

**Executive Committee Meeting
Minutes – 12 March 2010**

Executive of the Archives Association of British Columbia
I.K. Barber Learning Centre, UBC

Present:

Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large

Regrets:

Jordana Kerry, President

1. Approval of Agenda

J. Johnston called meeting to order at 5.50 p.m. The agenda was approved with the addition of an item of business arising.

2. Approval of Minutes of 11 February 2010

Minutes of the February Executive meeting were approved with one change to section 5.

3. Business Arising

3.1 Institutional Membership

There was a discussion regarding correspondence from an institution with lapsed institutional membership. The institution's archivist has enquired about opportunities for a committee to investigate a particular issue. Barriers to NADP funding because of the requirement for institutional membership were discussed as well as the progress and requirements of the proposed membership review process. **Action:** J. Morrison to draft a response to the institution and propose that PAAL look into the issue alongside the institutional review process.

4. Vice-President and Programs Committee Report

4.1 Network – MemoryBC reporting

J. McMaster will complete her contract at the end of the month. The application deadline for the position is the 15th - some applications have been received and more are expected. There are some funds left in the ANS budget and there was a short discussion whether they would need to be used for training.

Preservation and Education reporting

The April 15 and 16th workshop "Managing a Digitization Program" is almost full with further registrations anticipated.

If the ANS funds are not fully used, there are potential ANS and EAS expenses to which they could be transferred.

5. Treasurer and Finance Committee report

L. Nobrega reported on drafting of the 2010-2011 budget. There was discussion about aspects of the Programs budget, including funding travel for the new ANS coordinator, and workshop materials costs.

There was a discussion about the conference budget and J. Johnston provided an updated budget sheet. Lunch costs and resourcing of speakers gifts were discussed.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

J. Morrison had nothing to report regarding Regional Representatives. There are still two vacancies and these will be included in the upcoming volunteer recruitment email.

See item 3 for a discussion involving PAAL.

Another newsletter edition was released last week; there was a discussion regarding developing editorial policy about advertising, sponsorship, and the archives marketplace.

6.2 Grants & Nominations Committees

S. Moore had nothing to report regarding the Grants Committee.

Nominations: the Secretary and Vice-President positions remain with no nominations received to date. J. Johnston has drafted a V-P job description; J. Morrison to draft Secretary position description.

6.3 Membership & Conference Committees

J. Morrison reported on the Membership Committee's drafting of the 5-year institutional review form. She will forward it to the rest of the executive for feedback and suggestions. It was suggested that it is important that the review be transparent, its criteria be very clear, and that its rationale be explained. It was agreed that for the Membership Committee, having an updated terms of reference for committee members would be helpful.

Conference: nothing further to report beyond budget discussion above.

7. President's Report

J. Kerry was unable to attend the meeting.

8. Adjournment

Meeting adjourned at 7 p.m.