

Executive Committee Meeting
Minutes – Friday, December 18th, 10:00am

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

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

Regrets:

Ryan Gallagher, Member-at-Large

1. **Approval of Agenda:**
 - Called meeting to order at 10:03am. Agenda was approved.
2. **Approval of Minutes:**
 - Minutes of November 24th meeting approved with changes.
3. **President's Report**
 - E. Lonie reported consulted bylaws to see how to strike an ad hoc (provincial database) committee. Findings - Executive can establish ad hoc committees as required. At AGM can move to create standing committees.
 - Discussed realigning executive responsibilities. E. Lonie agreed to develop some text outlining the responsibilities of the vice-president.
 - Discussed responsibilities of committees. Will update membership at AGM.
 - C. McLellan offered to send out a call for provincial database committee.
 - Reported AABC will receive DHCP funding in a few days.
4. **Vice-President and Programs Committee Report**
 - EAS coordinator:
 - C. McLellan reported L. Glandt is busy. Recently met with all provincial advisors. YCW deadline moved up 2 weeks.
 - Requested hours for pre-conference workshop. S. Romkey suggested L. Glandt and D. Gillean email her with 2016-2017 budget wish list. She agreed to compile instructions on what to do. Discussed pre-conference workshop ideas.
 - Reported on two upcoming workshops: Campbell River and Mission Museum and Archives.

- 22 participants signed up for Introduction to Preservation.
- Mentioned topic not yet selected for February roundtable. Executive discussed potential topics. Agreed outreach in general or fundraising/donor relations might be effective.
- BCANS coordinator:
 - D. Gillean reported ATOM 2.2 upgrade will happen soon.
 - Discussed training video he and L. Glandt may prepare for new contributors. S. Romkey asked about hours remaining in budget.
 - D. Gillean is interested in upcoming DHCP grant application (MemoryBC bulk import/export user interface. Currently there is no mechanism to export directly to ArchivesCanada)
 - Reported D. Gillean is relocating; he agreed to write transition documents.
 - E. Lonie explained last year's hiring process. Executive agreed to proceed with the hiring. S. Romkey offered to help C. McLellan.
- Proposed convening in-person or phone-in Programs Committee (J. Teasley, J. Morrison, J. Mohan, L. Wilson) meeting in January to work on DHCP application. C. McLellan agreed to organize a doodle poll and send email. S. Romkey mentioned funding for projects tends to be more successful than funding for ongoing programs.
- Discussed donations and making annual "Giving Tuesday" part of treasurer's responsibilities.
- CCI workshops. Will work on for next year. H. Dean proposed a working list of deadlines.
- ARMA VI: will continue to look for opportunities to work together.

5. **Treasurer and Finance Committee report**

- S. Romkey reported November financial statements are currently being compiled.
- Discussed upcoming budget meeting in February. Will likely be timed with ACA Symposium@UBC. Attendees will include: Programs and Finance Committees, executive, and K. Blimkie.
- Reported looking into insurance for DHCP workshops.

6. **Committee and Program Reports**

- Communications Committee
 - Reported completing BC Societies Survey since secretary responsible for filing AABC annual report.
- Grants & Nominations Committee
 - No update.
- Membership & Conference Committees
 - H. Dean reported call for conference papers sent out by Conference Committee.
 - Reported Membership Committee is compiling a membership benefit list.
 - Will follow-up with S. Jensen re: executive portion of Roundtable minutes.

-Proposed cross-referencing successful DHCP grants with membership list.
Will discuss with membership committee.

7. Business Arising

- ARMA VI Records Classification and Retention Schedules discussion
-Discussed posting it on AABC list-serv for comments/feedback.
- Code of conduct discussion – deferred to next meeting.
- Discussed tele-hosting of upcoming meetings (UVIC? Artefactual?, Skype or GoogleGroups?). Decision required on this.

8. Adjournment

- Meeting adjourned at 11:00 am.

Next meeting: Tuesday, January 19th, 2015, 3:00pm