

## AABC Executive Committee minutes –June 2005 to April 2006

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### **AABC Executive Committee Meeting Minutes: 18 June 2005**

Executive of the Archives Association of British Columbia

Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

#### **Present:**

**Anthea Seles**, President

**Lisa Codd**, Vice President

**Kathy Bossort**, Treasurer

**Linda Nobrega**, Secretary

**Krisztina Laszlo**, Institutional Member-At-Large

**Alan Doyle**, Individual Member-at-large

#### **1. Approval of Agenda**

Linda Nobrega noted the addition of 3.5 to Business Arising. Also added are two items to Other Business. Krisztina Laszlo moved to approve the agenda, seconded by Lisa Codd.

Anthea Seles called the meeting to order at 10:15 am.

#### **2. Approval of Minutes of 09 April 2005 Meeting**

The approval was tabled as the minutes were not available for the meeting.

#### **3. Business Arising**

##### **3.1 Welcome to new Executive officers**

Anthea Seles welcomed the new officers to the AABC Executive. Each member of the Executive introduced themselves.

##### **3.2 Archives that charge researchers fees and their grant applicability**

There was a question presented to the Executive on the matter surrounding institutions that charge access fees and their eligibility to apply for grants. The executive agreed that institutions could apply for grants but discussed whether it should impact the approval of the application. Another archival association has applied a penalty point system to an institution's application.

The executive recommended that this be an issue to be considered/discussed by the Grants committee. Do we want to impose a penalty on the grant adjudication process? Pending further discussion on whether the charging of fees is detrimental to access, we will continue to monitor the situation.

### **3.3 Reviewing HSBC as the AABC banking institution**

The current AABC banking institution is HSBC. The hours of operations have led to accessibility concerns for the president and other officers. In addition, it was reported that customer service has been unacceptable. Anthea Seles suggested the consideration of a different institution once the signing authority for the new Treasurer has been completed at HSBC. Several banking institutions will be looked into and compared to HSBC and each other.

### **3.4 Heritage Coalition website**

John Lutz had suggested the creation of a heritage coalition website that would list the members of the coalition, the general concerns and the history of events. The website will allow other groups and the public to catch up on the work of the coalition and possibly add their name or organization. John Lutz had invited the participation of the AABC.

The Executive agrees that it can be a powerful advocacy tool.

Be it resolved that the AABC Executive support the AABC's affiliation with the heritage coalition website. And be it understood that John Lutz will draft the website and share it with the Executive prior to making it public.

Linda Nobrega moved to approve. Anthea Seles seconded. Passed.

### **3.5 CCA Roundtable Report**

Jennifer Mohan represented the AABC at the CCA roundtable held in Saskatoon on June 6-7, 2005. Her preliminary report is attached including the handouts from the roundtable.

The preliminary report will be sent out to the AABC executive officers. Discussion on the report will take place at the next meeting.

## **4. President's Report**

Anthea Seles had nothing to report.

## **5. Treasurer's Report**

Kathy Bossort submitted financial statements for the period ending April 30, 2005 (see attached).

The Individual Member-At-Large was asked to remind regional representatives that they are budgeted for expenses and to remember to submit them.

Kathy reported that the association is required to submit an annual return with the Canada Revenue Agency in order to remain on the non-profit society list (registered charities).

The academic award prizes, for UBC MAS graduates, were issued this year to the following recipients:

- Willard Ireland Prize : Mr. Bart Ballaux (\$200)
- AABC Mary Ann Pylypchuk Memorial Prize : Ann Marie Forman (\$150)

## **6. Committee and Program Reports**

### **6.1 Constitution and Bylaws**

Linda Nobrega reported that Melanie Hardbattle had nothing to report.

### **6.2 Education**

Anthea Seles had nothing to report.

### **6.3 Grants**

Krisztina Laszlo had nothing to report.

### **6.4 Membership**

Linda Nobrega reported that the membership renewal forms are being transferred to the new individual responsible for the membership database. The committee requested the Executive's decision on an appropriate retention period for these forms. The information documented on the form is contained within the database and summarized within the membership directory. The Executive agrees that a retention period of 2 years is more than adequate and then it may proceed to destruction.

Terra Dickson and Carey Pallister are seeking Executive input on changes to current practices. Linda reported that they proposed sending out electronic receipts, as opposed to mailing, to those members who approve. In addition, the possibility of posting the membership directory on-line or perhaps emailing a PDF version of the directory.

The executive recognized these proposals as cost saving measures. The posting of the directory was rejected on the grounds that the information should not be made publicly accessible and the cost of a "members' area" on the web site is too costly. The executive approved of providing the directory and the membership receipts via email but it must be done with the prior consent of the member. The committee must ensure that the electronic receipts are secure documents.

Be it resolved that, once having the consent of the member, the AABC Membership Committee may provide electronic membership fee receipts. Anthea Seles moved to approve, Kathy Bossort seconded. Passed.

Linda Nobrega reported that Yau Min Chong has resigned from the membership committee. Terra Dickson, chair of the committee, is looking for new recruits.

### **6.5 Nominations and Elections**

Anthea Seles had nothing to report.

## **6.6 BC Archival Preservation Service**

Anthea Seles had nothing to report.

## **6.7 Conference**

Anthea Seles reported on the success of the 2005 Conference held in Fort Langley on April 21-23, 2005.

There was discussion of a possible collaborative conference with the ASA (Archives Society of Alberta) for 2006. A site for the conference has not yet been decided.

## **6.8 Internet**

Lisa Codd reported that the configuration to the new servers is complete. The old servers will be donated to a nursing home for the use of the patients. (see attached)

## **6.9 Newsletter Editorial Board**

Lisa Codd reported that the Spring 2005 newsletter is available online. The Board continues to reach out requesting submissions to the newsletter.

## **6.10 Regional Representatives**

Alan Doyle had nothing to report.

## **7. Other Business**

### **7.1 BCMA regional workshops**

Lisa Codd suggested that consideration be given to partnering with the BCMA (BC Museum Association) in workshops delivered throughout the province. Getting involved in designing and delivering workshops that would appeal and address museums and archives. An example of such a partnership is between the BCMA and Parks Canada that relates to emergency preparedness.

### **7.2 Sustainability Committee**

The Executive strikes to establish a committee to look for sustainable means for the association (AABC). It was recommended that Kathy, as Treasurer, would be a member of the committee and will invite members of the finance committee. As awareness is closely related to funding the executive will invite the participation of Val Billesberger and Kelly Harms. Once the committee members are established a meeting will be scheduled in order to brainstorm on possible fund-raising campaigns.

## **8. Adjournment**

Next meeting had been tentatively set for mid September.

Anthea Seles moved to adjourn the meeting, seconded by Linda Nobrega. Motion carried. Meeting adjourned at 12:00 pm.

## **AABC Executive Committee Meeting Minutes: 10 September 2005**

Executive of the Archives Association of British Columbia

Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

### **Present:**

**Anthea Seles**, President

**Lisa Codd**, Vice President

**Linda Nobrega**, Secretary

**Krisztina Laszlo**, Institutional Member-At-Large

**Alan Doyle**, Individual Member-at-large

### **Guest:**

**Richard Dancy**

#### **1. Approval of Agenda:** Approved.

Anthea Seles called the meeting to order at 10:15 am.

#### **2. Approval of Minutes of 09 April and 18 June 2005 Meeting**

The April 9th minutes were approved by email and is available on the AABC website. Linda Nobrega moved to approve the June 18th minutes, seconded by Krisztina Laszlo. Passed

#### **3. Business Arising**

##### **3.1 Liaison with ARMA VI (Vancouver Island)**

Linda Nobrega reported that Ken Oldenburger, chapter president of ARMA VI (Vancouver Island), requested establishing a relationship with the AABC and sharing event information. ARMA Vancouver Island is interested in outreaching to archivists on the island and inviting them to attend workshops, lectures and social events. Opening a channel communication between local records managers and archivists. The Executive agreed that it would be a positive endeavour not unlike the agreement already established between ARMA and ACA. The Executive suggested the AABC listserv as a good communication tool for upcoming events.

##### **3.2 AGM package for 2005-2006**

It was proposed that the conference package and the membership renewal would be provided on the AABC website. The Executive agreed that the AGM package be made available online. The Executive felt that the conference package and the membership renewal should continue to be a mailout.

##### **3.3 BC 150 consultations**

Lisa Codd attended the Langley consultation that was held on September 9th. Lisa reported that there were 15 to 20 individuals in attendance. She spoke out on community level support and encouraged

legacy projects as opposed to celebratory projects. Jacqueline Gresko, BC Historical Federation, spoke out in the need to support archives.

### **3.4 Treasurer's resignation**

Kathy Bossort has submitted her resignation due to time constraints and pressing responsibilities. Be it resolved that the Executive accept the resignation of the AABC Treasurer. Linda Nobrega moved to approve, all in favour. Passed.

### **3.5 CCA roundtable report**

Jennifer Mohan submitted her final report (a draft report was submitted to the Executive at the June meeting). The Executive thanks Jennifer for her wonderful work representing the AABC Executive.

### **3.6 Financial Overview**

The AABC Financial Overview (see attached) was submitted to Executive members for review and comment. The overview explains how the AABC operates from a financial perspective explaining the current level of AABC reserves or savings and comments briefly on the future.

The ANS (Archive Network Services) cannot continue to exist at the current level due to its cost. The Executive recognizes the ANS as critical to the association and any reduction to it is not possible. BCAUL is a public service and the public face/image of the association. Any further reduction would have a severe impact on the effectiveness of the program.

The Executive moves to accept the financial overview. Anthea Seles moved to approve, seconded by Krisztina Laszlo. Passed.

### **3.7 ArtsPOD**

Lisa Codd reported that she is working on an application for ArtsPOD funding. ArtsPOD is a group that helps fund the non-profit sector to build their capacity to operate. The funding may be used in efforts such as getting an organizational review and/or a professional consultant. Lisa Codd proposed submitting an application for an organizational assessment that will look at the governance, programs and financial management of the organization. The deadline for the application is September 16. A review of our financial management is a priority. The Executive approved that Lisa complete and submit the application.

### **3.8 CCA Board meeting report**

Lara Wilson reported on the status of the CCA funding programme for 2006/2007 (see attached). The CCA grant and contribution programmes are now called the National Archival Development Programme (NADP) and updates by CCA and LAC will be forthcoming.

Anthea Seles reported that the CCA has been invited to submit recommendations to the Standing Committee on Finance during pre-budget consultations (see attached).

#### **4. President's Report**

Anthea Seles had nothing to report.

#### **5. Vice President's Report**

Lisa Codd had nothing to report.

#### **6. Treasurer's Report**

The financial statements for May, June and July 2005 were submitted (see attached). Linda Nobrega moved to approve, seconded by Anthea Seles. Passed.

#### **7. Committee and Program Reports**

##### **7.1 Constitution and Bylaws**

Linda Nobrega reported that Melanie Hardbattle had nothing to report.

##### **7.2 Education**

Anthea Seles reported that Linda Mills has developed a distance education course, Managing Archival Photographs, which she would like to offer in January (see attached). The Education Committee proposed that the Executive allow Linda to proceed with this course on a cost recovery basis. Course fees were suggested. In order to cover additional costs in financial management by the association the Executive recommends the \$250/\$300 fee (members/non-members) for the course.

Jane Turner reported that Paul Hebbard has kindly agreed to chair meetings that she cannot attend and will take the lead on planning professional workshops. The Executive approved Paul's appointment as co-chair.

##### **7.3 Grants**

Krisztina Laszlo had nothing to report.

##### **7.4 Membership**

Linda Nobrega reported that Terra Dickson would like to thank Jana Buhlmann for the time she took to ensure the smooth transition of chairship. It was further reported that the year's membership directory should be out this fall.

Terra suggested that next year's renewal form include a due date for the forms return to the AABC. The prompt return of membership forms would ensure the members inclusion in the Membership Directory. The Executive felt that this was a reasonable request and agree that it be carried out by the membership committee.

Lisa Codd suggested that a further note be added on the application instructing members to submit separate cheques for the membership fee and the conference fee. In Lisa's experience with this year's conference joint cheques for the fees complicated the administrative process.

### **7.5 Nominations and Elections**

Anthea Seles reported that Jennifer Mohan submitted the nomination of Richard Dancy, for the position of Treasurer, to complete the remainder of the term of Kathy Bossort (2005-2007). All approved. Passed. Welcome Richard!

### **7.6 BC Archival Preservation Service**

Anthea Seles had nothing to report.

### **7.7 Conference**

Anthea Seles reported that the 2005 Conference held in Fort Langley generated a net profit of \$4,200. It has been confirmed that the 2006 conference will be held in Penticton.

A collaborative conference with the ASA (Archival Society of Alberta) will be postponed for 2007.

### **7.8 Internet**

Lisa Codd had nothing to report.

### **7.9 Newsletter Editorial Board**

Lisa Codd reported that the Summer 2005 newsletter is available online.

### **7.10 Regional Representatives**

Alan Doyle had nothing to report.

## **8. Other Business**

There was no other business.

## **8. Adjournment**

Next meeting had been tentatively set for October 15th, 2005.

Anthea Seles moved to adjourn the meeting, seconded by Linda Nobrega. Motion carried. Meeting adjourned at 12 pm.

## **AABC Executive Committee Meeting Minutes: 15 October 2005**

Executive of the Archives Association of British Columbia

Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

### **Present:**

**Anthea Seles**, President

**Lisa Codd**, Vice President

**Richard Dancy**, Treasurer

**Linda Nobrega**, Secretary

**Krisztina Laszlo**, Institutional Member-At-Large

### **Regrets:**

**Alan Doyle**, Individual Member-at-large

### **1. Approval of Agenda**

Anthea Seles added item 3.4 to Business Arising. Krisztina Laszlo moved to approve the agenda, seconded by Richard Dancy. Approved.

Anthea Seles called the meeting to order at 10:10 am.

### **2. Approval of Minutes of 10 September 2005 Meeting**

Moved to approve with the requisite changes. Lisa Codd moved to approve, seconded by Anthea Seles. Passed.

### **3. Business Arising**

#### **3.1 Amendments to the FOI Act**

Richard Dancy suggested that the AABC submit comments on proposed amendments to the FOI Act. BC's Information Policy and Privacy Branch is circulating a "wish list" of proposed amendments and consulting with different groups. Richard went over the items on the list that relate to archives and the executive provided feedback to be incorporated into a letter on behalf of the AABC. In addition, the Executive encouraged the creation of an Archives Act.

**Action:** Anthea will draft a response to these proposed changes or amendments "wish list". The draft will be provided to the Executive for feedback.

#### **3.2 Displays**

In the CCA newsletter there was a call for materials to display at the 20th Anniversary celebration to be held in Ottawa on October 21st. The archives and community booklet made available at the AABC 2005 conference was suggested as a display item. Anthea Seles reported that Ian Forsyth has offered the use of two portable displays from the SFU Archives. Richard kindly brought in one of the displays to show to the Executive. The Executive was delighted with the display and accepted the offer from Ian.

### **3.3 CCA presentation**

Anthea Seles reported that she is collecting statistics from the three programs for her CCA presentation next week. Anthea asked if we had any issues to be addressed. Several concerns related to NADP (National Archival Development Programme) were brought up.

### **3.4 BC Archives**

Anthea Seles reported that she received a letter from BC Archives regarding the AABC records currently stored at the BC Archives. The records are still in the custody of the AABC and enclosed are Record of Gift forms in order to facilitate the legal transfer. Prior to transferring custody the AABC is required to provide an archivist to appraise these records.

The Executive expressed concern about accessibility as the majority of officers and committee members live in the Greater Vancouver Regional District. UBC was proposed as a possible repository for inactive AABC records.

**Action:** Anthea Seles will contact UBC and inquire.

Linda Nobrega offered her services to appraise the AABC records stored at the BC Archives.

## **4. President's Report**

Anthea Seles reported that she is attending the CCA general assembly in Ottawa next week.

## **5. Vice President's Report**

Lisa Codd reported that the ArtsPOD application was submitted (see Sept 20, 2005 minutes) and she is awaiting response. Lisa further reported that she is attending the BCMA conference in Kelowna and will be representing the AABC.

## **6. Treasurer's Report**

Richard Dancy reported that he had met with the AABC financial advisor and was given an overview of his responsibilities as Treasurer and an overview of the AABC's financial position.

Krisztina Laszlo asked Richard to inquire on the possibility of paying membership dues and conference fees by credit card.

The financial statements for August and September 2005 were submitted (see attached). Linda Nobrega moved to approve, seconded by Anthea Seles. Passed.

## **7. Committee and Program Reports**

### **7.1 Constitution and Bylaws**

Linda Nobrega had nothing to report.

## **7.2 Education**

Anthea Seles reported that Paul Hebbard and the committee are organizing an electronic records workshop. The workshop will deal with a hands-on approach to electronic records and is tentatively set for February. Paul submitted a tentative syllabus (draft outline for the workshop) for the Executive's review. The Executive agreed that the workshop would be of great value to AABC members and supported the syllabus.

Linda Wills has the photography workshop ready to go for January.

## **7.3 Grants**

Krisztina Laszlo reported that at a future date, not yet confirmed, she is attending NADP (National Archival Development Programme) training in Ottawa. Nothing further reported.

## **7.4 Membership**

Linda Nobrega had nothing to report.

## **7.5 Nominations and Elections**

Anthea Seles reported that Jennifer Mohan is stepping down as Chair of the Nominations & Elections Committee in April 2006. The Executive and Jennifer will commence the search for a replacement.

The Executive thanked Jennifer for her dedicated hard work.

## **7.6 BC Archival Preservation Service**

Anthea Seles had nothing to report.

## **7.7 Conference**

Anthea Seles reported that she sent Linda Wills conference theme suggestions provided by the Executive over email exchanges.

The Executive discussed that, if the ArstPOD review proceeded, to present to the membership the results from the organizational review and get their feedback. Communicating the position of the organization and providing options to resolve or approach and deal with the financial position of the AABC as an association. A matter of keeping the community informed.

In addition it was suggested to hold a membership input session such as utilized at the ACA conferences.

## **7.8 Internet**

Lisa Codd reported that the Internet committee supports a call for donations on the BCAIN/BCAUL pages (see attached). Anthea Seles suggested that we inform members, through the listserve, of our funding campaign prior to placing the donation call online.

The committee suggested setting up an account with Amazon that allows links from BCAUL to relevant books carried by Amazon. If a user buys a book via that link the AABC receives a percentage of the sale. Choices of link methods were suggested and the Executive supported the committee's recommendation.

Lisa Codd moved to accept the suggestion of an Amazon link, seconded by Richard Dancy. Passed.

## **7.9 Newsletter Editorial Board**

Lisa Codd had nothing to report.

## **7.10 Regional Representatives**

Alan Doyle submitted a report (see attached). Cathy English is the new regional representative in the Thompson Okanagan Region. Cathy reported that Penticton and Naramata are hosting the 2006 AABC AGM and conference. A one-day workshop, on the appraisal of archival material, will be held in Penticton in November.

Nothing further was reported.

## **8. Other Business**

### **8.1 Banking account**

Lisa reported that she had made inquiries at Vancity and was shown account options. She is making further inquiries and will report to the Executive.

### **8.2 Archives Week**

Archives Week will take place next month between the dates of November 19th to the 26th on the theme of "Remembering Our Veterans". Programs and activities are listed on the AABC website.

## **9. Adjournment**

Next meeting had been tentatively set for November 26 or Dec. 3rd, 2005. Anthea Seles moved to adjourn the meeting, seconded by Linda Nobrega. Motion carried. Meeting adjourned at 12:30pm.

## **AABC Executive Committee Meeting Minutes: 3 December 2005**

Executive of the Archives Association of British Columbia  
Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

### **Present:**

**Anthea Seles**, President

**Richard Dancy**, Treasurer

**Linda Nobrega**, Secretary

**Krisztina Laszlo**, Institutional Member-At-Large  
**Alan Doyle**, Individual Member-at-large

**Regrets:**

**Lisa Codd**, Vice President

**1. Approval of Agenda**

Anthea Seles added two items to Other Business. Anthea Seles moved to approve the agenda, seconded by Linda Nobrega. Approved.

Anthea Seles called the meeting to order at 10:10 am.

**2. Approval of Minutes of 15 October 2005 Meeting**

Anthea Seles moved to approve, seconded by Richard Dancy. Passed.

**3. Business Arising**

**3.1 UBC Archives proposal – Irving K. Barber Learning Centre**

Anthea Seles reported that she was contacted by Chris Hives about the potential opportunity to receive funding from the Irving K. Barber Learning Centre. This is an opportunity to receive needed funding and reevaluate the association's programs and services.

Anthea Seles will contact Chris to inquire on the criteria for the funding and will request that Chris speak on behalf of the association.

**3.2 AABC records**

Anthea Seles reported that UBC has agreed to take the AABC records. Once records are inactive, appraised and a file list provided they shall be transferred.

Anthea reported that the Treasurer's records, seven boxes, were appraised by Alan Doyle and Richard Dancy. The Executive agreed that each officer will take an inventory of the records they have in their possession and report back at the next meeting. Linda will contact David Mattison at BC Archives and will be appraising the records stored at the BC Archives. Active and semi-active records will remain in the possession of each officer.

The Executive will work on creating a generalized records schedule. Alan will begin on the project and report to the Executive at the next meeting.

**3.3 Conference**

Anthea Seles reported that a Local Arrangements Committee has been established but participants for the program committee are needed. The Executive suggested the local committee make a call for volunteers/participants. It was further suggested that the local committee utilize the AABC listserv for a call for papers/presenters.

The 2007 conference is planned as a joint conference with Alberta and will take place in the province of Alberta. In order to have the AGM outside of the province the association must acquire permission from the registrar who is responsible for the societies of BC. Lisa Codd will be informed.

### **3.4 ACA Review and Renewal Project**

The ACA Review and Renewal Project requested the AABC's feedback on two items: advocacy and professional development. The Steering Committee is requesting feedback from all provincial/territorial associations on these topics in order to define a clear course of action of the ACA.

The Steering Committee presented several questions related to advocacy (see attached). The Executive discussed these questions and agreed that Anthea will respond to the Committee. The Executive agreed that the AABC advocacy activities are reactive and our main audience is government. We felt that the role of ACA, in relation to provincial-territorial councils, is to support our advocacy endeavors. In order to work together a clear definition of roles and responsibilities of the national and provincial bodies is integral. The Executive does wish to contribute to the preparation of cooperative guidelines for use and benefit of the whole community and create a united front in our advocacy efforts. No related topics of mutual interest were given.

### **3.5 AABC brief on proposed FOI Act amendments**

Richard Dancy reported that the letter to the Information Policy and Privacy Branch (IPPB), Ministry of Labour and Citizens' Services, was sent out. A copy of this letter/brief is available on the AABC website (see attached). The letter provides feedback to a number of proposed amendments to the Freedom of Information and Protection of Privacy Act. Richard sent a copy of the letter to Gary Mitchell (Provincial Archivist). Gary had suggested forwarding a letter to the Minister of Labour and Citizens' Services. Richard proposed drafting the letter and will forward to the executive for review.

Richard reported that Ian Forsyth sent a letter to Sharon Plater, Director of IPPB, in support of the AABC letter.

## **4. President's Report**

Anthea Seles reported that she attended the CCA presentation on the October 22nd weekend. Anthea had sent out an email to the archives-bc listserv about NADP (see attached). A financial situation email will be sent to the membership in the near future. The short turn around time on the grant applications is a concern and Anthea reported that she raised this concern at the CCA. The short amount of time given for application submissions results in fewer applications received.

## **5. Vice President's Report**

Nothing to report.

## **6. Treasurer's Report**

Richard Dancy reported that he met with Bill Purver and Heather Gordon to discuss the current finances and the financial history of the AABC.

Richard recommended that we consider writing a letter to the minister responsible for culture (Olga Ilich) about reinstating partnerships with heritage. The letter would introduce the AABC. Richard will revisit this in the near future.

Richard reported that he inquired on the feasibility of the AABC accepting credit card payments. In order to establish credit card processing there is a set up fee of approximately \$175, a variety of per transaction charge packages and then a monthly rental fee, approximately \$35, for the credit card terminal. The Executive agreed that the costs associated with taking credit cards is not cost effective for an organization the size of the AABC.

The financial statements for October 2005 were submitted (see attached). Krisztina Laszlo moved to approve, seconded by Alan Doyle. Passed.

## **7. Committee and Program Reports**

### **7.1 Constitution and Bylaws**

Linda Nobrega had nothing to report.

### **7.2 Education**

Anthea reported that Paul Hebbard had provided a breakdown of the cost recovery to the February 20th electronic workshop.

### **7.3 Grants**

Krisztina Laszlo reported that due to the federal election there is a delay with the federal grant program. Grants will likely happen but the timing is uncertain and may not come forward until April. If there is no movement with NADP LAC will ask for an extension of money from last year so that there will be no stoppage in service. Advisor grants may be rushed through to minimize disruption in service.

### **7.4 Membership**

Linda Nobrega reported that Terra Dickson provided the names of the current members of the membership committee (see attached) and thanked each of them for their time. The membership directory was successfully mailed out and a thank you to Carey Pallister for all her work.

The Membership Committee requested the Executive's approval to begin the five-year institutional review. The Executive felt that prior to initiating a review the institutional application process requires an assessment. The self-assessment guide and the application process as a whole requires revisiting by an Institutional Standards Committee. This was discussed earlier in the year and it was decided that the committee would be struck in the Spring of 2006.

Linda reported that the committee proposed an initial one-year approval for institutional members. At the end of the year, the institution would be required to submit a report to the Committee that outlined progress made in any areas that the Committee may have been concerned about with the initial application as well as anything else they want to report. The committee felt that this would allow the recommendation, to the Executive, of applications that are lacking in one or two areas. The Executive

concurred with this proposal and felt that this may allow the institutions to have access to grants and improve in certain areas.

**Be it resolved that the AABC approve the Membership Committee's initiation of a one-year review for all new institutional members. Linda Nobrega moved to approve, seconded by Anthea Seles. Passed.**

The Committee requested clarification to an issue addressed in the June 18th Executive meeting. The Executive confirmed that the membership fee receipts may be sent electronically, with the prior consent of the member, but feel that the Membership Directory should remain as a hardcopy mail out and not emailed as a PDF document. Linda Nobrega moved to approve, seconded by Richard Dancy. Passed.

The Committee proposed a reduced membership rate for new MAS graduates. The Executive did not approve of this proposal and bring the committee's attention to the retired/unemployed status/category (\$25) that may be used by unemployed graduates.

### **7.5 Nominations and Elections**

Anthea Seles reported that Jennifer Mohan had sent out a call for nominations via the AABC listserv.

### **7.6 BC Archival Preservation Service**

Alan Doyle had nothing to report.

### **7.7 Conference**

Anthea Seles had nothing further to add.

### **7.8 Internet**

Nothing to report.

At the last meeting the Internet Committee presented possible designs of donation banners to display on the AABC website. The Executive has had the opportunity to review and Anthea will report to the chair.

### **7.9 Newsletter Editorial Board**

Nothing to report.

### **7.10 Regional Representatives**

Alan Doyle reported that Brenda Waksel is replaced by Jane Morrison as regional representative for South Vancouver Island. The next meeting in that region will take place on March 22, 2006.

Alan reported that Erica Hernandez is leaving her post as regional representative of the Greater Vancouver Regional district. A search for a new regional representative is in process.

## **8. Other Business**

### **8.1 ArtsPOD**

Anthea Seles reported that the ArtsPOD application was approved and the AABC has received \$2500 for the hiring of a consultant to conduct an organizational review. Anthea will contact ArtsPOD for a recommendation of reviewees.

### **8.2 In-camera session**

## **9. Adjournment**

Next meeting had been tentatively set for late January or early February. Anthea Seles moved to adjourn the meeting, seconded by Krisztina Laszlo. Motion carried. Meeting adjourned at 11:50pm.

## **AABC Executive Committee Meeting Minutes: 11 February 2006**

Executive of the Archives Association of British Columbia  
Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

### **Present:**

**Anthea Seles**, President

**Lisa Codd**, Vice President

**Richard Dancy**, Treasurer

**Linda Nobrega**, Secretary

**Krisztina Laszlo**, Institutional Member-At-Large

**Alan Doyle**, Individual Member-at-large

### **1. Approval of Agenda**

Adding two items to other business. Anthea Seles moved to approve the agenda, seconded by Linda Nobrega. Approved.

Anthea Seles called the meeting to order at 10:00 am.

### **2. Approval of Minutes of 3 December 2005 Meeting**

Minutes unavailable at this time, tabled to the next meeting.

### **3. Business Arising**

#### **3.1 Irving K. Barber Learning Centre (IKBLC)**

Anthea reported that members of the Executive (AS, RD, KL, AD) met with Catherine Quinlan, UBC University Librarian, to discuss partnership funding with the IKBLC. The meeting went well and it was felt, by the Executive, that there is a fit between the AABC's programs and IKBLC's mandate to support community preservation and access to information. A letter is to be drafted that will identify potential scenarios/funding streams and what can be delivered for each stream. (see attached).

**Action:** Anthea will communicate and acquire feedback from the consultants. Discuss different scenarios.

**Action:** Anthea agreed to draft a letter, with email feedback from the Executive, to Catherine Quinlan about the partnership funding.

### **3.2 AABC records**

Linda reported that due to the AABC bylaws the records couldn't be transferred to UBC. It is stated in the bylaws (Section VIII, 4) that "The British Columbia Archives and Records Service shall be the official repository of the archival records of the Association". To do otherwise would require a by-law change and the Executive agreed to retain the by-law as given. Linda will proceed with the appraisal of the records stored at BC Archives and the records shall remain there.

Anthea Seles voiced concern about access at BC Archives and wondered about the future of researcher access and potential costs.

**Action:** Anthea Seles will complete the BC Archives donor form and submit it to David Mattison.

### **3.3 Sustainability Committee**

The Committee will not be struck at this time because the ArtsPOD funding has been approved. An organizational review will be conducted first. Several names were presented as possible members of the Sustainability Committee.

## **4. President's Report**

Anthea Seles reported that she, and other Executives, met with Catherine Quinlan about possible partnership funding with the Irving K. Barber Learning Centre. This may lead the AABC into an important partnership that will help create better sustainability.

## **5. Vice President's Report**

Lisa Codd had nothing to report.

## **6. Treasurer's Report**

Richard Dancy reported that he met with the AABC Financial Manager. The AABC will be signing contracts with the contractors despite the uncertainty with funding.

Richard noted that after some research it was decided to remain banking with HSBC. In comparison to other banking institutions HSBC offers unlimited transactions and there is a cost in acquiring new cheques as there remains a number of cheques to the current account.

Richard reported that he informed Karen about the conference cancellation and reminded the Executive that this will have an impact on the budget.

The financial statements for Nov and Dec 2005 were submitted (see attached). Richard Dancy moved to approve, seconded by Lisa Codd. Passed.

## **7. Committee and Program Reports**

### **7.1 Constitution and Bylaws**

Linda Nobrega had nothing to report.

### **7.2 Education**

Anthea Seles reported from Paul Hebbard that the workshop capacity has expanded from 28 to 40 due to demand.

### **7.3 Grants**

Krisztina Laszlo reported that she will be attending the NADP training in Ottawa Feb. 25-26th, 2006 and will be accompanied by the incoming incumbent Ramona Rose.

### **7.4 Membership**

Linda Nobrega reported that the Membership Committee and Education Committee concur that the Self-Study Guide for Institutional Membership requires revisions as it is found challenging in terms of fairly and consistently assessing applicants (see attached). The Executive agreed that this committee would be a subcommittee of the Membership Committee. The Membership Committee will appoint a chair to this subcommittee and report back to the Executive. The committee confirmed that the 5-year review should be on hold while the Institutional Standards Committee conducts its review.

**Action:** Linda Nobrega will report back to the chair, Terra Dickson.

Linda reported that membership renewal forms are being updated and the suggested changes were presented (see attached). The Executive suggested that check boxes be provided so that membership may select receiving their receipts via electronic mail or regular mail.

### **7.5 Nominations and Elections**

Anthea Seles reported that Susan Hart is now the Nominations and Elections Committee Chair. Ramona Rose was submitted as a nominee as Institutional Member-at-Large. Due to the circumstances surrounding the grant program Ramona will commence her duties by attending the NADP training with Krisztina.

### **7.6 BC Archival Preservation Service**

Alan Doyle had nothing to report.

## **7.7 Conference**

Lisa Codd reported that the AABC Conference has been cancelled. It was proposed that a mini conference be held on April 22nd in Vancouver. The mini conference will be organized by the Executive and the program theme will be “Archives and Diversity”. Lisa will approach a number of speakers.

Lisa prepared and presented a budget for approval.

Linda Nobrega moved to approve the proposed budget with the caveat of looking into lower cost options. Seconded by Anthea Seles. Passed

## **7.8 Internet**

Lisa Codd had nothing to report.

## **7.9 Newsletter Editorial Board**

Lisa had nothing to report from the Board. Lisa noted that the editor position is vacant and this has been communicated to the Nominations Chair.

## **7.10 Regional Representatives**

Alan Doyle had nothing to report.

## **8. Other Business**

### **8.1 ArtsPOD**

Anthea reported that the AABC was provided a list of consultants who had worked with arts organizations in the ArtsPOD process. Art organizations were contact to ads how they felt about the consultants they worked with. Anthea received one response but waits to receive at least three CVs to work with. It was suggested that a committee be established to conduct the ArtsPOD review. The committee would include: one long-standing member of the community; two members from the board or committees; and the consultant to be there to guide the process.

The Executive agreed that the collection of consultant applicants and the hiring decision would remain with the President and Vice-President. This must be completed by June 30, 2006.

### **8.2 NADP training sessions**

Krisztina Laszlo noted that she will be going to Ottawa for NADP training in late February. The Executive discussed what needed to be communicated in Ottawa: what will be the criteria; clarify the way to better adjudicate the grants e.g. the matching criteria (hard vs. soft). The Executive noted that there is some concern about the first nations archives criteria. The potential lose of funding without recognition from the granting body that BC has ongoing treaty processes and therefore records may not be accessible (archives are closed). The Executive would like to see a large number of submitted

applications but the turn around will be tight and there are new grant criteria to work with. There are a number of unknowns at this time though it is certain that allocation amounts will remain the same.

## **9. Adjournment**

Next meeting had been tentatively set for March 18, 2006. Anthea Seles moved to adjourn the meeting, seconded by Lisa Codd. Motion carried. Meeting adjourned at 12:05 pm

## **AABC Executive Committee Meeting Minutes: 18 March 2006**

Executive of the Archives Association of British Columbia

Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

### **Present:**

**Anthea Seles**, President

**Lisa Codd**, Vice President

**Richard Dancy**, Treasurer

**Linda Nobrega**, Secretary

**Krisztina Laszlo**, Institutional Member-At-Large

### **Regrets:**

**Alan Doyle**, Individual Member-at-large

### **1. Approval of Agenda**

Lisa Codd moved to approve the agenda, seconded by Anthea Seles. Approved.  
Anthea Seles called the meeting to order at 10:05 am.

### **2. Approval of Minutes of 03 December and 11 February Meetings**

A number of edits were suggested. Pending the edits Lisa Codd moved to approve the minutes, seconded by Richard Dancy. Approved.

### **3. Business Arising**

#### **3.1 Provincial Heritage Strategy Update**

Topic tabled to next meeting.

#### **3.2 Gaming – Direct Access Grant**

It was reported from the Financial Manager that we may be eligible for Gaming funds. This funding avenue will be considered at the end of the fiscal year and once financial reports are generated. To be considered for January 2007.

### **3.3 BC Historical Federation membership**

Linda reported that our membership to the BC Historical Federation is up for renewal. Membership includes being listed in the public directory. The Executive agreed that the Federation is a powerful lobby group.

Anthea Seles moved to sustain membership in the BC Historical Federation, seconded by Linda Nobrega. Passed.

**Action:** Linda will email the renewal form to the Financial Manager.

### **3.4 Archival Education and Advisory contractor vacancy**

Anthea reported that Linda Wills is resigning as the AABC's archival education and advisory service contractor (see attached). Linda Wills has agreed to remain as the contractor until September 2006. In the summer a call for applicants must be made.

### **3.5 AABC booth at BCMA conference**

It was reported that Erica Hernandez and Ramona Rose suggested establishing an AABC booth at the 2006 BCMA conference in Prince George. Lisa Codd will look into the matter and determine if there are any costs associated with a booth. The issue is tabled until Lisa's report.

### **3.6 Invitation to participate in a research initiative – InterPARES 3**

Anthea Seles reported that the AABC has been invited to participate as a resource partner in the InterPARES 3 research project, "Theoretical Elaboration into Archival Management Canada: Implementing the Theory of Preservation of Authentic Records in Electronic Systems in Small and Medium-Sized Organizations". The role of the AABC would be one of input and feedback. The AABC will need to nominate a representative who will participate in plenary meetings and monitor the research website. The Executive agreed that the AABC should be involved and the Executive shall select a representative.

Be it resolved that the AABC participate in the InterPARES 3 initiative as an input and feedback resource partner. Moved by Anthea Seles, seconded by Krisztina Laszlo. Passed.

## **4. President's Report**

Anthea Seles reported that she and Krisztina are finishing up the NADP grant applications and will submit the applications by end of day.

Anthea reported that Lisa Codd and herself had met with a potential ArtsPOD consultant. The consultant will assist in conducting an organization review of the association and its operations. April 23rd, 2006 has been tentatively set as the Organizational Review Consultation Session. This will be a full day session where invited members will be sitting with the contractor to discuss major issues in the pursuit of making the association more viable and sustainable.

## **5. Vice President's Report**

Lisa Codd reported that the ArtsPOD review is moving forward and the mini-conference schedule and application are available on the AABC website.

## **6. Treasurer's Report**

Richard Dancy reported that the Financial Manager reminds the Executive and Committee chairs that expense reimbursement forms should be submitted by the end of March.

The financial statements for January 2006 were submitted (see attached). Linda Nobrega moved to approve, seconded by Anthea Seles. Passed.

Richard reported that the letter to Catherine Quinlan, pertaining to a request for partnership funding from the Irving K. Barber Learning Centre, was delivered (see attached).

## **7. Committee and Program Reports**

### **7.1 Constitution and Bylaws**

Linda Nobrega had nothing to report.

### **7.2 Education**

Anthea Seles had nothing to report.

### **7.3 Grants**

Krisztina Laszlo reported that the Grants Committee will be meeting to adjudicate applications, for NADP funding, from institutional members. The committee will be distributing approximately \$30,000.

### **7.4 Membership**

Linda Nobrega had nothing to report.

### **7.5 Nominations and Elections**

Anthea Seles reported that Susan Hart continues looking for executive nominees.

### **7.6 BC Archival Preservation Service**

Nothing to report.

### **7.7 Conference**

Lisa Codd had nothing further to report.

## **7.8 Internet**

Lisa Codd had nothing to report.

## **7.9 Newsletter Editorial Board**

Lisa Codd had nothing to report.

## **7.10 Regional Representatives**

Nothing to report.

## **8. Other Business**

No other business to report.

## **9. Adjournment**

Next meeting had been tentatively set for April 15, 2006.

Anthea Seles moved to adjourn the meeting, seconded by Krisztina Laszlo. Motion carried. Meeting adjourned at 11:40 pm.

## **AABC Executive Committee Meeting Minutes: 15 April 2006**

Executive of the Archives Association of British Columbia

Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

### **Present:**

**Anthea Seles**, President

**Lisa Codd**, Vice President

**Linda Nobrega**, Secretary

**Krisztina Laszlo**, Institutional Member-At-Large

**Alan Doyle**, Individual Member-at-large

### **Regrets:**

**Richard Dancy**, Treasurer

### **1. Approval of Agenda**

Lisa Codd added item 3.5 to Business Arising. Linda Nobrega moved to approve the agenda, seconded by Lisa Codd. Approved.

Anthea Seles called the meeting to order at 10:09 am.

### **2. Approval of Minutes of 18 March Meeting**

Anthea Seles moved to approve the minutes, seconded by Krisztina Laszlo. Approved.

### **3. Business Arising**

#### **3.1 Provincial Heritage Strategy Update**

Lisa Codd reported that she has not received the necessary information from the BC Museum Association (BCMA) to present the issue. Topic tabled to next executive meeting.

#### **3.2 AABC mailing address**

Do not have sufficient information to present the matter to the executive. Tabled by Lisa Codd and Richard Dancy.

#### **3.3 Re-appointing committee chairs**

Anthea Seles reported that the incoming Executive should contact the chairs of Standing and Ad-hoc Committees to ask them if they will allow their names to stand as committee chair. In addition, in keeping with the AABC Bylaws (Section VII, 3) the names of the committee members shall also be collected for approval of the incoming Executive Committee.

#### **3.4 AABC representative on the InterPARES 3 project**

Anthea reported that the AABC will need a representative on the InterPARES 3 project as discussed at the last executive meeting. Lisa Codd will send out on the listserv an invitation for submissions.

#### **3.5 AABC booth at BCMA**

Lisa reported that she looked into the matter of the AABC establishing a booth at the BC Museum Association's 2006 conference. A number of possibilities were looked at and the cost of a booth is most reasonable at \$150.

Lisa Codd moved that \$200 be made available for the cost and expenses for an AABC booth to be manned by Ramona Rose and Erica Hernandez, seconded by Anthea Seles. Passed.

### **4. President's Report**

Anthea Seles reported that the AABC contractor's contracts have been signed, sealed and delivered.

An ArtsPOD consultant has been selected, a Mr. Rick Knowlan, and a survey was distributed to AABC officers and chairs. The survey is to assist Mr. Knowlan in conducting an organization review of the association and its operations. Anthea reported that the consultant has currently received 21 responses to the survey. On April 23rd the consultation meeting among key AABC officers/chairs and the consultant will take place at the City of Vancouver Archives.

Anthea reported that the hiring process for the Education Archivist will begin shortly. Lisa Codd will be writing the job description and a posting will be made on the archives-bc listserv.

## **5. Vice President's Report**

Lisa Codd reported that she has been working on the conference, ArtsPOD and the job posting as Anthea had stated.

## **6. Treasurer's Report**

Nothing to report.

## **7. Committee and Program Reports**

### **7.1 Constitution and Bylaws**

Linda Nobrega had nothing to report.

### **7.2 Education**

Anthea Seles had nothing to report.

### **7.3 Grants**

Krisztina Laszlo reported that the Grants Committee met on April 11th to adjudicate institutional applications for NADP funding. The committee received 15 applications from 11 institutions - 10 projects were approved with the total funding of \$29,244.26.

Krisztina thanked the committee members for their hard work and time.

### **7.4 Membership**

Linda Nobrega had nothing to report.

### **7.5 Nominations and Elections**

Anthea Seles reported that Susan Hart had managed to find some nominees for vacant AABC positions but there are still a few that remain. The executive suggested a number of people to fill the remaining vacancies and Lisa Codd will forward the names to Susan.

### **7.6 BC Archival Preservation Service**

Nothing to report.

### **7.7 Conference**

Lisa Codd reported that current conference numbers are low but is expecting a number of last minute registrations. Lisa will arrive at SFU Harbour Centre early and set up a registration table.

## **7.8 Internet**

Lisa Codd reported that the 4th Quarter Report was submitted. The number of unique visits to the AABC website went up 33% over the same time period in 2005.

## **7.9 Newsletter Editorial Board**

Lisa Codd had nothing to report.

## **7.10 Regional Representatives**

Nothing to report.

## **8. Other Business**

Anthea Seles thanked the executive for the past two years and wished good luck to Lisa Codd.

## **9. Adjournment**

Next meeting will be arranged by the incoming secretary and executive after the AGM scheduled for April 22nd.

Krisztina Laszlo moved to adjourn the meeting, seconded by Anthea Seles. Motion carried. Meeting adjourned at 11:20 pm.