

**Executive Committee Meeting  
Minutes – Tuesday, July 7th, 3:00pm**

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Executive of the Archives Association of British Columbia  
Location: teleconference

**Present:**

Emily Lonie, President  
Cindy McLellan, Vice-President  
Sarah Jensen, Secretary  
Heather Dean, Member-at-Large  
Sarah Romkey, Treasurer  
Ryan Gallagher, Member-at-Large

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**1. Approval of Agenda:**

- Called meeting to order at 3:00pm. The agenda was approved.

**2. Approval of Minutes:**

- Minutes of May 19<sup>th</sup> meeting approved.

**3. President's Report**

- E. Lonie reported thank you letter sent to Hon. Shelly Glover regarding DHCP.
- Discussed the following 3 DHCP applications that were agreed upon during in-person executive and programs committee meeting on July 4<sup>th</sup>: 1) digital preservation capacity building (S. Romkey, C. McLellan, J. Teasley); 2) archivist's toolkit revamp/web portal (E. Lonie, H. Dean, J. Mohan); 3) conservator advisor (R. Gallagher, S. Jensen, J. Morrison)
- S. Romkey reported will assist with budgets for all projects. Finance Committee and accountant will be consulted/review. Agreed to request budget template to assist with this process

**4. Vice-President and Programs Committee Report**

- C. McLellan welcomed J. Morrison to Programs Committee
- Reported K. Stewart liked proposals for DHCP. Suggested working in some funding for archives advisor site visits. Agreed to do this as component of application for conservator
- Reported will present at ICAP (Italian-Canadian Archives Project) meeting

**5. Treasurer and Finance Committee report**

- Discussed May 2015 financial statements including conference revenue. May 2015 financial statements approved.
- Discussed donations and SLAIS student scholarships.

- Discussed D. Gillean's wish list for MemoryBC and possibly allocating some money from conference revenue. C. McLellan will discuss with D. Gillean in September.

## **6. Committee and Program Reports**

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

- S. Jensen discussed sending out call for AABC Facebook administrator position
- Agreed to contact S. Rathjen for membership lists in order to send to regional representatives
- Reminder to executive re: information required for annual report filing

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

- R. Gallagher discussed adjudicating Terry Rexton award with Friends of the BC Archives. Needs to follow up
- Mentioned new Grants and Nominations Committee member, S. Owens

### **6.3 Membership & Conference Committees**

- H. Dean discussed timing of next AABC conference and sending out expression of interest on listserv
- Will start searching for a venue. Will come up with list and bring to committee

## **7. Business Arising**

## **8. Adjournment**

- Meeting adjourned at 3:31 pm.

Next meeting: August 18th, 2015, 3:00pm