updates were provided from the AABC Roundtable and the InterPARES Trust symposium. This was followed by a mini records-management workshop.

Caroline Posynick, Archivist for Royal Roads University, passed along the Chair position to Chance Dixon, Archivist for the Town of View Royal, at this Fall meeting. There were approximately 30 archives represented at the meeting.

The Spring 2014 meeting will be scheduled for early May 2014, at St. Ann's Academy National Historic Site. The meeting will include a round-table of archives updates and a general discussion of current issues faced by local archives. This will be followed by a tour of the site focusing on the collection.

Announcements were also circulated throughout the year on behalf of several member groups regarding special activities and events.

Respectfully submitted,

Chance Dixon

Regional Representative, South Vancouver Island

#### **Greater Vancouver Regional Representative – Vacant**

There was no regional activity to report in the 2014-15 year.

#### **Fraser Valley Regional Representative – Val Billesberger**

There was no regional activity to report in the 2014-15 year.

#### **Thompson-Okanagan Regional Representative – Deborah Chapman**

There was no regional activity to report in the 2014-15 year.

#### **Kootenay-Columbia Regional Representative – Sue Adrain**

There was no regional activity to report in the 2014-15 year.

#### **B.C. Northwest Regional Representative – Jean Eiers-Page**

There was no regional activity to report in the 2014-15 year.

#### **Central Interior-BC Northeast Regional Representative – Kim Stathers**

There was no regional activity to report in the 2014-15 year.

### **4.3 Membership & Conference Committees**



Membership Committee members for 2014-2015 were Barry Dykes and Alaric Posey. The committee was co-chaired by Sarah Rathjen and Jennifer Zerkee. The executive liaison was Jane Morrison.

### **Responsibilities**

The Membership Committee is responsible for:

- Managing the membership database
- Processing memberships (new, renewals, lapsed, arrears)
- Producing an annual membership directory
- Responding to membership-related queries from members and non-members
- Reviewing applications for institutional membership and making recommendations to the Executive
- Generating reports for other AABC committees, Executive members, and AABC contractors, as required

### **Membership statistics**

|                         | <b>2014</b> | <b>2013</b> | <b>2012</b> | <b>2011</b> | <b>2010</b> | <b>2009</b> | <b>2008</b> | <b>2007</b> | <b>2006</b> | <b>2005</b> | <b>2004</b> |
|-------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                         | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    |
|                         | <b>2015</b> | <b>2014</b> | <b>2013</b> | <b>2012</b> | <b>2011</b> | <b>2010</b> | <b>2009</b> | <b>2008</b> | <b>2007</b> | <b>2006</b> | <b>2005</b> |
| Institutional           | 69          | 69          | 77          | 81          | 80          | 74          | 71          | 93          | 92          | 87          | 96          |
| Associate Institutional | 45          | 45          | 42          | 45          | 44          | 32          | 40          | 57          | 53          | 46          | 49          |
| Sustaining              | 5           | 5           | 4           | 4           | 6           | 2           | 6           | 6           | 7           | 7           | 7           |
| Individual              | 60          | 60          | 55          | 49          | 60          | 62          | 58          | 68          | 64          | 70          | 89          |
| Student/Volunteer       | 37          | 36          | 30          | 30          | 31          | 23          | 32          | 34          | 52          | 70          | 67          |
| Honorary Life           | 2           | 2           | 2           | 2           | 2           | 2           | 1           | 1           | 1           | 6           | 7           |
| Honorary Patron         | 1           | 1           | 1           | 1           | 1           | 1           | 1           | 1           | 1           | 1           |             |
| <b>Total Members</b>    | <b>217</b>  | <b>216</b>  | <b>211</b>  | <b>212</b>  | <b>224</b>  | <b>196</b>  | <b>209</b>  | <b>260</b>  | <b>270</b>  | <b>287</b>  | <b>315</b>  |

### **Projects and activities**

#### **Membership database and directory**

The membership database was maintained and updated throughout the year. The membership directory was issued electronically in December.

#### **Full institutional application**

Building on past committee work, the membership committee presented a revised Application for Full Institutional Membership to the Executive last fall. The final version of this application was approved by the Executive in January and was posted to the AABC website in February.



### **Outreach to SLAIS students**

In the fall Jennifer visited a SLAIS MAS core class to present the benefits of AABC membership and to offer students a free first membership. This resulted in 6 new student members.

In February the Co-Chairs asked the ACA@UBC student chapter to forward a similar message to their email list and social media sites.

### **New institutional members**

No applications for full institutional membership were received this year.

New associate institutional members this year were Emily Carr University of Art & Design Library & Archives and City of Coquitlam Archives. We also welcomed back Bulkley Valley Historical & Museum Society.

### **Plans for the 2015/2016 year**

- Consider and revise if necessary the Membership Committee's Terms of Reference (we have begun to discuss this as a committee)  
Develop a comprehensive list of membership benefits, for use in publicity

### **Comments from Co-Chairs**

Thank you again to our small but dedicated group of Membership Committee members. Your contributions to our projects have been valuable. We look forward to your insights on our upcoming projects. We are also grateful to the general membership for their continued support of BC's archival community.

Respectfully submitted,  
Sarah Rathjen and Jennifer Zerkee  
AABC Membership Committee Co-Chairs

### **Conference Report**

Executive discussions began in summer 2014 on planning for a 2015 conference. Vice-President Emily Lonie offered Coquitlam as a tentative location which was ultimately secured through a generous in-kind donation from the Coquitlam Public Library. Two joint conference ideas were explored but did not come to bear for this year. The conference committee was formed in September after a call for volunteers. Many thanks go to Lara Wilson (chair), Jennifer Mohan, Jennifer Yuhasz, Jade Guan, Daniel Collins and AABC Vice President Emily Lonie, who took on much of the host planning and executive liaison role, for putting on a successful day of conference programming.



Although the planning is a lot of work, we find that conferences are consistent money-makers, so we look forward to next year’s planning. If you have any suggestions and would like to be part of the next conference committee, please approach an executive member.

Respectfully submitted,  
Jane Morrison  
Member-at-Large (Membership and Conference)

**4.4 Grants and Fundraising–**

One of the Members-at-Large is responsible for the adjudication of grant funding, via the Grants and Fundraising Committee (typically chaired by the Member-at-Large) As no new source of grant funding was introduced, the grants committee did not meet in 2014-2015. One grant with some AABC input, is the Terry Reksten Award, adjudicated by the Friends of the BC Archives and the chair of the Grants Committee. This year’s winners were the Whistler Museum and Archives Society and the Vancouver Maritime Museum.

Much of the effort of the past year was spent researching how other provincial archives associations are funded. Most receive grants from their respective provincial governments. In the fall, the BC Arts Council engaged in a review of its funding program. The BC Arts Council traditionally will not fund archives-specific organizations. Communications were exchanged with the Arts Council, as well as with Minister of Community, Sport & Cultural Development, Coralee Oakes (the minister responsible for the BC Arts Council), outlining the AABC’s predicament of being ineligible for provincial grants. The results of the program review have not been released, though early 2015 was the expected timeframe.

Respectfully submitted,  
Ryan Gallagher  
Member-at-Large

**5.0 Election of Executive Committee Members**

**5.1 Nominations Committee**

As of this report’s submission, there are nominated candidates for all open positions on the Executive.

The following members have let their names stand for the following positions on the AABC Executive Committee:

Vice President:\_\_\_\_\_

Treasurer: Sarah Romkey



Secretary (2 year term): Sarah Jensen

Member-at-Large (2 year term): Heather Dean

These candidates will be presented to the AGM; additional nominations will also be accepted from the floor.

## **6.0 Other Business**

### **6.1 Honorary Life Membership**

The AABC is pleased to award Provincial Archivist Emeritus Gary Mitchell with an honorary life membership. Gary will be presented with a certificate and a citation read at the AGM.

Respectfully submitted,

Jane Morrison

Member-at-Large (Membership and Conference)



**Budgets: 2014-2015 and 2015-2016 years**

|  |   |
|--|---|
| <p>Budget 2014-2015<br/>Approved February 23, 2014</p> <p><b>General Fund 2014-2015</b></p> <p><b>Revenues</b><br/>         Membership fees: \$16,800<br/>         Workshop fees: \$28,437<br/>         Donations: \$1,000<br/>         Interest Income: \$50.00<br/>         Web advertising: \$1,000<br/>         GST Revenue- all funds: \$1,000</p> <p><u>Total Revenue: \$48,287</u></p> <p><b>Expenses</b><br/>         Awards: \$1,000<br/>         Insurance expense: \$3,500<br/>         Office and clerical expense: \$1,550<br/>         Accounting and legal: \$0.00<br/>         Admin- Internal accounting: \$7,000<br/>         Donation expense- CanadaHelps: \$0.00<br/>         Grants Committee: \$0.00<br/>         Membership Committee: \$300.00<br/>         Membership directory: \$0.00<br/>         Executive Committee: \$1,100.00<br/>         Finance Committee: \$0.00<br/>         Programs Committee: \$0.00<br/>         Miscellaneous Expense: \$50.00<br/>         Systems Support: \$3,000<br/>         Internal Program funding- ANS: \$8,910.00<br/>         Internal Program funding- BCAPS: \$0.00<br/>         Internal Program funding- BCEAS: \$27,007</p> <p><u>Total Expenses: \$53,417.00</u></p> <p><b>Expenses (Deficiency) of Revenues<br/>over Expenses: (\$5,130.00)</b></p> | <p>Budget 2015-2016<br/>Approved March 18, 2015</p> <p><b>General Fund 2015-2016</b></p> <p><b>Revenues</b><br/>         Membership Fees: \$16,800.00<br/>         Conference Sponsorship Revenue: (unknown)<br/>         Conference Fees: (unknown)<br/>         Conference 50/50 Draw: \$250.00<br/>         Workshop Fees: \$26,687.50<br/>         Donations: \$1,000.00<br/>         Interest Income: \$200.00<br/>         GST Revenue - all funds: \$700.00</p> <p><u>Total Revenue: \$45,637.50</u></p> <p><b>Expenses</b><br/>         50/50 Draw License: \$30.00<br/>         Awards and Donations: \$1,000.00<br/>         Insurance Expense: \$3,500.00<br/>         Office and Clerical Expense: \$1,550.00<br/>         Admin – Internal Accounting: \$6,500.00<br/>         Membership Committee: \$400.00<br/>         Executive Committee: \$1,100.00<br/>         Miscellaneous Expense: \$50.00<br/>         Systems Support: \$2,299.00<br/>         Internal Program Funding- ANS: \$7,807.50<br/>         Internal Program Funding- BCEAS: \$27,438.70</p> <p><u>Total Expenses: \$51,675.20</u></p> <p><b>Expenses (Deficiency) of Revenues<br/>over Expenses: (\$6,037.70)</b></p> |
|--|---|



*Honourary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

**PROXY VOTING FORM**

**ANNUAL GENERAL MEETING**

*(Please complete this form if you are unable to attend the AGM)*

**Friday April 24, 2015**

**3:30pm-4:30pm**

**Coquitlam Public Library,  
Coquitlam, BC**

The undersigned, being a member in good standing with the Archives Association of British Columbia, hereby nominates, constitutes and appoints:

\_\_\_\_\_

(Name of Proxy)

of

(Address)

to attend, act, and vote on behalf of the undersigned at the Annual General Meeting of the Archives Association of British Columbia on Friday April 24, 2015 Coquitlam, BC.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_

Member Signature

\_\_\_\_\_

Member Name (Print)

Each member present at a vote may cast no more than one proxy vote on behalf of an absent member.

**Please present this proxy to the Secretary at the time of each vote.**

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

Financial Statements  
(Unaudited)

March 31, 2014



|   |             |
|---|-------------|
| REVIEW ENGAGEMENT REPORT                      |             |
| STATEMENT OF OPERATIONS                       | STATEMENT 1 |
| STATEMENT OF CHANGES IN NET ASSETS            | STATEMENT 2 |
| STATEMENT OF CASH FLOWS                       | STATEMENT 3 |
| STATEMENT OF FINANCIAL POSITION               | STATEMENT 4 |
| NOTES TO THE FINANCIAL STATEMENTS             |             |
| SCHEDULE OF GENERAL FUND                      | SCHEDULE 1  |
| SCHEDULE OF ARCHIVAL NETWORK SERVICES PROGRAM | SCHEDULE 2  |
| SCHEDULE OF PRESERVATION PROGRAM              | SCHEDULE 3  |
| SCHEDULE OF EDUCATION PROGRAM                 | SCHEDULE 4  |





COQUITLAM

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www.eprcoq.com

## REVIEW ENGAGEMENT REPORT

To The Members of  
Archives Association of British Columbia

We have reviewed the statement of financial position of Archives Association of British Columbia as at March 31, 2014 and the statements of operations, changes in net assets and cash flows for the year ended March 31, 2014. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussions related to information supplied to us by management.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

A handwritten signature in black ink that reads 'EPR' in a stylized, cursive font.

CERTIFIED GENERAL ACCOUNTANTS

Coquitlam, B.C.  
July 14, 2014

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

STATEMENT 1

**STATEMENT OF OPERATIONS**

Year Ended March 31, 2014

(Unaudited)

|  | 2014              | 2013            |
|--|-------------------|-----------------|
| <b>Revenue (schedule 1)</b>  | \$ 58,646         | \$ 59,884       |
| <b>Expenditures</b>  |                   |                 |
| General fund (schedule 1)  | 27,600            | 24,631          |
| Archival network services program (schedule 2)                       | 6,526             | 3,905           |
| Preservation program (schedule 3)                                    | 495               | 10,882          |
| Education program (schedule 4)                                       | 26,269            | 19,209          |
|  | 60,890            | 58,627          |
| <b>Excess (deficiency) of revenue over expenditures for the year</b> | <b>\$ (2,244)</b> | <b>\$ 1,257</b> |

The accompanying notes and schedules are an integral part of these financial statements.



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

STATEMENT 2

**STATEMENT OF CHANGES IN NET ASSETS**

Year ended March 31, 2014

(Unaudited)

|  | Unrestricted | Restricted<br>(note 3) | Archival<br>Network<br>Program | Preservation<br>Program | Education<br>Program | 2014    | 2013       |
|--|--------------|------------------------|--------------------------------|-------------------------|----------------------|---------|------------|
| <b>Net assets, opening<br/>balances</b>                                | \$ 53,932    | \$ 55,000              | \$ -                           | \$ -                    | \$ -                 | 108,932 | \$ 107,675 |
| Excess (deficiency) of<br>revenue over<br>expenditures for the<br>year | 31,046       | -                      | (6,526)                        | (495)                   | (26,269)             | (2,244) | 1,257      |
| Inter-fund transfers   | (33,290)     | -                      | 6,526                          | 495                     | 26,269               | -       | -          |
| <b>Net assets, closing<br/>balances</b>                                | \$ 51,688    | \$ 55,000              | \$ -                           | \$ -                    | \$ -                 | 106,688 | \$ 108,932 |

The accompanying notes are an integral part of these financial statements.



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

STATEMENT 3

**STATEMENT OF CASH FLOWS**

Year Ended March 31, 2014

(Unaudited)

|   | 2014             | 2013             |
|---|------------------|------------------|
| <b>Cash flows from (used in) operating activities:</b>          |                  |                  |
| Excess (deficiency) of revenue over expenditures for the year   | \$ (2,244)       | \$ 1,257         |
| Changes in non-cash working capital                             |                  |                  |
| Decrease in grants receivable                                   | -                | 16,780           |
| Decrease in government agencies recoverable                     | 1,950            | 1,968            |
| Decrease (increase) in prepaid expenses                         | 145              | (349)            |
| Increase in restricted cash                                     | -                | (20,000)         |
| Increase (decrease) in accounts payable and accrued liabilities | (291)            | 240              |
| Decrease in deferred revenue                                    | 5,041            | (1,280)          |
| <b>Increase (decrease) in cash and cash equivalents</b>         | <b>4,601</b>     | <b>(1,384)</b>   |
| <b>Cash and cash equivalents, beginning of year</b>             | <b>58,718</b>    | <b>60,102</b>    |
| <b>Cash and cash equivalents, end of year</b>                   | <b>\$ 63,319</b> | <b>\$ 58,718</b> |

The accompanying notes and schedules are an integral part of these financial statements.



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

**STATEMENT 4**

**STATEMENT OF FINANCIAL POSITION**

March 31, 2014

(Unaudited)

|  | 2014              | 2013              |
|--|-------------------|-------------------|
| <b>ASSETS</b>                            |                   |                   |
| Current:                                 |                   |                   |
| Cash and cash equivalents - note 1       | \$ 63,319         | \$ 58,718         |
| Government agencies recoverable          | 891               | 2,841             |
| Prepaid expenses                         | 3,239             | 3,384             |
|  | 67,449            | 64,943            |
| Restricted cash - note 2                 | 55,000            | 55,000            |
|  | <b>\$ 122,449</b> | <b>\$ 119,943</b> |
| <b>LIABILITIES AND NET ASSETS</b>        |                   |                   |
| Current:                                 |                   |                   |
| Accounts payable and accrued liabilities | \$ 5,000          | \$ 5,291          |
| Deferred revenue - note 3                | 10,761            | 5,720             |
|  | 15,761            | 11,011            |
| Net assets                               |                   |                   |
| Unrestricted                             | 51,688            | 53,932            |
| Restricted - note 2                      | 55,000            | 55,000            |
|  | 106,688           | 108,932           |
|  | <b>\$ 122,449</b> | <b>\$ 119,943</b> |

On behalf of the Board

\_\_\_\_\_ President

\_\_\_\_\_ Treasurer

\_\_\_\_\_ Date

\_\_\_\_\_ Date

The accompanying notes and schedules are an integral part of these financial statements.



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2014

(Unaudited)

---

The Archives Association of British Columbia (the "AABC") was established through the amalgamation of the *Association of British Columbia Archivists* and the *BC Archives Council* and was incorporated on January 21, 1991 under the Society Act of British Columbia as a not-for-profit organization. The association is a registered charity under the Income Tax Act and is exempt from income taxes under section 149 (1) (f) of the Act. Its main objective is to preserve British Columbia's documentary heritage by providing programs designed to promote and strengthen the archival network within the province. The Archives Association of British Columbia is committed to the following goals:

- To provide educational opportunities for those engaged in all aspects of archival work in British Columbia.
- To coordinate projects and programs designed to promote and strengthen the archival network within the province.
- To function as an advocacy and lobby group on behalf of archives and archivists by preparing presentations for governmental agencies, as well as by promoting a better understanding of our field amongst the general public.
- To cooperate with all organizations engaged in heritage and information-management activities within the province.

On April 1, 2000, the organization received official charitable status.

The AABC offers the following main programs:

### British Columbia Archival Education and Advisory Service

The BC Archival Education and Advisory Service offers advisory and education services for archives and archivists in B.C. The program is responsible for the management of the Community Archives Education Program, as well as for providing ongoing advisory services to archives in the province.

The AABC Community Archives Education Program is designed to provide fundamental-level education courses to individuals working with archival material. These courses are also of interest to individuals who are responsible for records management and providing reference service for their institution and the general public.

### British Columbia Archival Network Service

The British Columbia Archival Network Service program is responsible for the development and maintenance of web resources created by the Archives Association of British Columbia, including the B.C. Archival Information Network (BCAIN) web site, the British Columbia Archival Union List (BCAUL), a *Guide to Archival Repositories in British Columbia*, and the AABC's "The Archivists's Toolkit".



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2014

(Unaudited)

---

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations applied on a basis consistent with that of the preceding year. Outlined below are those policies considered particularly significant.

#### **Fund Accounting**

The Association follows the restricted fund method of accounting for contributions.

The General Fund accounts for the Association's program delivery and administrative activities. This fund reports unrestricted resources.

*The Restricted Fund reports only restricted resources that are to be set aside as a minimum or safe reserve for the Association.*

#### **Cash and cash equivalents**

The policy of the Association is to disclose bank balances, including bank overdrafts with balances that fluctuate frequently from being positive to overdrawn and term deposits that can be withdrawn when needed under cash and cash equivalents.

#### **Revenue Recognition**

The Association follows the deferral method of accounting for contributions.

Restricted contributions related to specific projects are recognized as revenue of the project in the year in which the related expense are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund.

Unrestricted contributions are recognized as revenue of the General Fund in the year received or receivable if the amount to be recorded can be reasonably estimated and collection is reasonably assumed.

Membership and seminar fees are recognized as revenue of the General Fund when services are rendered and seminars are held.

#### **Allocation of Expenses**

The Association adopted Section 4470, disclosure of allocated expenses by not-for-profit organizations according to a number of functions to which the expenses relate. The Association incurs a number of general and administrative support expenses that are common to the administration of the organization and each of its programs. All contract fees are directly expensed to the programs to which they relate, with the exception of finance and administration contract fees, which are allocated to the individual programs on a percentage agreed upon by the National Archival Development Program/Canadian Council of Archives. These expenses are disclosed under each program in the attached schedules.



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2014

(Unaudited)

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONT'D

#### Financial Instruments

##### Measurement of financial instruments

The Association initially measures its financial assets and liabilities at fair value.

The Association subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash and cash equivalents, government agencies recoverable and restricted cash.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

##### Impairment

Financial assets measured at cost will be tested for impairment when there are indicators of impairment. The amount of any identified impairment will be written down and recognized in net income. Any previously recognized impairment loss may be reversed to the extent of the improvement, either directly to this asset or by adjusting an allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of a reversal is recognized in net income.

##### Transaction costs

The Association recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

#### Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Estimates are used for, but are not limited to, the accounting for accrued liabilities, impairments and contingencies. Actual results may differ from those estimates.

### 2. RESTRICTED CASH

The Association's board has internally restricted \$55,000 to be maintained as a minimum allowable safe reserve. This internally restricted amount is not available for unrestricted purposes without the approval of the board.





# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2014

(Unaudited)

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### 3. DEFERRED REVENUE

The amount represents prepaid membership and conference fees.

|  | 2014      | 2013     |
|--|-----------|----------|
| Balance, beginning of year             | \$ 5,720  | \$ 7,000 |
| Prepaid membership and conference fees | 10,761    | 5,720    |
| Less: amount recognized as revenue     | (5,720)   | (7,000)  |
| Balance, end of year                   | \$ 10,761 | \$ 5,720 |



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

SCHEDULE 1

**SCHEDULE OF GENERAL FUND**

Year Ended March 31, 2014

(Unaudited)

|  | 2014             | 2013             |
|--|------------------|------------------|
| <b>Revenue</b>                             |                  |                  |
| Conference, workshop and registration fees | \$ 39,510        | \$ 37,289        |
| Membership fees                            | 15,271           | 16,430           |
| Miscellaneous                              | 3,417            | 5,606            |
| Investment income                          | 448              | 559              |
|  | <u>58,646</u>    | <u>59,884</u>    |
| <b>Expenditures</b>                        |                  |                  |
| Accounting and legal                       | 10,473           | 14,250           |
| Committees                                 | 482              | 659              |
| Conference and workshops                   | 9,928            | 2,688            |
| Insurance                                  | 2,822            | 2,634            |
| Office                                     | 1,702            | 2,116            |
| Server and website maintenance             | 2,193            | 2,284            |
|  | <u>27,600</u>    | <u>24,631</u>    |
| <b>Excess of revenue over expenditures</b> | <b>\$ 31,046</b> | <b>\$ 35,253</b> |



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

SCHEDULE 2

**SCHEDULE OF ARCHIVAL NETWORK SERVICES PROGRAM**

Year Ended March 31, 2014

(Unaudited)

|  | 2014       | 2013       |
|--|------------|------------|
| <b>Revenue</b>                             | \$ -       | \$ -       |
| <b>Expenditures</b>                        |            |            |
| Contract fees                              | 6,323      | 3,905      |
| Travel                                     | 203        | -          |
|  | 6,526      | 3,905      |
| <b>Excess of expenditures over revenue</b> | \$ (6,526) | \$ (3,905) |



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

SCHEDULE 3

**SCHEDULE OF PRESERVATION PROGRAM**

Year Ended March 31, 2014

(Unaudited)

|  | 2014     | 2013        |
|--|----------|-------------|
| <b>Revenue</b>                             | \$ -     | \$ -        |
| <b>Expenditures</b>                        |          |             |
| Communications                             | -        | 850         |
| Contract fees                              | 495      | 9,667       |
| Office                                     | -        | 345         |
| Travel                                     | -        | 20          |
|  | 495      | 10,882      |
| <b>Excess of expenditures over revenue</b> | \$ (495) | \$ (10,882) |



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

SCHEDULE 4

**SCHEDULE OF EDUCATION PROGRAM**

Year Ended March 31, 2014

(Unaudited)

|  | 2014        | 2013        |
|--|-------------|-------------|
| <b>Revenue</b>                             | \$ -        | \$ -        |
| <b>Expenditures</b>                        |             |             |
| Communications                             | 597         | 401         |
| Contract fees                              | 24,448      | 17,409      |
| Office                                     | 1,224       | 1,399       |
|  | 26,269      | 19,209      |
| <b>Excess of expenditures over revenue</b> | \$ (26,269) | \$ (19,209) |

