



**Executive Committee Meeting  
Minutes**

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**Thursday July 22 2010  
By teleconference**

**Present:**

Janine Johnston, President  
Jane Morrison, Vice-President  
Linda Nobrega, Treasurer  
Peter Johnson, Institutional Member-at-Large

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**1. Approval of Agenda**

Agenda was approved.

**2. Approval of Minutes of June 26, 2010**

J. Johnston had a question regarding the minutes for which a correction was determined and will be approved via email.

**3. Business Arising**

There was no business arising.

**4. Vice-President's Report**

J. Morrison reported on recent services activities.

ANS: Activity report for June was reviewed briefly. As of June 25, L. Snider has fully taken over web administrator duties. There was a discussion about the process of ANS co-ordinator reviewing item-level descriptions submitted to MemoryBC regarding whether this process can be streamlined or automated in part. As a policy and perhaps software matter this will require future discussion.

J. Johnston asked the Programs Committee to discuss it further.

EAS and APS: there was no significant activity.

J. Johnston reported in relation to Programs activity that Artefactual has determined that the availability of the digital upload functionality in release 1.0.9 of ICA-AtOM will be next spring. A discussion followed regarding EAS service needs and workshop delivery in the next two years.

**5. Treasurer and Finance Committee Report**

L. Nobrega had little to report. She confirmed that the contractors are using the new financial and activity tracking forms developed this spring. It was confirmed that the 2010-11 budget was approved via email.

## **6. Committee and Programs Reports**

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)  
J.Pecho sent regrets and had nothing to report

6.2 Grants & Nominations Committees

Grants: the Terry Reksten award has been judged – there were three entries and the recipient of the award will be Chase Archives for oral histories and related photographs digitization. Three candidates for the Grants Committee vacancies have been found; the executive agreed they would all make excellent committee members.

Nominations: no activity to report. It is planned to begin work in September. There was a short discussion regarding a possible need for nominations committee members and it was determined that this is not likely necessary.

6.3 Membership & Conference Committees

C. Rogers sent her regrets and had nothing to report. J. Morrison reported that she had been approached by ARMA Vancouver Island regarding a potential joint conference.

## **7. President's Report**

J. Johnston reported briefly on the SLAIS scholarship funds and a discussion about donations by executive members followed. She encouraged all executive members to donate to the fund.

Two of the NADP final contracts have been received from the CCA and signed. The third and the contract for the CSV project are expected next week.

## **8. Adjournment**

Meeting adjourned at 4.43 p.m.

### **Next Meeting:**

27 August 2010

24 September 2010