

AABC Executive Committee minutes –May 2000 to March 2001

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AABC Executive Committee Meeting Minutes: 29 May 2000

Executive of the Archives Association of British Columbia,
Special Collections, University of British Columbia

Present:

Jane Turner, President
Heather Gordon, Vice President
Lynne Waller, Treasurer
Dovelle Buie, Secretary
Laura Cheadle, Institutional Member-At-Large
Dorothy Lawson, Individual Member-At-Large

1. Approval of minutes from previous meeting

The Executive approved the minutes for the meeting held April 17, 2000. Dovelle Buie will forward the minutes to Bill Purver for posting on the AABC website. The Executive agreed that every effort will be made to publish the approved minutes on to the AABC website as soon as possible after each meeting.

2. President's Report

Jane Turner asked the Secretary to update the AABC's profile and contact information with the Canadian Almanac & Directory and with the Vancouver Public Library's Community Organization Directory.

Jane Turner reported that the past President, Chris Hives, has submitted all annual reports to our two granting agencies: the Canadian Council of Archives and the British Columbia Archives.

An Administrative Grant of \$10,000, as part of the Community Archives Advisory and Training program, has been received from the BC Government. A letter of thanks has been sent to the Hon. Graeme Bowbrick, Minister responsible for the Information, Science and Technology Agency.

Jane Turner attended the British Columbia Historical Federation (BCHF) conference in Port Alberni on May 4, 2000. Jane spoke at the opening plenary as a member of a panel to discuss common heritage interests, and working together for common ends. The President suggested that there could be benefits to the AABC joining the BCHF as an Associate Member.

Action Dorothy recommended that the AABC should join the BCHF in principle, after some further investigation of what privileges Associate Members receive.

While in Port Alberni, the President had an opportunity to meet with Ann Holt and Valentine Hughes from the Port Alberni Historical Society, who raised a number of questions and concerns regarding the single fee category for institutional membership.

The Treasurer, Lynne Waller, pointed out that it costs \$40,000.00 a year to run the AABC. This figure does not include the costs of running the programs. With limited sources of revenue beyond that of membership dues, Lynne stressed that the Membership Committee should try to obtain a balance between offering affordable institutional membership fees and providing enough revenue to enable the AABC to operate.

Action Dovel Buie will ask the Membership Committee to examine the issue of institutional membership fees for varying sized institutions in the AABC. The Executive would like the Membership Committee to examine how other associations handle the administration of institutional membership fees, and to advise the Executive on how to proceed. Recommendations will be presented to the AABC membership at the 2001 Annual General Meeting.

Jane Turner met with the Provincial Archivist on May 15, 2000. They discussed funding opportunities for the AABC, various options for the Conference in Victoria, 2001, and the value of initiating an Archives Week for BC. The Provincial Archivist emphasized the important of the role of community archives benefiting their local communities in the province.

Jane Turner reported that the ACA has requested a letter of greeting from the AABC to honour their 25th anniversary, which will be celebrated at the conference.

Action Heather Gordon will bring a letter of greeting from the AABC to the ACA conference in Edmonton in June.

3. Treasurer's Report

Lynne Waller reported that due to Malish and Clark's income tax season rush, there has been a delay in receiving the AABC's financial statements from April 30, 2000. The Treasurer reported on the current sound financial standings of the AABC, and noted that the AABC is in good standing with all grants.

Lynne reported that she and Jane will be meeting with Malish and Clark on June 12, 2000 to see the Annual Financial Review, and will provide the Executive with copies of this Review once received.

Action The Executive agreed that Lynne will arrange to budget for a financial audit in 2001-2002. Lynne will arrange to add \$7,500.00 to the AABC's Guaranteed Investment Certificate investments to bring our total principal invested to \$27,500.00 for this month. Over the next year, the executive plans to purchase additional GIC's with surplus funds. The goal is to increase our 'prudent reserve' to \$45,000.

Lynne Waller presented the Conference Budget that documented projected and actual costs for the April 2000 Conference held in Richmond. The Treasurer reported that the Conference was financially successful. The Executive joined Lynne in thanking Evelyn Peters McLellan and her husband Andrew for their work on the design of the Conference budget. Jane also thanked Lynne and the Finance Committee for all their hard work.

The Treasurer reported that interviews were held in the morning of May 29, 2000 for the position of Financial Manager for the AABC. Three candidates were interviewed from the fourteen applications received after posting the position on the Certified General Accountants and Certified Management Accountants websites.

Action The Executive agreed that the position of Financial Manager be offered to the first ranked candidate.

4. Executive Liaison Responsibilities

The Executive agreed on the following Executive liaison responsibilities for Committees:

Dorothy Lawson -- Preservation

Dovelle Buie -- Membership

Heather Gordon -- CAIN, Internet, and Newsletter

Jane Turner -- Education, Public Awareness/Advocacy/Legislation, and Nominations

Laura Cheadle -- Grants

Lynne Waller -- Finance Committee

5. Conference 2000 Review and Recommendations

The Executive joined Jane Turner in thanking Deidre Simmons (chair), David Wardle, Cheryl Linstead and Peter Johnson of the Program Committee; and George Brandak (chair) and Lynne Waller of the Local Arrangements Committee for organizing an extremely successful conference. Deidre has updated the conference procedural manual that was initially developed by Susan Hart and Lynne Tibbett in 1992.

Deidre recommended the Executive consider the following points for future conferences:

1. Announce the location of the next conference at the AGM, and appoint the chairs of the Planning Committee and the Local Arrangements Committee as soon as possible.
2. Appoint committee members and start planning in September.
3. Pass on the files of the previous conference committees to the incoming committees.

The Executive accepted these recommendations, and also agreed to:

1. Establish a deadline for registration, and implement penalty fees for late registrations.
2. Establish cancellation policies for workshops.
3. Extend the free lunch hour (on the Saturday typically) to provide time for various committees to meet.
4. Investigate the feasibility of developing a conference registration database to assist in managing the conference registration.

Action Dovelle will work with the Membership Committee on further developing the functionality of the membership committee database to also include conference registration management functionality.

6. Conference 2001

Jane Turner reported that the AABC 2001 conference will be held in Victoria at St. Ann's Academy on April 27 and 28, 2000. The theme will be the Place of Archives in Heritage. Heather Gordon developed

and distributed an outline of the goals and objectives of the conference. The Executive thanked Heather for her work and suggested that the document could be passed on to the chair of the Program Committee for consideration, as soon as the chair is appointed.

7. Conference 2002 Location

The Executive discussed ideas for the 2002 Conference. Jane Turner will further investigate one of the potential locations discussed.

8. Committee and Program Reports

The Executive discussed committee membership in general.

Action Dovelleville will arrange with the Membership Committee to have a listing of all committees (with the names of the people on the committees). The listing will be published in the Membership Directory.

Jane Turner reported that the Education Committee was working with Deidre Simmons, our new Education and Advisory Archivist, to establish workplans and priorities for the year.

Dorothy Lawson reported that the Preservation Committee will be meeting on June 5, 2000 in New Westminster.

Heather Gordon reported on the Internet Committee. The Canadian North West Archival Network (CNWAN) and the Northwest Territories test data has successfully been migrated. A number of descriptions will be uploaded shortly. There have been a number of updates to BCAUL and the Guide and that the updates are made almost immediately. Heather also noted that the BC Archival Network Services Coordinator, Bill Purver, is planning to continue to make available outdated job descriptions that were posted on the AABC Job Board as guidelines for people developing job descriptions and advertisements.

Jane Turner reported on the BC CAIN (Canadian Archival Information Network) Committee, which she recently appointed as Ad Hoc Committee to advise the Executive on the administration of CAIN funds. The Executive discussed and reviewed the Committee's draft report. As the Executive Liaison to the BC CAIN Steering Committee, Heather will ask for further clarification of the Committee's recommendations, and report back to the Executive.

Dovelleville Buie reported that the Membership Committee recommends that the Sechelt Community Archives application for Institutional Membership be accepted. There was some discussion concerning the evidence of on-going financial support in the application. Once clarified, the Executive approved the Sechelt Community Archives institutional membership application.

Dovelleville Buie reported that the Chair of the Membership Committee, Marnie Burnham, will be e-mailing the Executive with membership numbers in the next few days. Since members have until July 1, 2000 to renew their membership, final numbers will not be available until after July 1st. Overall, membership renewals have been going very well. Dovelleville indicated that, with her assistance, the Membership Committee will be examining the design and functionality of the membership database. Marnie plans to speak with Chris Hives in order to coordinate the newsletter mail-out with the membership renewals.

Jane Turner asked Dovelleville about the status of developing information packages that could be used by regional representatives for distribution to potential members.

Action Dovelleville will arrange for the Membership Committee to develop the creation and distribution of information packages for potential AABC members.

Jane Turner discussed the mandate of the Public Awareness, Advocacy, and Legislation (PAAL) Committee, and plans for their first meeting on June 12 at UBC.

Jane Turner discussed plans for an ad hoc Institutional Standards Committee, which will include representatives from small community archives across the province.

9. Regional Representatives

Discussion of Regional representatives work-plans, budgets, terms of reference was deferred to the next Executive meeting.

The meeting was adjourned at 4:56 pm.

Next meeting: 10 July 2000, 1:00 p.m. Location: UBC Special Collections.

AABC Executive Committee Meeting Minutes: 10 July 2000

Executive of the Archives Association of British Columbia,
Special Collections, University of British Columbia

Present:

Jane Turner, President

Heather Gordon, Vice President

Lynne Waller, Treasurer

Dovelleville Buie, Secretary

Laura Cheadle, Institutional Member-At-Large

Dorothy Lawson, Individual Member-At-Large

Ann Carroll, Chair of the CAIN Committee

1. Approval of minutes from previous meeting

Meeting was called to order at 1:00 pm.

The Executive approved the minutes for the meeting held May 29, 2000. Dovelleville Buie will forward the May minutes to Bill Purver for posting on the AABC website. The Executive agreed that attempts will be made to approve future minutes by e-mail and then send them to the website prior to the next meeting of the Executive.

2. Business Arising

Jane Turner reported that the cost of associate membership privileges with the British Columbia Heritage Federation (BCHF) is not \$25.00 but is \$75.00.

The Vice President, Heather Gordon, reported that she presented the AABC's letter of greetings at the ACA 25th anniversary conference in Edmonton.

The Treasurer, Lynne Waller, reported that \$7,500.00 has been added to the Association's Guaranteed Investment Certificate (GICs) Investments.

Lynne Waller reported that the position of Financial Manager had been offered to Karen Blimkie; Karen accepted the position and began work on June 1, 2000.

Updates concerning the Membership Committee were deferred to the Committee and Program reports portion of the meeting.

3. President's Report

Jane Turner reported that Semo Nurme, long-time member and supporter of the Alberni District Historical Society, passed away. Jane has written, on behalf of the AABC, a letter of condolence.

Jane noted that she and the Treasurer are wanting to arrange a meeting with Provincial Archivist and Frances Gundry to discuss Archives Week, the 2001 AABC Conference, and other issues related to funding.

The President reported that the Association of Canadian Archivists (ACA) has requested that the AABC host the ACA conference in Vancouver in 2002.

Jane Turner pointed out that three of the AABC contractors, Bill Purver, Deidre Simmons, and Rosaleen Hill, met on July 5, 2000. Bill, Deidre, and Rosaleen spent the whole day together with Jane meeting them in the afternoon; they hope to meet on a quarterly basis. Jane stressed that the meetings were very productive and was pleased to note that this was the first time education was also represented in the meetings.

The President reviewed the procedures for submitting quarterly reports. Contractors submit their reports to program committee chairs who then submit the reports directly to the President and Treasurer. The Treasurer and the President review the reports and then officially submit the reports to the BC Archives. Quarterly reports need to be submitted in June, September, December and March.

4. Treasurer's Report

The Treasurer reported on the Annual Financial Review of the AABC and the first set of monthly statements received from the newly appointed Financial Manager. Lynne explained that financial statements will be presented every meeting. The Executive received and discussed the financial statements as well as the process and how to read the reports. The Treasurer reported that part of the responsibilities of the new Financial Manager is to do the monthly financial statements.

Lynne Waller updated the Executive on the GST refund that the AABC is expecting. The Treasurer noted that the Association is expecting to receive a GST refund of approximately \$5,400. The relevant GST papers are included with Annual Financial Review.

The Treasurer reported that the Finance Committee has registration papers for the application for non-profit status. Lynne Waller and Finance Committee member Carrie Stevenson have planned to meet concerning this matter following the AABC Executive meeting.

Lynne Waller asked for a motion to place a further \$7,500 in Guaranteed Investment Certificates in mid-August if, in the opinion of the Treasurer and Finance Committee, our financial position at the end of July warrants the investment. Lynne explained that this will bring the AABC's invested surplus to just over \$35,000. Dorothy seconded Lynne's motion and the Executive were in full agreement.

Action The Treasurer will invest a further \$7,500 in GICs in mid-August if, in the opinion of the Treasurer and Finance Committee, the financial position of the Association warrants the investment at the end of July 2000.

The Treasurer and Executive commented on thoroughness of the financial reports. Lynne Waller said she is pleased with the detail and accuracy of the new Financial Manager.

5. Canadian Archival Information Network (CAIN) Priorities

Ann Carroll, Chair of the CAIN Committee, arrived to outline CAIN priorities with the Executive. Ann Carroll and Heather Gordon led the Executive in the discussion.

Ann and Heather reported on the difficulty in planning for Year One given that the AABC does not know exactly how much funding we will be receiving. The Executive was interested to know about the feasibility of starting the process before the CAIN funds arrive in the late fall of 2000. If the CCA announces the amount of money in August, the Executive may decide to start work on the CAIN project prior to receiving the grant funds sometime in early November 2000. The challenge, Ann and Heather explained, will be in coordinating Year One activity with the Committee's planning for Years Two, Three, and Four.

The Executive endorsed the Committee's following recommendations:

Year One

Recognizing that CCA timelines regarding deployment of Year One funds may necessitate a review of priorities, CAIN funds should be used in Year One by AABC for:

- (1) BC Archival Network / AABC Website Review ;
- (2) AABC Internet System Review ; and
- (3) BCAUL (British Columbia Archival Union List) Descriptions Review and Update.

The infrastructure improvements will primarily focus on BCAUL and AABC website upgrades including obtaining the services of a consultant to review BCAUL/CanWAN network. Considering the overlap of responsibilities, the Executive discussed the feasibility and benefits of joining the Internet and

CAIN Committees to together advise the Executive on the funding priorities and processes as they relate to the CAIN initiatives.

The contract archivists will be hired by the AABC to review and update fonds-level descriptions of AABC institutional members. The Executive discussed the logistics of hiring contract archivists including the supervision of the contractors.

In terms of Year One, the Executive were all in agreement that all British Columbia archives would benefit from improvements to the infrastructure of the AABC website and from the visiting contract archivists. The priorities, plans, and options for the following years will, as much as possible, be decided in Year One and communicated to the membership.

Years Two to Four

Following Year One, the priorities for CAIN funding should focus on grants directly for institutional members. The CAIN Committee will advise the Executive on the development of priorities, plans, and options for Institutional members in applying for CAIN funding.

The Executive felt that CAIN related workshops and grant writing would be helpful to include at the 2001 AABC Conference.

Lynne Waller pointed out that the AABC will be asking for a 5% administrative fee in administering the grants.

Dorothy suggested that once the priorities are set for the administration of the CAIN funds, that the project should be announced at all workshops, the newsletter, and also at regional representative meetings.

The Executive would like a statement from the CAIN Committee as to what the BC Archival Network will look like at the end of the four years, including an outline of its benefits to the AABC membership.

The Executive joined the President in thanking Ann Carroll, Heather Gordon, and the CAIN Committee for all the work they have done and particularly for their recommendations to the Executive concerning the administration of the CAIN funds.

6. Collaboration with the Heritage and Information Sector

Jane reiterated that the associate membership fees have increased from \$25.00 to \$75.00 with the BCHF. Jane discussed the benefits of the AABC joining as an associate member with the BCHF. In discussions with the Network Advisor of the AABC, Jane stressed that alliances with other groups/organizations like the BCHF can only serve to raise the profile of archives and programs. The value of collaboration can be endless and of mutual benefit. In an effort to raise the profile of archives by collaborating with like-minded organizations in the heritage sectors, Jane Turner moved that the AABC apply for membership as an affiliate member with the BCHF. Lynne seconded the motion and all were in favour.

Action The AABC will join the BCHF as an associate member.

Jane noted that on August 28th, from 9:30 am to 11:00 am, the AABC will be meeting with three members of the British Columbia Museums Association (BCMA). The meeting will take place at the new City Hall in Richmond (6911 No. 3 Road). Lynne Waller, Heather Gordon, and Jane Turner will represent the Executive and membership of the AABC at the meeting. Dorothy supported the meeting with the BCMA and emphasized that a significant number of our membership institutions are a hybrid - consisting of both museums and archives. The Executive were in unanimous agreement about the endless benefits of collaboration and look forward to talks with the BCMA concerning common advocacy and education issues.

7. Conferences

AABC Conference 2001

Jane Turner reported that the Chair of the Local Arrangements Committee will be Mickey King from Sister of St. Ann. It is hoped that archivists from southern Vancouver Island will also help. Michael Carter, the regional representative for South Vancouver Island, has already indicated that he will be of assistance in the planning of the 2001 Conference.

AABC Conference 2002/ ACA Conference 2002

Jane reported that the ACA has approached the AABC to determine the feasibility and interest for holding the ACA Conference in Vancouver in 2002. The idea is that the ACA conference would be held in conjunction with the annual AABC Conference in late May early June. There was some discussion concerning the logistics of a joint conference such as how and when the AABC would hold its Annual General Meeting. The Executive agreed that that a joint conference was a very good idea and agreed to invite the ACA to Vancouver.

Action The AABC will invite the ACA to hold their annual conference in 2002 in Vancouver.

AABC Conference 2003

The Executive is exploring various options for the 2003 to be held in a location outside of the Lower Mainland.

AABC Conference 2004

Frances Mansbridge with the North Vancouver Museum and Archives will host the 2004 conference North Vancouver.

8. Regional Representatives Mandate and Workplans

Individual Member-at-Large, Dorothy Lawson, gave the Executive an up-date on the regions and regional representatives.

Dorothy distributed three documents to the Executive (1) a document outlining background considerations for the Regional Terms of Reference; (2) the rough draft Terms of Reference; and (3) a Report on the Regions themselves.

In terms of the first two documents, Dorothy explained that the material compiled closely followed the material in the AABC Policies and Procedures Manual. Dorothy compiled the information from the duties of the Regional Representatives as well as from discussions she had with the regional representatives. Dorothy recommended that the Executive either adopt the principles/Terms of Reference in principle or do some more research. Jane suggested that prior to approval, the documents be sent out to the regional representatives and to invite them to give feedback. Once the feedback is received and incorporated, the Executive will then approve the Terms of Reference.

Action Dorothy will circulate the document outlining background considerations for the Regional Terms of Reference and the rough draft Terms of Reference to the Regional Representatives. Jane will be copied on the responses and Dorothy will send a summary to Jane for her review.

Dorothy pointed out that in terms of an update on the Regional Representatives and the use of the monies allotted to them, the Regions will most likely use the funds for communications, postage, and photocopying. There was some discussion concerning the various ways that the Regions could spend the \$500.00 budgeted. The Regions are reminded not to exceed the \$500.00 though.

Dorothy pointed out that the Lower Mainland still does not have a regional representative.

Jane and the Executive thanked Dorothy for all her hard work and for continuing to help coordinate efforts of archives and archival programs in the various regions of the province.

9. Committee and Program Reports

Education Committee (standing)

Jane reported that the Education Committee and its programs are doing extremely well. The contract with Patty O'Byrne, Education and Advisory Services Assistant, has been established. Plans going ahead for the program including a review of the core curriculum. A survey has been distributed to examine educational needs of the membership. The President also reported that they are considering the potential for holding an institute in 2002 for providing a core curriculum.

Jane also indicated that there has been some discussion on the Education Committee about the benefits and feasibility of holding workshops on grants and grant writing. Jane indicated that the Education Committee would like to ask the Grants Committee to investigate grant writing including guidelines to be included in a half-day workshop at the 2001 Conference. One suggestion mentioned was that we could develop a tool kit that could be posted on the website. In order to facilitate such a discussion, the President suggested that Laura Cheadle, Chair of the Grants Committee and Institutional Member-at-Large, solicit feedback from the Grants Committee members through e-mail, fax, or phone calls.

Action The Grant Committee will investigate the potential and content for a course/workshop at the 2001 AABC Conference on grant writing and report back to the Executive.

Preservation Service Advisory Committee (ad hoc)

Dorothy reported on the Preservation Committee stating that they are attempting to establish a plan for the year, including the Contractor's work schedule. Dorothy pointed out that Rosaleen Hill attended the Education Committee meeting and found it to be very beneficial.

Internet Committee (ad hoc)

Jane suggested there may be benefit in the AABC using a specific software product in workshops on archival automation. This may help with the process of descriptions done for the CAIN grants. There was some discussion concerning this and whether the Internet Committee would feel that it is a good idea to use a particular software and if so, what that particular software would be.

Action Heather, Executive Liaison to the Internet Committee, will solicit the views of the Internet Committee concerning the use of a particular software product for training purposes and the implications of doing so.

Heather reported that the updates to the job board, toolkit and BCAUL have been made as usual. The Committee has commented on a summary of the June CAIN Committee meeting and is ready to act on whatever suggestions come out of the Executive meeting. Heather also reported that Erwin also has asked the Internet Committee members to brainstorm regarding the long term vision for BCAUL and other AABC services and once formally discussed and approved by the Committee (with input from the CAIN Committee), these recommendations will be forwarded to the Executive.

Membership Committee (standing)

Dovelle Buie, Executive Liaison to the Membership Committee, reported that she had met with the Chair of the Membership Committee, Marnie Burnham.

Membership renewals are going very well. Currently there are 219 members with about 108 not renewed. The renewals seem to be coming in every day.

Dovelle also showed the Executive the membership informational package that Marnie had put together for a sample. Marnie was able to use some laminated report covers that attractively display the AABC logo. Dovelle reported that there are probably close to 500 report covers in storage at the National Archives in Burnaby. The Executive discussed the package and felt that they could be sent out to the Regional Representatives.

Action Dovelle will ask the Membership Committee to prepare ten packages to be sent out to each of the Regions.

Jane requested that in the next publication of the AABC Directory, the Program and Local Arrangement Committee and members be listed in the front of the directory with the rest of the Committees.

Action Dovelle will let the Membership Committee know that the Executive would like the Program and Local Arrangements Committee to be listed in the Directory.

Public Awareness, Advocacy and Legislation Committee (PAAL) (ad hoc)

Jane reported on Archives Week. The Archives Association of British Columbia (AABC), through this motion of the Executive, passed on July 10, 2000, respectfully requests the Honourable Graeme Bowbrick to proclaim in perpetuity the third week in November as British Columbia Archives Week, centered on Douglas Day (November 19), to be established annually by the AABC's Public Awareness Committee.

For the year 200, the AABC Public Awareness Committee has recommended November 19 to 25th.

The motion was moved by Jane Turner, President and seconded by Heather Gordon, Vice President.

Action Jane will communicate the Resolution of the Executive to request for Archives Week to the Honourable Graeme Bowbrick.

There was some discussion concerning the creation of a poster for Archives Week. The PAAL Committee will coordinate the poster. Dovellet and Lynne will approach some graphic artists to see if they are interested to create a poster for the AABC.

Institutional Standards Committee (ad hoc)

Jane reported that the Institutional Standards Committee is scheduled to have their first meeting on Wednesday July 12th. The Committee will bring a report to the AABC Roundtable in August 2000.

10. Second Annual AABC Roundtable

The second annual AABC Roundtable is set to go ahead. The session will be held at the new City Hall in Richmond (6911 No. 3 Road). The focus of the meeting will be on relationships to CAIN and the 3/4 year plan.

Action Dovellet will send Jane instructions on how to get to Richmond City Hall which will in turn be relayed to the Roundtable participants. Dovellet will also look into the closing time of the building.

Action Lynne will confirm if Karen Blimkie will be attending the roundtable.

The AABC Executive meeting for July 10, 2000 was adjourned at 5:00 pm.

Next meeting: 28 August 2000 at Richmond City Hall.

September meeting: 11 September 2000 at UBC Special Collections, 1:00 pm.

*(**Note from Secretary: Since the September meeting date was set at the 10 July 2000 Executive meeting, the Executive has changed the September meeting date to the 25th of September 2000. The meeting will be held at the City of Richmond - City Hall - 6911 No. 3 Road at 1:00 pm.**)*

AABC Executive Committee Meeting Minutes: 25 September 2000

Executive of the Archives Association of British Columbia,
City Hall, City of Richmond

Present:

Jane Turner, President

Heather Gordon, Vice President

Lynne Waller, Treasurer
Dovelle Buie, Secretary

Absent:

Dorothy Lawson, Individual Member-At-Large
Laura Cheadle, Institutional Member-At-Large

1. Minutes from previous meeting

Meeting was called to order at 1:00 pm.

Through e-mail, the Executive previously approved the minutes for the meeting held July 10, 2000. The minutes were posted on the AABC website on September 7, 2000.

2. Business Arising

Jane Turner and Lynne Waller met with Gary Mitchell and Fran Gundry on July 17, 2000. They discussed the process for inviting the Lieutenant-Governor of British Columbia to become our Honourary Patron, and the CAAT grant application to support Archives Week.

The President, Vice-President, and Treasurer met with the British Columbia Museums Association (BCMA) on August 28, 2000. Jim Hamilton and Kristin Klausen represented the BCMA. The discussion centered around a number of ideas which would enable the BCMA and the AABC to work more cooperatively together. Ideas to better serve joint AABC and BCMA members included: reduced membership rates for those institutions holding joint membership, reciprocal individual membership privileges (for example a BCMA member can come to an AABC conference at reduced rate and vice versa), and jointly sponsored educational opportunities. The AABC Executive were in agreement that the Association is looking forward to extending common courtesies.

Action The Membership Committee, in conjunction with the Finance Committee, will be asked to discuss fee structure ideas for Institutional and Associate members who may belong to both the AABC and the BCMA.

Action Membership Committee will be asked to look into the feasibility of including Institutional and Associate Members as a part of the BCMA Directory.

Action The Education Committee will be asked to examine opportunities for jointly sponsored educational opportunities between the BCMA and the AABC.

Dorothy Lawson will be asked to report on the Regional Representatives' Terms of Reference at the next meeting of the Executive.

3. President's Report

The Executive is pleased that the Honourable Garde B. Gardom, Q.C., Lieutenant-Governor of British Columbia has accepted our invitation to act as Honourary Patron for the Archives Association of British Columbia during the term of his appointment.

The Emergency Plan for the Fraser Valley Region is going well and Valerie Billesberger will be sending out quarterly updates.

Copyright of AABC authored material on the AABC web-site was discussed. The Internet Committee recommended the following copyright statement to the Executive:

Access to these documents and the technical capacity to download and copy them does not automatically imply permission for re-use.

Reproduction, publication, or other use of these documents, or portions thereof, for training or educational purposes is permitted, provided that the Archives Association of British Columbia is cited. Reproduction of these documents for other purposes requires the written permission of the Archives Association of British Columbia.

Lynne moved and Heather seconded to put the statement on the web-site. Motion carried.

The chairs and contractors of the three grant programs will be requested to submit their program plans for 2001/2002. The program plans should include recommended changes, justification for such changes, and projected budgets to Jane by October 18, 2000. The information will be reviewed by an Executive sub-committee on October 23, 2000 and then brought to the Executive meeting on November 6, 2000.

4. Treasurer's Report

Lynne Waller reviewed the financial statements to August 31, 2000 and stressed that the Association is in good standing. A letter was presented to the Executive from the Financial Manager that summarized the financial statements and outlined two major changes in the journal entries: (1) Unrecoverable GST and (2) Finance Administration fees.

The Treasurer reported that the Association's Financial Manager resubmitted the application for GST rebate in July resulting in receipt of a cheque for \$5,386 for the period of April 1, 1999 to March 31, 2000. Customs and Revenue states we are "provisionally approved in full." We are now subject to GST audits making it all the more necessary to be rigorous and complete with our financial records. Receipts linking the expense to programs are a must for all expenses where GST is included.

No word has been received as of yet concerning our application for non-profit registration.

Treasurer reported on the status of the Association's Guaranteed Investment Certificates (GIC's). Lynne explained that the AABC now has \$45,000 in an assortment of GIC's. \$28,421 is in four 30-day cashable terms. The remaining \$17,000 is in two longer term and higher interest certificates. This is the "prudent reserve" of the AABC and should not be used except in case of emergency. Due to the fact that the Association has recently received grant funds (\$27,313 from CCA in September) we are carrying a surplus in the current account and would like to transfer operating capital into GIC's. The plan is to anticipate program expenditures for the next two to three months and place this money in short-term and easily cashable savings certificates. Lynne made a motion that, in consultation with the Financial Manager and the Finance Committee, operating capital will be transferred into short-term GIC's. Dovel seconded the motion. Motion carried.

Action Lynne will work with the Financial Manager and Finance Committee in transferring operating capital into short-term cashable GIC's.

The Executive discussed the Budget. In particular, the Executive stressed the need for pre-workshop budgets and post-workshop accounting from the Education program.

Lynne pointed out that travel costs will be increasing for contractors because of increased fuel costs.

A budget meeting for October 23, 2000 was set; Jane, Heather, Lynne, and Karen will attend the meeting. Review of the current year's budget and grant planning will be on the agenda.

9. Committee and Program Reports

Education Committee (*standing*)

Jane Turner reported that the Education Committee met prior to the Executive meeting (morning of September 25, 2000).

The Committee discussed long-term plans, including the need and possibility for distance education opportunities, which could be incorporated into the Education Program's current program. The Committee also discussed the need to provide advisory support in order to assist with the process of establishing institutional standards.

Internet Committee (*ad hoc*) and CAIN (*ad hoc*)

Heather Gordon reported that updates to BCAUL and the job board have been proceeding as usual.

Heather noted that the North West Territories descriptions have been now integrated with CAN/WAN.

With respect to CAIN (Canadian Archival Information Network), Heather reported that Ann Carroll has submitted an update to the fall newsletter. The Executive were informed that CAIN projects are still contingent on funding as we are still waiting to hear from CCA and the National Archives. Heather stressed that once funding is confirmed, the Association is ready to manage the funds as per the plans outlined at the July 10, 2000 Executive meeting.

Membership Committee (*standing*)

Dovelle Buie reported on the Membership Committee.

Marnie Burnham, Chair of the Committee, is working on producing the Membership Directory. With help from Bill Purver, the Committee has developed a report in the database that lists all of the institutional and associate members by region (BC Northwest, Central and North Vancouver Island, Central Interior – BC Northeast, Fraser Valley, Greater Vancouver, Kootney - Columbia, Okanagan, and South Vancouver Island). This report will be included in the 2000/2001 Directory. The Directory will be mailed out to members within the first few weeks of October along with the fall 2000 newsletter. The benefit of coordinating the efforts of the newsletter with the Membership Directory include pooling the labour (stuffing envelopes etc...) and postage costs.

Carrie Stevenson, member of the Committee, has been investigating fee structures of other Provincial Associations for Institutional Members. The Committee will discuss Carrie's findings at its next meeting, scheduled in the first few weeks of October 2000.

The Committee is also looking at having an information session for first year Master of Archival Studies (MAS) students in mid October. Marnie has put a call into Heather MacNeil, professor at UBC's MAS Program, to schedule a time.

The Membership Committee will be reviewing the application of the Whistler Museum and Archives at its next meeting.

According to category, the current membership numbers are as follows:

Individual: 105
Associate: 32
Institutional: 104
Sustaining: 10
Student: 14
Honorary: 6

Once the Directory is mailed out, the Membership Committee will be turning its attention to its work plan. Of particular importance, the Committee will be working on creating a new brochure and will bring a proposal to Executive. Other issues for the Membership Committee include: having a recommendation for the Executive regarding institutional membership and fee structure, re-design of database, and proposing a constitutional amendment regarding the process of conferring Honourary Life Memberships.

The Executive also asked that the Membership Committee look into the possibility of obtaining mail discounts by sorting the Association's mail-outs by postal code.

Action Dovelle will ask the Membership Committee to look into the feasibility of designing the database in such a manner as to permit us to sort our mail-outs by postal code.

Public Awareness, Advocacy and Legislation Committee (PAAL) (*ad hoc*)

Jane Turner reported that David Mattison has done a great job on the web-site for Archives Week. The web-site is almost completed. Access to the site can be made through the home page of the AABC. David has included a number of resources for archives including: tips, sample press releases, and activity ideas.

Jane explained that we will be receiving drafts of the poster tonight or tomorrow night and that she needed help reviewing them. Heather agreed to help Jane with this task.

An Archives Week package, including a letter from Jane, print-out from the Archives Week web-page, and posters will be sent out in the next few weeks. There will be 2000 posters produced for Archives Week. Using funds from a CAAT grant, Jane will be organizing the mail-out to go schools, libraries, and the AABC membership. The British Columbia Museums Association will be sending us a listing of their members and the package will be forwarded to the BCMA membership as well.

Heather, Lynne, and Dovellet thanked Jane and David for all their hard work towards Archives Week.

Institutional Standards Committee (*ad hoc*)

Jane Turner reported that the Institutional Standards Committee discussed the draft report "Sustainable Archives." The Committee will use the report to develop an implementation process. In terms of working towards the implementation of standards, Jane asked that the ad hoc Committees, Standing Committees and the Executive focus on bringing their ideas to the Spring 2001 planning meeting.

Conference 2001 (*ad hoc*)

Jennifer Mohan (chair of the Program Committee) called a joint meeting of the Program and Local Arrangements Committees. Jennifer Mohan, Jane Turner, Mickey King, and invited guests will be meeting on October 12, 2000. Jane reported that we are on track with the 2001 AABC Conference.

The meeting was adjourned at 4:00.

Next meeting: Monday November 6, 2000 at Richmond City Hall.

AABC Executive Committee Meeting Minutes: 6 November 2000

Executive of the Archives Association of British Columbia,
City Hall, City of Richmond

Present:

Jane Turner, President
Heather Gordon, Vice President
Lynne Waller, Treasurer
Dovellet Buie, Secretary
Laura Cheadle, Institutional Member-At-Large

Absent:

Dorothy Lawson, Individual Member-At-Large

1. Minutes from previous meeting

Meeting was called to order at 12:20 pm.

Dovellet informed the Executive that Dorothy was ill and that Laura, having just returned from Ottawa, would be a little late.

The minutes from the Executive meeting of September 25, 2000 were circulated. Approval of the minutes will be communicated by the Executive through e-mail and the minutes will be posted on the web-site as soon as possible thereafter.

2. Business Arising

A review of the Regional Representatives' Terms of Reference will be deferred until the January Executive meeting.

3. President's Report

Jane Turner reported that we have received a letter from the President of the British Columbia Heritage Federation (BCHF) indicating that we have been accepted as a member.

Monique Ostiguy, Grants Manager with the Canadian Council of Archives (CCA) has written the AABC identifying the British Columbia archival institutions who have not complied with the CCA reporting requirements. The Association has been asked to review the list of institutions and to follow up on the delivery of project reports. There are five institutions with reports that are outstanding from 1990 to present. Laura Cheadle, Institutional Member-At-Large, will be following up on this matter.

Action Laura Cheadle will contact the five institutions with outstanding grant reports (consisting of seven grants), and ask them to meet the CCA reporting requirements.

Jane reported that we need to send a package of information to the Lieutenant-Governor of British Columbia, the Honourable Garde G. Gardom.

Action Lynne will mail Jane a copy of our annual financial report as is prepared by Malish and Clark. Jane will, in turn, send the financial report and any other relevant information/documentation to the Lieutenant-Governor of British Columbia.

Jane reported that she has been busy organizing Archives Week. The Executive recognized that time has been very short for organizing the event and is very pleased that we have been successful in getting Archives Week underway. Once Archives Week is over, the Executive and the PAAL (Public Awareness, Advocacy and Legislation) Committee will review all feedback concerning Archives Week and consider how we can improve the event in future years.

Jane indicated that plans for a proclamation event for Archives Week have had to be adjusted because of the recent cabinet shuffle. As the Honourable Cathy MacGregor (MLA for Kamloops) is now the Minister responsible for the BC Archives, the event will be held in the Kamloops riding.

The Executive was encouraged to receive a letter from Ian Forsyth who complemented the AABC Executive and the PAAL Committee (Public Awareness, Advocacy and Legislation Committee) for the work that has been done pertaining to Archives Week.

The President informed the members of the Executive that the Village of Belcarra has written to inform us that on October 23, 2000 they Proclaimed Archives Week in their Municipality.

Jane suggested the Executive develop a heritage survey to be used to collect responses from candidates in the upcoming provincial election. The AABC could work cooperatively with the BCHF, BCMA (British Columbia Museums Association) and the BC Archives Action Group to develop the questions. The Executive agreed that this would be a very good idea.

Action Jane will be contacting the BCHF, BCMA and BC Archives Action to find out the interest into developing a heritage survey of Provincial candidates.

4. Treasurer's Report

Lynne reviewed the Financial Statements to September 30, 2000.

Action Lynne will speak to Chris concerning advertising money from the newsletter.

Action Lynne will contact Regional Representatives to ask them how they are planning on spending the funds that have been allocated for them.

No word has been received as of yet concerning our application for non-profit registration. Revenue Canada has requested additional documentation (e.g., our Certificate of Incorporation).

Due to budget shortfalls in the Education Program, the Executive has instituted some accounting changes. Working together with the contractors, the Education account will be monitored accordingly.

Laura pointed out that at the National Assembly there was some discussion concerning a report produced in Alberta concerning the various Education & Network Advisor programs across the country. The report outlines mandate, reporting structures, and general program delivery.

Action Laura will mail a copy of the report (written by Michael Mooseberger) to Heather Gordon and Jane Turner.

5. CCA/CAAT Grants Review

The Executive reviewed the draft of the grant applications for 2001/2002. This included the three programs of: (1) BC Archival Network Service, (2) BC Archival Preservation Services, and (3) BC Archival Education & Advisory Service. After some discussion, clarification, and minor amendments, Lynne motioned to have the Finance Committee review the amended grant applications. Once the Finance Committee has reviewed them, Lynne will bring the applications back to the next Executive meeting. Motion carried.

Action Lynne will have the Finance Committee review the draft grants report and then bring the report back to the Executive for final approval.

6. Committee and Program Reports

CAIN (ad hoc)

Laura Cheadle gave an update on CAIN funding. Laura discussed what was outlined in Ottawa at the General Assembly concerning CAIN. Laura informed the Executive that for the 2000/2001 funding year. BC will be receiving \$62,000 in CAIN funds to be spent between January 1 and March 31, 2001. Applications must be received by CCA by December 1, 2000.

Laura also noted that for the 2001/2002 year, BC should be receiving \$225,000 in CAIN funds. Allocation and administration of these funds was referred to the CAIN committee for discussion and recommendation.

Dovelle indicated that the Grants Committee volunteers need to be kept informed regarding the CCA and CAIN grants and how, once determined, the adjudication process will work. Lynne had some questions concerning the CAIN administrative fees.

Heather indicated that the CAIN Committee has been scheduled for this Thursday November 9, 2000 to finalize plans for year one and two funding now that the amounts and deadlines are known.

Since there will not be an Executive meeting until after December 1, 2000 (the deadline for the applications for 2000/2001 funding), the Executive agreed that Jane, Heather, and Lynne will approve the allocation and administration of BC's CAIN funding.

Preservation (ad hoc)

Jane Turner reported that the BC Archival Preservation Services program is on track.

Internet Committee (ad hoc)

Heather Gordon reported that the Internet Committee recommends to the AABC Executive that we host the Nanaimo Community Archives site on the aabc.bc.ca server for up to two years, or until the NCA makes Web hosting arrangements with another local institution or Internet service provider, whichever comes first. If, at the end of the two years no such local arrangements have been made, we will review the situation.

Heather also stated that the Committee also recommends to the Executive that this be made a standard policy, in the event we receive more such requests.

Heather moved and Lynne seconded the recommendation.

Action Heather will notify the chair of the Internet Committee that their recommendation has been approved by the Executive.

Membership Committee (standing)

Dovelle Buie reported that along with the fall newsletter and material pertaining to Archives Week, the AABC Membership Directory was mailed out on October 17, 2000.

As of the printing of the Membership Directory on October 4, 2000, membership numbers are as follows: Individual 110; Associate 34; Institutional 107; Sustaining 11; Student 15; Honorary 5

TOTAL 282

Action Dovelle will ensure that Laura receives mailing labels for all current institutional members to send out information regarding upcoming CCA grants.

An application for Institutional Membership with the AABC has been received from the Whistler Museum and Archives Society. The Whistler Museum and Archives Society, in consultation with the AABC Education and Advisory Archivist, has prepared a thorough application. On behalf of the Membership Committee, Dovel moved and Heather seconded that the Whistler Museum and Archives Society's application for Institutional membership be granted. Motion carried.

Action Dovel will advise Marnie Burnham, Chair of the Membership Committee that the Executive has approved the Whistler Museum and Archives' application for institutional membership. The Whistler Museum and Archives will be notified as well.

Action Dovel will confirm the source of grant funding that is listed in the budget provided by the Whistler Museum and Archives Society.

Institutional Standards Committee (ad hoc)

Jane Turner reported that the Committee plans to have a meeting in January to review comments submitted by corresponding members.

7. Other Business

Conference 2001 (ad hoc)

Jane Turner reported that the Program Committee and the Local Arrangements Committee have met and have come up with a time schedule as well as a list of possible sessions. The Program Committee is planning to meet again on Thursday November 9, 2000 to finalize the plans for sessions.

Strategic Planning Workshop in February 2001

The Executive agreed to hold the spring planning workshop all day Friday February 23rd and the morning of Saturday 24th, 2000 at the Sand's Hotel in Vancouver.

Action Heather will contact the Sand's Hotel to make some preliminary arrangements for the Spring 2001 planning workshop.

Jane said that the agenda of the planning workshop will include: four year plans of the AABC's Network, Preservation, and Education programs; plans and role of the regional groups; implementation of institutional standards; and implementation of CAIN grants.

The meeting was adjourned at 3:20 pm.

Next meeting: December 11, 2000 at 12:30 pm at Richmond City Hall.

AABC Executive Committee Meeting Minutes: 11 December 2000

Executive of the Archives Association of British Columbia,
City Hall, City of Richmond

Present:

Jane Turner, President

Heather Gordon, Vice President

Lynne Waller, Treasurer

Dovelle Buie, Secretary

Laura Cheadle, Institutional Member-At-Large

Dorothy Lawson, Individual Member-At-Large

1. Minutes from previous meeting

Meeting was called to order at 12:30 pm.

The minutes from the Executive meeting of September 25, 2000 were previously approved by the Executive through e-mail. The minutes have been posted to the web-site.

Jane Turner moved and Heather Gordon seconded the approval of the November 6, 2000 meeting minutes. The minutes will be posted on the web-site as soon as possible.

2. Business Arising

Regional Representatives' Terms of Reference

Dorothy Lawson reported that this item has been deferred to the January 2001 meeting of the Executive.

BC archival institutions & outstanding CCA reporting requirements

Laura Cheadle reported that she has contacted the five institutions in question. Some of the five institutions are aware that they have outstanding reports. Laura informed the Executive that Monique Ostiguy, Grants Manager with the CCA, has been notified that the AABC has been in contact with these archival institutions who have outstanding CCA reports.

Information sent to the Lieutenant-Governor of British Columbia

Jane Turner reported that she has mailed a package to the Lieutenant-Governor about the AABC.

Heritage survey of political parties

Jane Turner reported that Brian Klassen, a member of the Public Awareness, Advocacy and Legislation (PAAL) Committee, will work on this issue and will forward any ideas or recommendations to the Executive for their review.

Revenue from advertising in the AABC Newsletter

Lynne Waller noted that the Newsletter Editor reported budgeted advertising revenues would be reached by the end of the fiscal year.

Report re: various Education & Network Advisor programs across Canada

Jane Turner reported that she has received the report (Michael Moosberger, "A Study of Archival Advisory Services Programs in Canada: A Summary Report to the Canadian Council of Archives," May 2000). Jane Turner said that the Executive needs to discuss the report at the January 2001 meeting. Heather Gordon will copy the report and distribute to the Executive.

Nanaimo Community Archives and AABC Web-site

Heather Gordon reported that the Nanaimo Community Archives has been informed that the AABC will host their site on the aabc.bc.ca server. We will provide this service for up to two years, or until the NCA makes Web hosting arrangements with another local institution or Internet service provider, whichever comes first.

Mailing Labels of all AABC Institutional members Sent to Laura Cheadle

Dovelle Buie reported that the labels are done and have been sent to Laura Cheadle.

Whistler Museum and Archives – Revenue Sources

Dovelle Buie reported that the Chair of the Membership Committee, Marnie Burnham, has contacted the Whistler Museum and Archives requesting the information. No response has been received.

Spring 2001 Planning Session

Heather Gordon reported that she has reserved the space at the Sands Hotel for the Spring Planning sessions which will take place on February 23rd and 24th.

3. President's Report

Jane Turner reported that the proclamation of Archives Week in Kamloops went very well. Held at the Secwepemc Cultural Centre, Chief Ron Ignace spoke at the event. Jane said that she had heard of some events around the province and hopes that members will consider reporting the events in their community and/or archives in the AABC newsletter. The Village of Belcarra was one municipality that proclaimed Archives Week in their community.

4. Treasurer's Report

Lynne Waller reviewed the Financial Statements to October 31, 2000.

Lynne reported that grants are being received and that the systems established with the Financial Manager are going well. Lynne indicated that membership fees are still short but that she expects some more will come in the new year. Lynne pointed out that membership is credited to the Association's fiscal year of April 1st to March 31st. The Executive agreed that membership revenue should be posted forward to the next fiscal year.

The Treasurer reported that the AABC's non-profit registration has not been received yet and we are still waiting. Heather Gordon indicated that she had been talking with Revenue Canada and gave further information concerning our application.

There was some discussion about the budgeted funds for regional representatives. Lynne pointed out that the funds for the regional representatives are for regional use and not for individual purposes. Lynne indicated that roughly \$2,500 planned expenditures out of the \$4,000 have been planned. The remainder will be used for travel expenses for the Spring Strategic Planning workshop.

Lynne Waller informed the Executive that we have received a renewal notice for the British Columbia Historical Federation. Lynne moved and Dovel seconded that we will renew our membership with the Federation.

Action Lynne will arrange to have our membership with the British Columbia Historic Federation renewed.

Lynne Waller and the Executive discussed vehicle expense rates for AABC contractors. Lynne informed the Executive that the Treasury Board rates are set every October 1st and March 31st. The current rate for BC is 41 cents. The Canadian Automobile Association rate is 44.7 cents for 18,000 km per year or 61.6 cents for 12,000 per year. Lynne recommended that the AABC set the vehicle expense rate for the following fiscal year every October 31st based on the Treasury Board rate. This would allow the Executive to plan in the fall for the following spring renewals of AABC contracts. Lynne moved her recommendation and Heather seconded.

Action Lynne will arrange with the Financial Manager to ensure that the AABC sets the vehicle expense rate every October 31st to that which is established by the Treasury Board. The current rate is 41 cents per km for British Columbia.

5. Conference

Jane Turner reported that the Local Arrangements and Programming Committees for the 2001 conference have been hard at work. The Executive was very pleased to review the detailed budget prepared by Jennifer Mohan, Conference Chair.

Dovelle Buie reported that the Membership Committee has been working on the membership database in the hopes that a reworking of the database will help with the conference registration.

Conference 2002

The Executive discussed the ACA conference in 2002.

Action Heather Gordon, on behalf of the AABC, will extend an invitation to the ACA to hold their conference in Vancouver in 2002.

The Executive discussed that we will need to decide what AABC conference or meeting will be arranged in 2002. Some ideas discussed included having an extended AGM or a AABC pre-conference workshop.

Conference 2003

Jane Turner informed the Executive that Chief Ron Ignace extended an open invitation to the AABC to host our annual conference in Kamloops. The Executive was very happy to receive the invitation, and will consider the site for the 2003 conference.

Action Jane Turner, on behalf of the AABC, will accept Ron Ingace's invitation to host a conference in Kamloops. The Executive will work out details at a future date.

6 CCA/CAAT Grants Review

The Executive discussed the CCA and CAAT Grants and reviewed the budget. Lynne Waller will send Jane Turner the revised grant budgets.

7 Committee and Program Reports

Preservation (ad hoc)

Dorothy Lawson updated the Executive on the Preservation Committee work plan. Dorothy informed the Executive that the Committee has been reviewing the BC Archival Preservation Service budget.

Internet Committee (ad hoc)/CAIN (ad hoc)

Heather Gordon informed the Executive that the CAIN application for year one has been submitted. Heather circulated the application.

Heather explained that year two money is still not confirmed and that we are awaiting more information from the CCA .

Ann Carroll has written summary concerning CAIN for the next AABC newsletter.

Membership Committee (standing)

Dovelle Buie reported that as of December 11, 2000, membership numbers are as follows:

Individual 110
Associate Institutional 35
Institutional 107
Sustaining 10
Student/Volunteer 23
Honorary Life 5
TOTAL 290

Dovelle Buie reported that the Membership Committee is focusing its efforts on (1) Membership Brochure; (2) Research and review of Institutional fee structures and (3) Membership/Conference Database Design. The Membership Committee's next scheduled meeting is on Tuesday December 12, 2000.

Dovelle Buie informed the Executive that there has been some problems obtaining the contact information for Honourary Life member Dr. R. McDonnell (associated with the BC Medical

Association). Dorothy Lawson said that she will review her records from last year to see if she has his contact information.

PAAL Committee (ad hoc)

Jane Turner reported that Brian Klassen will coordinate the heritage survey of political parties.

Jane Turner reported that Richard Dancy is researching issues related to information privacy in the private sector and the federal government's "Personal Information Protection and Electronic Documents Act." On behalf of the AABC, he is preparing a brief to the Legislative Assembly's Special Committee on Information Privacy in the Private Sector. The Brief will be circulated to the Executive for review and approval.

Institutional Standards Committee (ad hoc)

Jane Turner reported that she has heard back from some members concerning the draft.

8 Other Business

There was no other business.

The meeting was adjourned at 3:45 pm.

Next meeting: January 22, 2001 at 12:30 pm at Richmond City Hall.

AABC Executive Committee Meeting Minutes: 22 January 2001

Executive of the Archives Association of British Columbia,
City Hall, City of Richmond

Present:

Jane Turner, President

Heather Gordon, Vice President

Lynne Waller, Treasurer

Dovelle Buie, Secretary

Laura Cheadle, Institutional Member-At-Large

Dorothy Lawson, Individual Member-At-Large

Minutes from previous meeting

Meeting was called to order at 12:40 pm.

The Executive reviewed the agenda and added two items: (1) yearly payment for the work Leslie Field does on the AABC web-site and (2) Nominations Committee report.

Jane moved that the minutes from the Executive meeting of December 11, 2000 be approved by the Executive. Heather seconded the motion and all were in favour. The minutes will be posted to the web-site as soon as possible.

1. Business Arising

Dorothy Lawson reported on the Regional Representatives Terms of Reference. Dorothy suggested that the Regional Representatives also consider submitting annual reports to the Executive. It was agreed to change the sixth duty to state: "Prepare an annual workplan, budget and report, in coordination with the Executive."

Action: Dorothy will arrange to have the Regional Representatives' Terms of Reference posted on the AABC web-site.

Heather reported that a letter of invitation has been written to the Association of Canadian Archivists (ACA) to hold their conference in Vancouver in 2002.

Jane reported she will be, on behalf of the AABC, accepting Ron Ingace's invitation to host a conference in Kamloops in 2003.

2. President's Report

Jane Turner reported that two letters have been received from the Hon. Cathy McGregor, Minister of Advanced Education, Training and Technology. One letter states that \$5,000.00 for 2000 Archives Week has been approved and the other letter thanks the AABC for Archives Week and for the contribution that archives and archivists make in the province. The Executive was very pleased with the Minister's letters and with her demonstrated support for the initiatives of the BC archival community.

Jane Turner reported that she received an e-mail from Linda Chakmak with the Archives Association of Ontario (AAO). The AAO has asked if they could use parts of the AABC web-site as a model for them to build upon. Jane informed the Executive that this was something that we did this year to develop the Archives Week web-site. On behalf of the Executive, Jane gave the AAO permission to use our web-site as a model for them to build upon.

Jane reported that the CCA and CAAT grants for the three AABC programs have been submitted.

3. Treasurer's Report

Lynne Waller reviewed the Financial Statements to the end of December 2000.

The Treasurer reported that she had met with Heather Gordon and Karen Blimkie on January 15, 2001. The management of the Association's financial resources were discussed. Lynne informed the Executive that Karen Blimkie will be attending the Spring planning session in late February.

Lynne Waller reported that the Association has received non-profit status. She clarified that this means that the AABC has tax exempt status as a charity.

Action Lynne will write an article for the newsletter concerning the AABC's non-profit status and will submit the article to Chris Hives, AABC Newsletter Editor.

Lynne reported that a standardized expense claim form for all Association contractors and by the AABC Executive will be prepared by the end of the fiscal year (March 31, 2001).

The Executive discussed how the Association will manage GST rebate funds. In the interests of being as clear and transparent as possible, Lynne moved that we contact our granting agencies to state our position regarding our placement of the GST rebate in our general fund and ask for their confirmation on this position. Jane seconded the motion. The Executive was in agreement.

Action: Lynne will contact the BC Archives and the CCA to inform them of our intentions to place the GST rebate in our general fund and ask for them to confirm this position.

Lynne Waller reported that the Education Committee has asked what will be done with funds resulting from surplus workshop registrations. The Committee recommended that the Executive consider transferring the funds directly back into the education program budget, rather than into general revenue.

Lynne moved that the Executive adopt a general AABC financial guideline that a portion of any surplus in the general fund at the end of the fiscal year should be used to support educational endeavours in the next fiscal year; the portion to be determined by the Executive in consultation with the Finance Committee. Jane seconded. All were in agreement.

4. Brief to the Legislative Assembly's Special Committee on Information Privacy in the Private Sector

On January 11, 2001, the Executive approved, via e-mail, the Public Awareness, Advocacy and Legislation Committee's (PAAL) "Brief to the Legislative Assembly's Special Committee on Information Privacy in the Private Sector." The report is available on the AABC web-site at http://aabc.bc.ca/aabc/report_on_privacy.html . The Executive joined Jane in expressing their appreciation for all the hard work done by Richard Dancy and the PAAL Committee.

5. Conferences

2001 Victoria Conference

Jane Turner reported that everything is in order for this year's AABC conference. The Program Committee have confirmed the sessions, including the speakers and session chairs. The Local Arrangements Committee is working on having conference bags for the delegates, on having self-guided garden tours, and ensuring that the conference is on budget. The Local Arrangements Committee will be arranging a mid-February mail-out concerning the conference; the Membership Committee will ensure that the members receive their renewal notices in the same mail-out.

2002 Vancouver - Association of Canadian Archivists (ACA)

Heather Gordon reported that the ACA has confirmed that they will be coming to Vancouver in 2002. The Executive discussed the idea of having some money set aside to subsidize those members of the AABC who would like to go to the conference but who otherwise may not be able to afford the

registration fees. The ACA has indicated that AABC members are encouraged to suggest ideas for the content of the conference as well as any suggestions they may have for the workshops. The AABC Annual General Meeting will most likely be scheduled for the Sunday after the ACA conference. Details will be forthcoming.

6. AABC Spring Planning Workshop

The spring planning workshop is scheduled for February 23rd and 24th, 2001. Jane Turner reported that all Committee chairs and regional representatives will bring work plans and budget suggestions for the up-coming year. The Education, Preservation and Network Committees will also bring three-year workplans. The work plans will form a significant portion of the discussions in order to ensure coordination between the programs. Each committee should also bring priorities of budget items and suggestions for future projects. Jane Turner hopes to discuss the Institutional Standards issue. Heather will confirm the agenda as well as who will be attending the sessions.

7. CCA/CAAT Grants Review

Laura Cheadle reported that the AABC adjudication for the CCA grants took place on January 6, 2001. The CCA's final deadline is Feb 1st, 2001 at which time they will give the final approval for the grants.

The following applications were approved:

- AABC Preservation Grant (\$33,469.00)
- BC Archival Network (\$21,852.00)
- BC Archival Education and Advisory Service (\$33,640.00)
- Institutional Control of Holdings (\$29,508.00)
- Preservation Management (\$18,531.00)
- Preservation Training & Information Program – AABC Fraser Valley Regional Disaster & Recovery Training workshop (\$1,640.00)

Laura commented that there were many more applications than there was money. Heather commented that for those institutions who did not have their applications approved, that they should, where appropriate, apply for CAIN funding.

Laura recommended that it would be helpful to continue to have some funds available for an out-of town committee member on the Grants Committee. Laura also stated that the Grants Committee has discussed the merits of having a manual that could outline guidelines for Committee members in terms of the adjudication process.

8. Committee and Program Reports

Internet Committee (ad hoc)/CAIN (ad hoc)

Heather Gordon reported that year one CAIN funding has been approved by CCA. The Association has hired Pat Gemmill (a web designer) who will be working from now until March 31st, 2001. Three itinerant archivists have also been hired; Jennifer Roberts and Christine O'Donnell will be centered in the Lower Mainland and David Chamberlin will work in the Victoria area. The Executive stressed that the itinerant archivists and web-designer will need to ensure that invoices are submitted. The Executive

discussed the details of the contracts decided that the hiring of these contracted must be documented in a letter of understanding, which should be submitted to the President and Treasurer for final approval before signing.

Heather explained that year two funding has not been confirmed. Once the funding is confirmed, there will be another adjudication for the grants committee.

Education (ad hoc)

The Executive discussed confidential contract issues. The Executive agreed unanimously that due to the expensive nature of the current configuration of the Education/Advisory service with two contractors, and with the unanimous recommendation of the Education Committee, the AABC should return to having one contractor who would be centered in the Lower Mainland for the 2001/2002 contract year.

With regard to Michael Mooseberger, "A Study of Archival Advisory Services Programs in Canada: A Summary Report to the Canadian Council of Archives," May 2000 report. Jane reported that she has been in contact with the President of the CCA, Fred Farrell, asking him to clarify the recommendation of the manual concerning the AABC and the Manual for Small Archives. The report recommends:

The CCA urge and support the Archives Association of British Columbia in undertaking a major revision and re-publication of its Manual for Small Archives and that if the AABC is unable or unwilling to undertake this work that the CCA negotiate with the AABC to undertake the project on behalf of the Canadian archival community.

Membership Committee (standing)

Dovelle Buie reported that as of January 22, 2001, membership numbers are as follows:

Individual 110
Associate Institutional 34
Institutional 108
Sustaining 10
Student/Volunteer 23
Honorary Life 6

TOTAL 291

Membership Database

Dovelle reported that since she and Marnie Burnham are currently working on the AABC membership database, recently received revisions or new members have not been added to the database. The membership numbers, therefore, might be slightly different from that outlined above.

The data has been cleaned up; this should allow us to search the database in many more ways and also permit mail-outs by postal code. Dovelle pointed out that, in the interests of wanting to keep the Association's expenses as low as possible, Marnie has been working on the database as a volunteer for the last year and a half. The task can be quite overwhelming at times and suggested that the Executive should consider contracting out some of the work. The Executive discussed the idea and felt that the task

could still be done by volunteers on a rotating basis - rather than one person responsible for the job indefinitely.

Honourary Membership and Proposed Constitutional Change

Dovelle Buie presented the Executive with a letter from Membership Chair Marnie Burnham. Marnie requested that the Executive amend the Constitution as it pertains to the imparting of honorary membership. Currently, the executive recommends and grants the annual honorary membership at the conference banquet, and then submits it to the general membership for their approval the next day at the Annual General Meeting. This is not in keeping with the procedures established by the constitution. In order to eliminate the awkwardness of the current process, Dovelle moved and Heather seconded that the Executive accept Marnie Burnham's constitutional amendment as follows, and submit it to the membership for approval:

Action: Dovelle will ensure that the membership receives a notice of special resolution that outlines for Article V, Section I (1) (i) to be amended to the following: "Honorary life membership shall be accorded by the Executive to persons who are distinguished for their archives work, who have rendered distinguished service to the Association, or who are otherwise deemed worthy of honour. Honorary life members have the right to vote during meetings and hold office in the Association." The special resolution will be distributed to the membership with the conference mail-out in mid February.

The Executive agreed that for this year we will need to continue with past practice.

Membership Brochure

Dovelle reported that the Membership Committee is working on developing a new membership brochure for the AABC. The Membership Committee wants to clarify: (1) the expectations of the Executive concerning the brochure and (2) any particular aspect of the brochure that the Executive would like to see or not see. The Executive made the following observations about the current membership brochure:

- Remove reference to the Heritage Council as this no longer exists.
- Include information re: advisory program (particularly preservation and education).
- Include application form - with fees outlined, preferably in an insert.
- Reference to the Manual for Small Archives should be eliminated.
- Ensure the web-site address is on the brochure.
- Liase with Erwin re: logo. Pat Gemmell (mentioned earlier in these minutes) is working on contract for a network logo. This will be completed by March 31st.
- Include the fact that we are now designated by Canada Customs & Revenue Agency as a Charitable Organization - Charitable #86502 2529 RR0001

In terms of the text, the Executive was comfortable with the Membership Committee reworking/rewording that which is already on the internet. It will be submitted to the Executive for final approval.

Institutional Membership Applications

Dovelle Buie reported that the Membership Committee recommends that the Executive approve the Enderby and District Museum Society's institutional membership. The Executive reviewed the application received and supported the Membership Committee's recommendation. Dovelle moved to accept and Jane seconded.

Action: Dovelle will inform Marnie Burnham, Chair of the Membership Committee, that the Enderby & District Museum Society's application for Institutional Membership has been approved by the Executive.

Dovelle reported that another Institutional Membership application has been received from the Alberni Valley Museum. Because of questions regarding the acquisition policy and the relationship to the Alberni District Historical Society, the Membership Committee recommended that the application should not be accepted. The Executive accepted the Membership Committee's recommendation to not approve the application.

Action: Dovelle will inform Marnie Burnham, Chair of the Membership Committee, that the Alberni Valley Museum's application for Institutional membership has been denied.

Membership Fee Structures

Dovelle reported that the Membership Committee has been working on a review of the current membership fee structure of the AABC. Membership Committee member Carrie Stevenson has done some preliminary research into the issue by looking at the fees other provincial associations. Marnie Burnham is doing some further investigation into the matter and will be submitting a report to the Executive in the next few weeks.

The Executive joined Dovelle Buie in expressing appreciation to Marnie Burnham for all the hard work that she and membership committee members (Marie Helene Robitaille and Carrie Stevenson) have been doing.

Nominations Committee (ad hoc)

Jane Turner reported that Chris Hives has accepted the position of Nominations Committee chair. Heather moved that Chris Hives be this year's chair of the Nominating Committee. Jane seconded the motion and all were in agreement.

9. Other Business

Jane Turner reported that Chris Hives has recommended that we give Leslie Field an yearly fee of \$500.00 for his work on the AABC web-site newsletter. Jane moved that we give Leslie \$500.00 a year for his work. All were in agreement that the nominal yearly payment would go towards recognizing the extensive work that Leslie does on the web-site newsletter; Leslie Field will be asked to submit an invoice for the fee.

Action: Lynne will contact Chris Hives to coordinate the payment procedures for Leslie Field.

Dovelle Buie stressed that she will need all reports from Committee chairs by March 16, 2001. This will enable her to put the AGM packages together and mail them out before she goes on holidays March 30th, 2001.

The Executive agreed that they would meet following the Spring Planning session on Saturday February 24th.

The Executive set March 12th as the next meeting following the Spring Planning session. The meeting will be held at Richmond City Hall.

The meeting was adjourned at 3:45 pm.

Next meeting February 23rd and 24th, 2001 at Sands Hotel.

AABC Executive Committee Meeting Minutes: 2 February 2001

Executive of the Archives Association of British Columbia,
Telephone Conference Call

Present:

Jane Turner, President

Heather Gordon, Vice President

Lynne Waller, Treasurer

Dovelle Buie, Secretary

Laura Cheadle, Institutional Member-At-Large

Dorothy Lawson, Individual Member-At-Large

Minutes from previous meeting

Meeting was called to order at 8:38 am

Heather moved and Dorothy seconded to approve the meeting minutes from January 22, 2001. Motion was carried.

1. Business Arising

The Executive discussed confidential contract issues; the Executive reviewed the job posting for the competition for the AABC Education and Advisory Archivist.

Dorothy moved and Lynne seconded to post for the AABC Education and Advisory Archivist position on the afternoon of February 2, 2001.

The hiring committee was established to consist of: Jane Turner (President), Heather Gordon (Vice President), and Linda Wills (Chair of the Education Committee).

Meeting was adjourned at 9:20 am.

AABC Executive Committee Meeting Minutes: 23 March 2001

Executive of the Archives Association of British Columbia,
City Hall, City of Richmond

Present:

Jane Turner, President
Heather Gordon, Vice President
Lynne Waller, Treasurer
Dovelle Buie, Secretary

Regrets:

Laura Cheadle, Institutional Member-At-Large
Dorothy Lawson, Individual Member-At-Large

Minutes from previous meeting

Meeting was called to order at 12:13 p.m.

The meeting minutes from January 22, 2001 were previously approved by the Executive via telephone on Friday February 2, 2001.

1. Business Arising

Jane Turner reported that the Regional Representatives' Terms of Reference has been posted on the AABC web-site.

Lynne Waller reported that she has written an article for the newsletter concerning AABC's non-profit status.

Lynne Waller has contacted both the BC Archives and the CCA concerning the AABC's intentions concerning the GST rebate. A letter has been received from Gary Mitchell, the BC Provincial Archivist, approving the AABC's intentions for the GST rebate and that we are awaiting a response from the CCA.

Dovelle Buie reported that the notification of a special resolution vote concerning the awarding of honorary membership has been sent to the AABC membership with the conference registration mail-outs.

Dovelle Buie reported that the membership chair has been informed of the approval of Enderby & District Museum Society's application for Institutional Membership and the denial of Alberni Valley Museum's application for Institutional Membership.

Lynne reported that payment procedures for Leslie Field's work on the web-site newsletter have been arranged.

2. President's Report

Jane Turner reported that the contracts for next year have been taken care of; the three program contractors have signed their contracts. The Financial Manager, Karen Blimkie, has received her contract and will be signing it in the next week.

Jane Turner discussed Archives Week for next year and suggested that Archives Week for 2001 could be announced for next year at the AABC conference in April 2001. Suggestion of theme for Archives Week 2001 is "Celebrating Volunteer Service in Local Communities." Archives in BC will be invited to submit a photograph(s) pertaining to the theme of volunteerism in the community. The Executive were all in agreement.

Jane Turner discussed regional development and reported that Gary Mitchell, Provincial Archivist, has requested details regarding the \$6050 in regional development funds that the AABC has applied for in its Strategic Communications grant application. Jane explained that the Provincial Archivist would like some details to go with what the AABC plans to spend the money on in terms of regional development initiatives. Jane Turner recommended that the AABC spend the funds as follows:

\$1,500.00 To send one or more of the regional representatives to AABC meetings (planning sessions or workshops)

\$2,000.00 To build on the success of the spring planning workshop, and add on another day for a regional representatives meeting

\$2,000.00 To send \$500.00 to each of the further regions in the province for regional development initiatives. These regions will then be requested to send in their receipts. Expenses are much more significant for the more remote regions of the province than they are for the Lower Mainland, Fraser Valley, or South Vancouver Island regions.

\$550.00 To be used for the Lower Mainland, Fraser Valley, and South Vancouver Island regions. Jane indicated that based on observations over the years, these three regions are much more cohesive and do not have the same need for support for meetings as they are not as disadvantaged by the geography of the province. This reduced funding recommendations reflects the discussion from the 2001 Spring Planning workshop.

Action Jane Turner will send Gary Mitchell the above outline of budget for the regional representatives as well as a break down for Archives Week 2001.

Jane Turner reported that planning for the 2001 AABC Conference is under control. The Executive agreed to honour Hugh Taylor with a Life Achievement Award at the 2001 Conference in Victoria. Dovelie Buie, Secretary, will coordinate the framing of a certificate. Jane agreed to arrange to have one of the Archives Week posters framed to present to the Lieutenant Governor.

In case there is a vote for the executive positions, Dovelie Buie will also arrange to have blank ballots for the AGM meeting.

3. Treasurer's Report

Lynne Waller, Treasurer, reviewed the Financial Statements as of March 21, 2001.

The Treasurer reported that she has been receiving budget reports from Karen Blimkie on a daily basis.

The Treasurer outlined the reports. The Executive discussed the surplus funds reflected in the reports. Lynne Waller reported that there has been an additional \$10,000.00 put into GICs today.

Lynne Waller reported that the Financial Manager, Karen Blimkie, and the Financial Committee recommends a change in the accounting firm this year for the financial review and audit. Lynne outlined the various firms that she and Karen reviewed. After a thorough analysis, the Treasurer recommended that the AABC hire Evancic Perrault to conduct the 2000 financial review and audit. The firm is certified and the review will cost the AABC up to \$1,700.00.

4. Conferences

2001 Victoria Conference

Lynne reported that there have been 28 conference registrations to date and that many more are expected to come in by the April 6th deadline.

5. Committee and Program Reports

Education (Standing Committee)

Jane Turner reported that the new Education and Advisory Archivist, Janet Turner, will be starting on April 9, 2001. Jane reported that Janet has been speaking to Bill Purver to arrange to have an e-mail account set-up. On April 12, 2001 a meeting has been scheduled to discuss program planning for Jane Turner, Heather Gordon, Jane Turner, Bill Purver, Rosaleen Hill, and Karen Blimkie.

Jane Turner reported that Patti O'Byrne has agreed to join the Education Committee.

Membership Committee (Standing Committee)

Dovelle Buie reported that, according to the membership committee's final report, written by Marnie Burnham, the membership numbers for 2000/01 are as follows:

Individual 114
Associate Institutional 39
Institutional 110
Sustaining 10
Student/Volunteer 23
Honorary Life 6

TOTAL 302

Dovelle reported that Marnie Burnham has sadly submitted her resignation as the Membership Committee chair. Dovelle Buie has agreed to serve as the chair of the Membership Committee.

Membership Database

Dovelle Buie reported that a copy of the Membership Committee's database, with the conference database component, has been sent to Karen Blimkie and Marnie Burnham. Karen and Marnie will be coordinating the conference registrations and initial renewals until Dovelle returns from holidays.

Membership Brochure

Dovelle reported that the Membership Committee has been working on developing a new membership brochure for the AABC. Preliminary copies of the brochure be made available at the AABC Conference in April.

Internet/CAIN (Ad Hoc Committee)

Heather Gordon reported on the web-site redesign. There may be a prototype to look at by the time of the conference.

Institutional Standards (Ad Hoc Committee)

Executive approved the report of the Institutional Standards Committee.

Nominations Committee (ad hoc)

Jane Turner reported that Chris Hives will confirm the nominations for next year.

9. Other Business

There was no other business.

The meeting was adjourned at 2:15 p.m.

Next Meeting is the AABC's Annual General Meeting; the meeting will be held in Victoria at the Annual Conference on Saturday April 28, 2001.