



**Executive Committee Meeting
Minutes**

**Wednesday December 8, 2010
By teleconference**

Present:

Janine Johnston, President
Jane Morrison, Vice-President
Jennifer Pecho, Secretary
Peter Johnson, Institutional Member-at-Large
Corinne Rogers, Individual Member-at-Large

Regrets:

Linda Nobrega, Treasurer

1. **Approval of Agenda**
Agenda was approved.
2. **Approval of Minutes of November 17, 2010**
One change was suggested to the minutes. J. Pecho will circulate for approval by email.
3. **Business Arising**
J. Morrison asked if any donations to the AABC Scholarship funds had been received after the call to the listervs. J. Johnston reported that she had not heard of any but would check with Karen Blimkie.
4. **Vice-President's Report**
J. Morrison reported on recent programs activities.
ANS: Repository profiles are currently being updated. A discussion took place regarding the ANS contract which will be revised for 2011. J. Johnston will follow up with David Mattison.
A similar discussion took place regarding the Website Administrator's contract.
APS: There was nothing new to report.
EAS: J. Morrison reported that Rosaleen Hill and Kelly Stewart had both submitted their menus for next year. The Programs Committee will meet to discuss funding their services for 2011 and a general discussion took place regarding funding sources for contractor services. It was agreed by the Executive that NADP funding would be used for the new AABC website and the AABC reserve funds would be used to augment the budget for Contract Services.

A brief discussion took place regarding funding/budgets for out-of-province workshops given by Kelly Stewart and Rosaleen Hill.

5. **Treasurer and Finance Committee Report**

L. Nobrega was absent so there was nothing new to report.

6. **Committee and Programs Reports**

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
J. Pecho reported that the AABC Fall Newsletter was complete and had been submitted to the Executive for approval. A discussion took place regarding the need for both an editorial and a submission policy to be worked on in 2011. Leah Pearse and her team were congratulated for their work.

6.2 Grants & Nominations Committees

Grants:

P. Johnson reported that an updated list of institutional members from Sarah Romkey had been forwarded to Lisa Snider to be posted on the website. C. Rogers confirmed that Royal Roads and the Vancouver Holocaust Information Center should be added to the list.

P. Johnson also reported that the website had been updated with regard to NADP application process, including the need to submit a signature copy of the electronic application by the 21st of January, 2011. He also reported that he would send out a further reminder of deadlines before December 13th and that he would attend an adjudication meeting on December 16th at which points of concern would be brought forward including the length of the scoring sheet.

NADP funding is still awaiting ministerial approval in early 2011.

Nominations:

A discussion took place regarding possible Executive Committee member nominees.

6.3 Membership & Conference Committees

Conference:

C. Rogers asked for input from the Executive on several points.

She reported that with regard to the AGM, it would need to be held on Friday afternoon in order not to compete with the SLAIS open house on Saturday. J. Johnston began a discussion regarding planning a pub-night or some incentive to encourage people to stay for the AGM and offered her services to help find sponsorships.

A discussion took place regarding the fee for the conference with different prices discussed for students and early registrants. A suggestion was made that the fee for registration on the day should be raised to compensate for logistical difficulties.

It was advised that the committee should speak to Kelly Stewart regarding opening registration which would coincide with registration for the AABC workshop. It was confirmed that the Archivemata workshop was included in the registration fee but could not be attended without registration.

It was decided that revisions of the conference budget would be sent to the Executive for comment and approval and that the committee could feel free to send information to Lisa Snider for the website as it was approved.

Membership:
C. Rogers had nothing new to report

7. President's Report

J. Johnston reported on the necessity of deciding how many individuals can register at the institutional rate. It was agreed that there could be 3 participants and that this would be added to the EAS policies and procedures and made clear on the website. J. Johnston asked that the draft documentation of the roles and responsibilities of the Executive, their roles with regard to their committees, as well as the roles and responsibilities of the committees themselves be submitted by the February Executive meeting.

She also reported that the November 22nd meeting at the Barber Center went well and that the Barber Centre representatives were very interested in the 5 day digitization institute and have requested a draft report which will be circulated. Kelly Stewart and Rosaleen Hill have also been invited to attend the BC Digitization Coalition Meeting.

Interim reports on NADP are due on December 17th. J. Johnston is working on that and will submit to Programs Committee for review.

J. Johnston also reported that the invoices have been delivered for the Data Migration project and funding is committed by all the parties involved.

8. Adjournment

Meeting adjourned at 2:34 p.m.

Next Meetings:

January 6, 2:30 pm