



## Executive Committee Meeting Minutes

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Wednesday November 17, 2010  
150 Robson St., Vancouver, BC

### **Present:**

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

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1. **Approval of Agenda**  
Agenda was approved.
2. **Approval of Minutes of September 24, 2010**  
Some changes were suggested changes to the minutes. Other changes were to be sent via email. J. Pecho will revise and submit for approval.
3. **Business Arising**  
There was no business arising.
4. **Vice-President's Report**  
J. Morrison reported on recent programs activities.  
ANS: A discussion took place regarding ANS funding.  
APS: Rosaleen Hill has conducted all her site visits in the Okanagan which went well. She is now planning for next year.  
EAS: The Managing Archival Photographs distance education course is available for registration.  
J. Johnston asked that J. Morrison ask the contractors for their menus of what they are willing and able to do next year.  
J. Morrison reported on the joint meeting of the Programs and Finance committees that took place on Nov. 11 which included a further discussion of ANS funding and funding for the data migration and website projects and a discussion of changes to the contract for the Website Administrator.  
The Executive Committee voted in favour of a 5% rate increase to the base pay for contractors across the board.
5. **Treasurer and Finance Committee Report**

L. Nobrega had little new business to report beyond what had been discussed regarding the joint Finance/Programs meeting. She will begin work on next year's budget.

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

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

J. Pecho began a discussion regarding the allocation of responsibility for Archives Week in future years. A discussion took place regarding what committee and executive representative should be responsible for Archives Week initiatives.

P. Johnson reminded the Executive that Archives Week had begun as an endeavour to help strengthen the connection between local archives and their surrounding communities.

J. Pecho also reported that a decision had been made to post the audited financial statements and budget online and to include the link in the AABC Newsletter. It was decided that the financial statements but not the budget would be posted online. J. Pecho would contact Leah Pearse and Lisa Snider to that effect.

A short discussion took place regarding the planned submission policy for the newsletter.

### **6.2 Grants & Nominations Committees**

Grants:

P. Johnson reported that the CCA had produced a time table for NADP procedures, beginning with the release of the new NADP applications and guidelines on December 13, 2010 with a return of adjudicated applications to the CCA by February 11, 2011.

Both P. Johnson and J. Johnston expressed concern with the deadlines in a letter sent to the CCA.

The CCA advised that applicants could use the previous year's application as a guide for their applications this year and could send electronic copies of their application to provincial councils.

P. Johnson will send a reminder to Archives-bc on December 7<sup>th</sup> regarding the NADP applications.

The Grants Committee will meet in Surrey to adjudicate on January 29, 2011.

Nominations:

P. Johnson reported that despite the appeals on Archives-bc and the BCMA listservs for Executive Committee member nominees there had been none.

J. Johnston and J. Morrison made several recommendations of people to contact.

It was confirmed that suggestions for the contractors list should be sent to P. Johnson.

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

Conference:

C. Rogers reported that Jill Teasley has stepped down as committee chair.

Plans for the conference are going ahead to coincide with the SLAIS Anniversary celebrations but there is no overlap between the two events.

The Archivemata workshop is to be confirmed for April 28<sup>th</sup> and the cost needs to be checked with Peter van Garderen.

The committee has thus far received one session proposal and one poster proposal.

A discussion took place regarding the budget including the responsibility of the Executive to approve budget and general conference decisions.

It was decided that approved details should be sent to Lisa Snider to post on the website.

Membership:

C. Rogers reported that the committee is recommending Royal Roads University and Vancouver Holocaust Education Centre for full institutional membership. The Executive approved the recommendation.

They are still awaiting documentation from another institution and one institution has been asked to reapply for full institutional membership in the future when they are able to provide the requisite documentation. It has been recommended they apply for Associate Institutional membership in the meantime.

Sarah Romkey has followed up with institutions who owed their membership fees and one has declined further membership due to financial concerns. She is hoping to draft a new application by the New Year and will be stepping down as committee chair after this year.

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

J. Johnston asked that by January's Executive meeting all members provide a draft document of their roles and responsibilities, their roles with regard to their committees, as well as the roles and responsibilities of the committees themselves. She reminded the Executive of her meeting with representatives from the Barber Centre on November 22<sup>nd</sup> which would include discussion of the development of a 5 day workshop on digitization.

J. Johnston will send out a reminder to Archives-bc regarding AABC scholarship fund donations.

#### **8. Adjournment**

Meeting adjourned at 9:20 p.m.

#### **Next Meetings:**

December 8, 1:30 pm

January 6, 2:30 pm