

Executive Committee Meeting
Minutes – Tuesday, August 18th, 3:00pm

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

1. Approval of Agenda:

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

2. Approval of Minutes:

- Minutes of July 7th meeting approved.

3. President's Report

- E. Lonie discussed CCAD conference call re: the future of RAD.
- RAD committee presented project update.
- Prior to meeting of experts in January/February, committee requested contributions of councils and members. Regional meetings to be held September to November, then results conveyed to committee.
- Expression of interest form sent re: preferred logistics.
- Executive agreed to use Irving K. Barber Learning Center already reserved for October 23rd; roundtable discussion topic will be RAD. Estimate 40-45 attendees.
- Discussed potential moderators.
- Provided CCA update on ArchivesCanada (AtoM 2.2). Anticipated launch date - end of September.
- Executive completed ArchivesCanada policy and procedures survey.
- Discussed procedures surrounding lapsed members.
- Discussed D. Gillean's participation/use of AABC hours for CCA panel working group re: linked open data.
- Discussed DHCP submission. Reported J. Morrison, J. Teasley, and E. Lonie met to discuss archival advisory service. Decided to focus on site visits. H. Dean discussed using funding to ensure AABC revenue generation in the future. S. Romkey suggested asking members about their needs and wants regarding course development. Executive decided to keep this first application simple.

- H. Dean wondered if membership survey could be built-in or independent of grant. E. Lonie agreed to try.
- DHCP deadline is September 4th, 2015.

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

- C. McLellan reported EAS coordinator job posting circulated.
- Discussed hiring committee: will consist of 2 members of Programs Committee and Vice-President.
- Executive will review applications and make recommendations.
- Discussed K. Stewart's request for wrap-up and transition hours. S. Romkey said half of funds would come from advisor's budget and half from conference surplus.
- Temporary instructor for Preservation course discussed.
- Discussed temporary instructor for K. Stewart's 2 upcoming teaching commitments.
- S. Romkey agreed to assume Gifttool responsibilities on a temporary basis until EAS coordinator position is filled.
- R. Gallagher offered to temporarily house 12 boxes of EAS supplies and teaching documentation at the Surrey Archives. E. Lonie offered to deliver the boxes.

5. **Treasurer and Finance Committee report**

- S. Romkey discussed June financial statements: EAS coordinator's hours for May and June submitted together.
- June financial statements approved.

6. **Committee and Program Reports**

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

- S. Jensen discussed new AABC Facebook administrator.
- Reported membership lists sent to regional representatives.

6.2 **Grants & Nominations/Elections Committee**

- R. Gallagher reported no update this month.

6.3 **Membership & Conference Committees**

- H. Dean discussed membership committee's terms of reference: may propose 2 year term for chair and vice-chair but would have to bring to membership at AGM. Executive discussed rewording primary mandate.
- Mentioned listing benefits of membership on website. H. Dean will draft something for executive approval.
- Discussed membership committee's challenges with Access database. Discussed possibility of collaborating with CCA to receive online payments. Executive agreed this is a great project idea but not relevant for this year. E. Lonie will present this idea to L. Wilson.
- Discussed how UK funds collaborative doctoral awards (collections based research: students enter PhD programs knowing which archives

they will work with). Discussed possibility of using SSHRC funding to do something similar.

7. Business Arising

- Requested secretary set up AABC Roundtable meeting; invite executive members, committee chairs, and contractors.
- This meeting is budgeted.

8. Adjournment

- Meeting adjourned at 3:54 pm.

Next meeting: September 22nd, 2015, 3:00pm