

AABC Executive Committee minutes –May 2006 to April 2007

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AABC Executive Committee Meeting Minutes: 29 May 2006

Executive of the Archives Association of British Columbia
Location: Conference call

Present:

Lisa Codd, President

Richard Dancy, Treasurer

Ramona Rose, Institutional Member-At-Large

Val Billesberger, Individual Member-at-large

Regrets:

Lisa Beitel, Secretary

0. Preliminaries

Lisa Codd welcomed the new members to the executive. She reported that the costs of holding the executive's monthly meetings by teleconferencing will be about \$600 for the year if the length of the meeting is kept to about an hour. This cost can be met from the executive's committee budget of \$1200. Executive agreed to meet on this basis and will review the situation if problems arise. Lisa will continue pricing other teleconferencing providers to see if there is a cheaper vendor.

1. Approval of Agenda

Val Billesberger moved to add item 8.6, Meeting Management. Agenda approved.

2. Approval of Minutes of 15 April Meeting

The previous executive meeting was the last meeting of the outgoing executive. Members of that executive will approve those minutes via email.

Re: item 3.5 from the last meeting (AABC booth at BC Museum Association conference in October 2006), Ramona Rose asked whether the proposed funding (\$200) would include costs of producing AABC promotional material. Executive agreed to look further into.

3. Business Arising

3.1 InterPARES 3 representative

Topic tabled to next meeting.

3.2 ArtsPOD final report

Lisa Codd presented the final report (attached) on the AABC organizational review meeting that took place on April 23, facilitated by Rick Knowlan, a consultant hired by the AABC using grant funds received from ArtsPOD. Follow-up meetings will take place on June 10 and in September.

The Executive noted the importance of communication to AABC members, fundraising planning, and the consolidation / development of AABC policies and procedures. Val noted that a manual was drafted in 1999; Lisa Codd will look into. The Executive agreed that the final report from the April meeting be circulated in two forms: the complete report to participants in the June 10th meeting and a condensed version showing action plan items for posting to the AABC web site.

3.3 Irving K. Barber Centre partnership

Lisa Codd reported on her discussions with the Director of the Irving K. Barber Learning Centre regarding partnership funding to the AABC (letter attached). The details are still being worked out.

4. President's Report

Lisa Codd reported that the BCMA and Heritage Society are working together on a provincial heritage strategy. The AABC hopes to partner with them in the future so that we can take advantage of any possible funding related to 2008/2010 events.

5. Vice President's Report

There is no Vice-President.

6. Treasurer's Report

Richard Dancy reported that Sharon Walz has agreed to serve as the next Treasurer starting 2007/2008. Sharon has joined the Finance Committee as a means of facilitating the transition. Approval of April 30, 2006 finance report tabled until next executive meeting.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Nothing to report.

7.2 Education

Nothing to report.

7.3 Grants

Ramona Rose reported that the Grants Committee adjudicated the NADP grant applications, distributing approximately \$30,000. The committee also sent to the CCA its comments and recommendations re: the new application and adjudication process. Ramona will distribute this report for the next executive meeting.

7.4 Membership

Nothing to report.

7.5 Nominations and Elections

Lisa Codd reported that the search for a Vice-President continues. The executive noted Susan Hart's email of May 26, 2006 updating the list of committee chairs (attached).

7.6 BC Archival Preservation Service

Nothing to report.

7.7 Conference

Nothing to report.

7.8 Internet

Nothing to report.

7.9 Newsletter Editorial Board

Nothing to report.

7.10 Regional Representatives

Nothing to report.

8. Other Business

8.1 Representative at ACA conference (Council of Presidents)

Lisa Beitel has agreed to act as the AABC's representative at the ACA's Council of Presidents meeting prior to the ACA conference in St Johns on June 28, 2006 (invitation attached). Executive approved.

8.2 Reporting responsibilities

Lisa Codd distributed a list showing which committees report to which executive position (attached). The executive noted that the teleconferencing meeting format requires it to try to complete its business within one hour.

To expedite business the executive approved 2 changes to current procedures: (i) the secretary will be responsible for contacting all committee heads to get their monthly reports; (ii) committee reports will be circulated via email before the meeting rather than reported verbally at the meeting, with discussion only as required.

8.3 June 10 Planning Meeting

The purpose of the June 10 meeting is to review the ArtsPOD findings and discuss funding proposals relating to the Irving K. Barber Learning Centre partnership. The meeting will take place at the Roman Catholic Archdiocese of Vancouver (150 Robson St. Vancouver) from 11 am to 3 pm. Lisa Codd will distribute background material to all participants in advance.

The executive will meet prior to the general meeting at 10 am in the same location for its June meeting.

8.4 Taylor and Francis proposal

The executive agreed to table consideration of proposal (attached) to future date via email.

8.5 Archives Week

Lisa Codd reported that Anthea Seles (new Chair of the Public Awareness, Advocacy and Legislation Committee) has agreed to work on this year's Archives Week. AABC member Fred Braches has suggested taking Heritage Canada's theme for 2006: "Our Cultural Heritage Places" – museums, art galleries, theatres, cinemas, bandstands, festival buildings. Executive approved.

8.6 Meeting management

Executive agreed to continue holding its monthly meetings via teleconferencing. June meeting is an exception, since members will be in Vancouver on June 10th and can meet face to face. Meetings are tentatively scheduled for 9:00 am every second Monday of each month. Val moved that the meeting agendas include the date of the next meeting(s) as a reminder. Executive approved.

9. Adjournment

Meeting adjourned at 10:15 am.

NEXT MEETING

JUNE 12, 2006 at the Roman Catholic Archdiocese of Vancouver (150 Robson St. Vancouver), 10:00 am.

AABC Executive Committee Meeting Minutes: 10 June 2006

Executive of the Archives Association of British Columbia

Location: Roman Catholic Archdiocese of Vancouver Archives, Vancouver, BC

Present:

Lisa Codd, President

Lisa Beitel, Secretary

Ramona Rose, Institutional Member-At-Large

Val Billesberger, Individual Member-at-large

Regrets:

Richard Dancy, Treasurer

Guest:

Anthea Seles, Past President

1. Approval of Agenda

Meeting called to order at 10:15am by Lisa Codd. Agenda approved.

2. Approval of Minutes of 29 May 2006

Minutes prepared by Richard Dancy approved by Lisa Codd. Seconded by Val Billesberger. Motion carried.

3. Business Arising

3.1 InterPARES 3 representative

Topic tabled to next meeting.

3.2 AABC mailing address

Topic tabled to next meeting.

3.3 Taylor and Francis Proposal

Topic tabled to next meeting.

4. President's Report

Lisa Codd reported that there is nothing to report at this time.

5. Vice President's Report

There is no Vice-President.

6. Treasurer's Report

Lisa Beitel reported that no new financial reports have been received by the Executive. Approval of the April 30, 2006 statements (and any reports we might receive for May or June) will be tabled to the next executive meeting in July.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Lisa Beitel reported there is nothing to report at this time.

7.2 Education

Lisa Codd reported there is nothing to report at this time.

7.3 Grants

Ramona Rose reported that the Grants Committee prepared a report that was submitted to the CCA. Executive discussion of this report is tabled until the next meeting.

7.4 Membership

Lisa Beitel reported there is nothing to report at this time.

7.5 Nominations and Elections

Lisa Codd reported there is nothing to report at this time.

7.6 BC Archival Preservation Service

Lisa Codd reported there is nothing to report at this time.

7.7 Conference

Lisa Codd reported there is nothing to report at this time.

7.8 Internet

Lisa Codd reported there is nothing to report at this time.

7.9 Newsletter Editorial Board

Lisa Codd reported there is nothing to report at this time.

7.10 Regional Representatives

Val Billesberger reported there is nothing to report at this time.

8. Other Business

8.1 June 10 Roundtable meeting

Lisa Codd will chair the meeting and the Executive agreed that the primary purpose of the roundtable meeting was to gain input from others. The first part of the meeting (11:00am-1:00pm) is to discuss funding proposals relating to the Irving K. Barber Learning Centre partnership. The second part of the meeting (1:00pm – 3:00pm) will cover such topics as improving communications and reporting relationships within the Executive/committee structure, and developing more cohesive services as offered by the AABC.

9. Adjournment

Lisa Codd moved to adjourn the meeting, seconded by Lisa Beitel. Motion carried. Meeting adjourned at 11:00am.

AABC Executive Regular Meeting Schedule for 2006/2007:

July 10
August 14
September 11
October 9
November 13
December 11
January 8
February 12
March 12

AABC Executive Committee Meeting Minutes: 10 July 2006

Executive of the Archives Association of British Columbia
Location: Conference call

Present:

Lisa Codd, President
Lisa Beitel, Secretary
Richard Dancy, Treasurer
Ramona Rose, Institutional Member-At-Large

Regrets:

Val Billesberger, Individual Member-at-large

1. Approval of Agenda

Lisa Codd called the meeting to order at 9:00am. Richard Dancy moved to add item 8.3 New GST rate and Contractors. Agenda approved.

2. Approval of Minutes of June 10 2006

Minutes prepared by Lisa Beitel approved electronically by Executive and were posted to the AABC website by Bill Purver on June 20, 2006.

Ramona Rose would like to clarify the wording of item 7.3 from the May 29, 2006 meeting. She will send a revised statement to the Executive for approval and Lisa Beitel will forward it to Bill Purver so he can update the minutes on the website.

3. Business Arising

3.1 InterPARES 3 Representative

The Executive received two expressions of interest from AABC members to act as the AABC representative on the InterPARES 3 project. The Executive will review the resumes and finalize a decision by email.

3.2 AABC mailing address

Lisa Codd will look into the costs of renting a commercial mailbox as a means of improving access and response time to AABC mail that is currently being sent to UBC.

3.3 Taylor and Francis Proposal

The AABC received a request from the marketer for Taylor and Frances Librarianship and Information Science journals (based out of the U.K.). They are interested in a cross-promotional arrangement with the AABC by using either our member's list or listserv to send out their journal and related information. The Executive does not feel that a reciprocal agreement is the most beneficial to the AABC but would agree to posting information on the website and in the newsletter as per our standard advertising fees. Lisa Beitel will contact the Newsletter and Internet Committees to see if they have any further comments on this request and follow up with the vendors with a decision by the next Executive meeting.

3.4 Joint 2007 AABC/ASA conference

Lisa Beitel reported on the proposal sent to, and related discussion with, the ASA Executive to hold a joint AABC/ASA conference in 2007. To date the ASA has not made a formal decision on the proposal. Lisa will contact them for an update.

3.5 Policy and procedures for hiring contractors

The Executive discussed being more active on the hiring committees for AABC contractors and finalizing the draft version of Policy #23 "Contract and Hiring Processes". Lisa Beitel will circulate a copy of the AABC Policies and Procedures Manual (1999 draft version) to all committee chairs and ask them to specifically review policy #23 and have them rank the remaining policies in order to set a review and approval schedule. Lisa will also post a notice on the AABC list-serve and inform the membership of the P & P Manual review exercise and offer to email the PDF version to anyone interested in this process.

3.6 BCMA reception on June 23, 2006

Lisa Codd reported on the joint-reception held at the Burnaby Art gallery with the BCMA where Lisa and Catherine Quinlan, UBC University Librarian, formally announced the AABC & Irving K. Barber Learning Centre funding agreement. Lisa Codd will negotiate with the BCMA as to the AABC's financial contribution towards the event.

Ramona asked about the availability of Barber Centre logos or photos that can be used on an AABC promotional exhibit that will be on display at the October BCMA conference in Prince George. Lisa Codd will see if there is anything available to use and sent them to Ramona.

3.7 Records management plan for AABC organizational records

The Executive discussed the need to finalize records management draft policies (14 & 17) in the P & P Manual and find a secure location for the storage of the AABC's semi-active records. Lisa Beitel will contact Alan Doyle to see where last Executive left off on this matter. The Executive will draft a project description and appeal to the skills and expertise of the general membership for a volunteer to take on this responsibility.

3.8 Council of Presidents meeting (June 28, 2006) ACA conference, St. John's

Lisa Beitel reported on her attendance the meeting on behalf of the AABC and presented on current status of association. Mark Lerman, Chair of the Review & Renewal Committee presented a report and handed out a copy of the "ACA Advocacy Policy" (draft form) that they would like all provincial councils to review and comment on by August 31, 2006. Lisa Beitel will send an electronic copy of the document to the Executive and Committee Chairs for comment. Lisa will also contact members of provincial/territorial councils to get provincial government funding amounts that the AABC can use for lobbying purposes.

3.9 UNBC Archives image request

The Executive has reviewed and approved the request forwarded by the Internet Committee from the UNBC Archives who asked permission use the photo collage/montage on the AABC home page in some on-campus university promo for their Archives. UNBC Archives must properly credit the AABC for use of the image in their promotional material. Lisa Beitel will report this decision back to the Internet Committee.

4. President's Report

Lisa Codd reported that she had been active organizing the June 10 roundtable meeting; completed and submitted the ArtsPOD final report (the funding should be coming shortly); prepared a version of the ArtsPOD report that will be sent out to the general membership; and worked with Glenn Drexhage, the Communications Officer at UBC Library to draft and send out a Barber funding press release to the AABC & ACA list serves, UBC & BCMA list-serves, and to be included in the Heritage Society of BC newsletter.

5. Vice President's Report

There is no Vice-President.

6. Treasurer's Report

Richard Dancy reported that the Finance Committee received a reimbursement request from a Regional Rep that could not be covered because no budget currently exists for Regional Reps. The Executive agreed that if a Regional Rep has an extra or unique cost, that they should contact the Executive first to see if the Executive will agree to approve the cost from a different budget account. Lisa Codd suggested reviewing the P & P Manual policy for Regional Reps in the fall and addressing how their role will fit in with the AABC's strategic planning exercise.

Richard will set up a meeting with Lisa Codd and Karen Blimkie to redraft the budget and add the Barber funds.

Richard reported that the bank still has not granted him signing authority for the AABC accounts as they need to have approval from the AABC President. Lisa Codd will call the bank and have this arranged.

Richard presented the financial statements from April 30, 2006 and May 31, 2006. Lisa Beitel motioned to approve. Seconded by Ramona Rose.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Nothing to report at this time.

7.2 Education

The Executive received reports from Linda Wills, Education Contractor on the morning of July 10, 2006 and so did not have time to read the documents prior to the meeting. The Executive will review the reports by email.

7.3 Grants

Ramona Rose reported that to date the AABC Grants Committee has not heard back from the CCA/LAC about the outcome of NADP funding applications that the AABC submitted for approval. The Executive discussed the merits of holding a grant writing workshop and Ramona will work on a proposal (possible in conjunction with the Education Committee) to be presented at the next Executive meeting. Ramona will find out deadlines for the next NADP grant submission as this will determine the scheduling of the Strategic Planning meeting in the fall and application for ArtsPOD funding.

7.4 Membership

Nothing to report at this time.

7.5 Nominations and Elections

The Executive reviewed the report submitted by Susan Hart and agrees to support her renewed search for a Vice-President. Lisa Codd will talk to Susan about this and will also talk to her about assisting the Executive with the Policies & Procedures Manual review project.

Lisa Beitel will contact Susan and have her begin a search for a conference Program Committee Chair in light of our discussions with the ASA regarding a joint conference.

7.6 BC Archival Preservation Service

The Executive reviewed the reports submitted by Dorothy Lawson that included two upcoming workshops being arranged by Rosaleen Hill – one on architectural plans and the other a CCI workshop on Modern Media. Lisa Codd noted that these workshops fall under the goals of the Barber funding initiatives and will contact the Preservation Committee about using Barber Centre sponsorship notices when advertising them.

7.7 Conference

Nothing to report at this time.

7.8 Internet

The Executive reviewed reports submitted by Heather Gordon. The Internet Committee will be meeting on July 25th to discuss Barber funding possibilities, especially those related to web redesign.

7.9 Newsletter Editorial Board

Nothing to report at this time.

7.10 Regional Representatives

Nothing to report at this time.

8. Other Business

8.1 June 10 Roundtable meeting - summary

Lisa Beitel reported that minutes from the Roundtable meeting were submitted to all those in attendance for review. Lisa Codd will set up a meeting with the Barber centre to discuss the report and implementation of deliverables agreed on at the meeting. The outcome of this meeting will be announced on the listserv.

8.2 Progress report on action items from Organizational Review

Lisa Beitel presented a report on the status of action items as identified from the Organizational Review. All deadlines and persons responsible have been identified and all are on schedule.

8.3 New GST rate and contractors

Richard Dancy, Lisa Codd and Karen Blimkie will meet to discuss revisions that need to be made to our current contractor's contracts and submit a proposal to the Executive.

9. Adjournment

Lisa Codd moved to adjourn the meeting, seconded by Lisa Beitel. Motion carried. Meeting adjourned at 10:30am.

Next Meetings:

August 14
September 11
October 10*
November 14*
December 11
January 8
February 12
March 12

* note: these meetings are on Tuesday due to holiday Monday

AABC Executive Committee Meeting Minutes: 11 September 2006

Executive of the Archives Association of British Columbia
Location: Conference call

Present:

Lisa Codd, President
Lisa Beitel, Secretary
Richard Dancy, Treasurer
Ramona Rose, Institutional Member-At-Large
Val Billesberger, Individual Member-at-large

1. Approval of Agenda

Lisa Codd called the meeting to order at 9:00am. Richard Dancy moved to add item "8.7 Contractors mileage" and Val Billesberger moved to add "8.8 Volunteer recognition". Revised agenda approved.

2. Approval of Minutes of July 10 2006

Minutes prepared by Lisa Beitel approved electronically by Executive and were posted to the AABC website by Bill Purver on July 20, 2006.

3. Business Arising

3.1 UBC SLAIS Co-Op Award proposal

Lisa Beitel reported that the AABC received a proposal from the SLAIS Co-op Program Director about co-sponsoring a SLAIS Co-op Student of the Year Award with the BCLA. The \$1000 award would be given annually to both a MAS and MLIS (or joint student). The Executive reviewed the proposal and agreed that at this time we do not have extra funds to support a third student award. Lisa Beitel will contact the Co-op Program with the Executive's decision.

3.2 Income tax receipts for AABC donations

Lisa Beitel reported that she sent out thank-you letters and income tax receipts (as prepared by Karen Blimkie) to two members who made financial donations to the AABC.

3.3 Willard Ireland Prize & Mary Ann Pylypchuk Memorial Prize

Lisa Beitel reported that two UBC MAS graduates were issued the following AABC academic award prizes:

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

4. President's Report

Lisa Codd reported that she has been busy with NADP administrative paperwork regarding contracts and funding and sent in paperwork updating our application with the new Education Contractor. She has also been working on the next ArtsPOD application to fund the AABC's strategic planning meeting that will be scheduled for the fall. On behalf of the AABC, Lisa C. and Lisa B. attended a meeting with members of the heritage community discussing a province-wide digitization project funded by the Irving K. Barber Learning Centre. Lisa C. met with Catherine Quinlan afterwards to discuss AABC projects and the proposed allocation of Barber funds since some of the projects would now duplicate resources to be developed by the Barber Centre digitization project. The Executive agreed to support the new project but will stick to core objectives by providing support to our membership through workshops on digitization and grant writing. Lisa C. will set up a meeting with committee chairs and contractors to further the workshop ideas.

5. Vice President's Report

There is no Vice-President.

6. Treasurer's Report

Richard Dancy reported that he met with Lisa Codd and Karen Blimkie to revise the 2006/2007 budget with Barber funds. \$14,000 was added to cover existing expenses (\$8,000 to server costs; \$3,000 to the contractor's travel budget; \$3,000 for business planning project) while the remaining \$11,000 will be allocated towards new projects for this year. Richard reported that the signing authority documents have been updated. He also reported that because of the reduction in the GST from 7% to 6% effective July 1, payments to contractor's have been revised to reflect the new rates, with the savings passed on to the

contractors. The AABC has received the auditor's final financial statements for the fiscal year ending March 31, 2006 and they were approved.

Richard presented the June and July 2006 financial statements as prepared by Karen Blimkie. Lisa Codd moved to approve, seconded by Richard Dancy. Approved.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Nothing to report at this time.

7.2 Education

The Executive reviewed the reports submitted by Linda Wills (June Quarterly Report, July Summary Report) and Jenn Roberts (August Summary Report). Lisa Beitel moved to approve the reports, seconded by Richard Dancy. Approved.

7.3 Grants

Ramona Rose reported that she has nothing to add to her July 20 NADP report (sent electronically to Executive). She has contacted the CCA for an update on the 2007 grant schedule and a confirmation about the AABC's role regarding notification of grants but to date has not had a response.

7.4 Membership

The Executive reviewed and approved the Membership Committee's recommendation for Institutional Membership status to the Sidney Museum Archives.

7.5 Nominations and Elections

Lisa Codd noted that the Vice-President position is still vacant and will be working with Susan Hart to find a member for this position.

7.6 BC Archival Preservation Service

Dorothy Lawson submitted a report and monthly budget as prepared by Rosaleen Hill. Richard Dancy moved to approve the report, seconded by Ramona Rose. Approved.

The contractors asked for clarification regarding the policy difference between the services offered by BCAPS (offers only to Institutional/Assoc. Institutional members) and the Archives Advisor (offers services to all, member or not). The Executive discussed the history of this difference and agreed that it should be discussed with all the contractors and committee chairs. This item will be added to the agenda for the Strategic Planning meeting to be held in the fall.

7.7 Conference

Lisa Beitel reported that the ASA Executive met on September 9, 2006 and decided that they did not have enough time and financial resources to organize a joint-conference in 2007 with the AABC. Lisa Beitel will contact Susan Hart and ask her to recruit a Program Committee and Local Arrangements Committee to start working on planning for the 2007 conference. The Executive also discussed possible conference locations and will forward them to Susan for consideration.

7.8 Internet

Lisa Beitel submitted a report from Heather Gordon who stated that the Internet Committee revised the procedures for advertising on the AABC's Archives Marketplace and updated the submission form. The committee felt that advertising could be dropped from the Newsletter entirely and that the use of advertising should be revisited sometime over the next year or so as part of a broader look at fundraising and advertising initiatives (or even the web design review). They do not recommend a price change at this time. The Executive agreed with the recommendation to stop advertising in the newsletter since it is now available on the website that contains advertising. Richard Dancy also reported that the AABC domain name has been renewed for the next two years.

7.9 Newsletter Editorial Board

Nothing to report at this time.

7.10 Regional Representatives

Nothing to report at this time.

7.11 AABC/InterPARES 3 Project

Anthea Seles has been selected to act as the AABC representative for the InterPARES 3 project. To date, the IP3 project team has sent in the CURA grant proposal but they do not expect to hear from SSHRC until the end of the month.

8. Other Business

8.1 AABC mailing address

Lisa Codd reported that after review, mail is being forwarded to the Executive in a timely fashion so there is no need to change the existing procedure at this time.

8.2 Taylor and Frances advertising proposal

Lisa Beitel reported that she informed Taylor and Frances Journals that the AABC was not interested in the advertising exchange they proposed.

8.3 P&P Manual review priorities

Lisa Beitel circulated the feedback that was received from Committee Chairs about review priorities and reported that she received requests from 28 members for a copy of the existing P&P Manual. Val Billesberger has agreed to be the Executive Liaison leading this project and will work with Susan Hart. Richard Dancy will look into the question of Director's insurance (who this covers, what amount) by developing a survey to be sent to other provincial archival/museum associations.

8.4 Records management plan project

Lisa Beitel reported that Linda Nobrega is working on the appraisal and organization of AABC records in Victoria. Alan Doyle confirmed that he is willing to work on creating a records schedule for AABC records but will not have time to work on this until the fall. Richard Dancy has agreed to be the Executive Liaison leading this project.

8.5 AABC display booth at BCMA Conference

Ramona Rose reported that development of a table top display is underway for the upcoming BCMA conference. Due to the price of the vendor fee the AABC has agreed to share the cost with the UNBC Archives. They are designing 3 panels each with a specific focus: the AABC and the services it offers to members; information about regional archival members in Northern BC; and the UNBC Archives. The BCMA will also be putting promotional information and links to the AABC on their conference website.

8.6 Appointment of AABC Auditors

Richard Dancy moved that the Executive approve the following resolution for accounting purposes:

“The AABC Executive waives the appointment of an auditor and appoints Evancic Perrault Robertson as Accountants for the Association.”

Seconded by Val Billesberger. Motion carried. Lisa Beitel will contact EPR and send them a copy of the approved meeting minutes for their records.

8.7 Mileage for contractors

Richard Dancy reported that a question has come up about the mileage rates charged by contractors. The Executive agreed that our rate should be reviewed in light of rising gas rates. Richard Dancy will survey other archival associations to see what their rates are and this will be added as an agenda item for the Strategic Planning meeting.

8.8 Volunteer recognition

Val Billesberger reported that she will be working on a volunteer recognition strategy in the fall and will be seeking input from the membership through the website. The Executive agreed that the annual conference banquet is the most appropriate time for volunteer recognition and that funds to purchase gifts/certificates could be built into the conference budget.

9. Adjournment

Lisa Codd moved to adjourn the meeting, seconded by Ramona Rose. Motion carried. Meeting adjourned at 10:55am.

Next Meetings:

October 16
November 20
December 11

AABC Executive Committee Meeting Minutes: 16 October 2006

Executive of the Archives Association of British Columbia
Location: Conference call

Present:

Lisa Codd, President
Lisa Beitel, Secretary
Richard Dancy, Treasurer
Ramona Rose, Institutional Member-At-Large
Val Billesberger, Individual Member-at-large

1. Approval of Agenda

Lisa Codd called the meeting to order at 9:05am. Agenda approved.

2. Approval of Minutes of September 11 2006

Minutes prepared by Lisa Beitel were approved electronically by Executive and were posted to the AABC website by Bill Purver on September 21, 2006.

3. Business Arising

3.1 2006 Archives Week poster

Lisa Beitel reported that Anthea Seles has prepared a poster announcing the 2006 Archives Week to be held November 19-25. The Executive approved the poster for distribution pending addition of the AABC logo. The Executive agreed that planning for Archives Week and other outreach activities should be an on-going activity throughout the year as opposed to just around individual events. This will be added to the agenda for the strategic planning meetings.

3.2 Policies and Procedures Manual

Val Billesberger reported that Susan Hart has agreed to redraft the section about conference planning and that Fred Braches has agreed to digitize the manual since the only version exists in pdf format. The Executive will start reviewing sections that can be removed from the manual (as they are outdated) and

look at their individual position sections. The Executive agreed that space and time should be set up at the conference to work on the manual so that all members can participate in the review process.

3.3 AABC privacy policy

Val Billesberger reported that she has been reviewing the privacy statements used by other provincial archival associations and will work on drafting a statement for the AABC.

3.4 Volunteer recognition

Val Billesberger reported that she is in the process of contacting other provincial archival associations and will have a report with recommendations for the December meeting.

4. President's Report

Lisa Codd reported that she will be attending the upcoming CCA General Assembly meeting in Ottawa (Oct. 28-29) and has submitted a report on AABC activities for the meeting. The AABC has received notification of ArtsPOD funding for strategic planning and Lisa has been working with a planning consultant to develop a process. Plans are underway for a business planning meeting in early November to be attended by committee chairs, contractors and the executive. Agenda items for this meeting include review of Barber Centre funding priorities, an update on strategic planning, and program planning for upcoming year/NADP grant application. Lisa has also been in contact with Jenn Roberts and Jane Turner to develop plans to complete our planning for use of the Barber Centre funds for this fiscal year, to present for discussion at the November 4 meeting.

5. Vice President's Report

There is no Vice-President at this time.

6. Treasurer's Report

Richard Dancy reported that the Barber funding has been added as a budget line to the General Fund under both Revenues and Expenses. The line under Expenses will be revised once final decisions are made about allocation of the funds, some of which will go to existing budget lines. He is still waiting to hear back from all of the provincial associations regarding his survey on executive insurance and mileage rates. He will prepare a report of his findings for the November meeting.

The August 2006 financial statements were presented (as prepared by Karen Blimkie). Richard moved to approve, seconded by Lisa Codd. Approved.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Nothing to report at this time.

7.2 Education

The Executive reviewed the September reports submitted by Jenn Roberts. Ramona Rose inquired if Richard could contact Jenn and see if she can add Prince George to her schedule if the workshop in Prince Rupert/Kitimat area goes ahead. Lisa Beitel moved to approve the reports, seconded by Ramona Rose. Approved.

7.3 Grants

Ramona Rose reported that she has received notification of the successful NADP applicants from the CCA. She is expecting the same adjudication timeline as last year's grant process but is not sure if there will be changes to the application form. Lisa C. will provide an update after the upcoming CCA meeting.

7.4 Membership

The Executive reviewed the report submitted by Terra Dickson. Richard will follow up on questions posed to the Executive from the Committee and contact Karen Blimkie and inquire about legal requirements for signatures on membership receipts and confirm if GST is included in the price of membership or not.

The Executive approved the request by the Committee to send out 2007-2008 membership forms via email pending edits to the privacy statement on the form (as provided by Val Billesberger).

The Executive approved the Committee's request to mount the membership applications and renewal form on the AABC website pending edits to the privacy statement on the form (as provided by Val Billesberger).

The Executive approves the procedures as outlined by the Committee for the distribution of the 2006/2007 AABC Membership Directory by email.

The Executive recognizes the concerns brought forward by the committee in regards to Libraries, who as members of the association, have made copies of the AABC membership directory publically available as part of their collection. Lisa Beitel will ask the Membership Committee to draft a letter for the next Executive meeting (to be signed by the Executive) reminding all institutions that the directory is for personal use of AABC members only and directing them to remove all copies of the membership directory from their collections.

The Executive also discussed elements that should be included on the membership form, including a section for donations to the AABC, adding a check box so members can opt out of having their information in the directory, and creating a different form for individual and institutional members. Lisa B. and Val will follow-up on these elements with the Committee. The Executive would like to thank the Committee for all of their hard work reflected in their report.

7.5 Nominations and Elections

Nothing to report at this time.

7.6 BC Archival Preservation Service

Dorothy Lawson reported that advertisements for the two preservation workshops are on the AABC website and there is also a link to the follow-up report on the Architectural Drawings workshop. Rosaleen Hill has contacted Karen Blimkie to confirm the procedure about sending out workshop receipts and the possibility of allowing credit-card payments.

7.7 Conference

Susan Hart has sent out a message on the list-serve to recruit a Conference Program and Local Arrangements Committee. The Executive agreed that if these committees have not been formed by November 20, then the formal conference will be cancelled and replaced with a mini-conference and possible workshops (supported by Barber funds) planned by the Executive.

7.8 Internet

The Executive reviewed the July-September 2006 Quarterly report submitted by Heather Gordon. Lisa Beitel moved to approve the report, seconded by Ramona Rose. Approved.

7.9 Newsletter Editorial Board

Lisa Beitel reported that production of the summer newsletter has been slightly delayed but it has been sent to Leslie Field for posting to the website. Production workflow regarding the newsletter will be added to the strategic planning process.

7.10 Regional Representatives

Erica Hernandez submitted a report on her activities supporting an archives display at the BCMA conference that is being held in Prince George. She has been busy preparing a poster and bookmark highlighting the AABC, regional archives in the Prince George area, and the UNBC Archives. They will also be using a display provided by the CCA. Erica and Ramona will be manning the display booth at various times throughout the conference.

The Fraser Valley Regional Group recently held a meeting where they discussed their role and brainstormed what they would like to see happening at their regional meetings. Suggestions included the creation a separate page on the AABC website for the different regions - the page could include regional updates and promote communication between regions; and scheduling a regular educational component (i.e. use barber funding to bring in speakers, hold workshops) at their meetings to encourage greater attendance.

8. Other Business

8.1 Cultural Management Programs (UVic) – Museum Archives proposal

Lisa Codd reported on the proposal from the CMP program at UVic who has asked for assistance identifying instructors for a course they would like to hold on museum archives. Lisa will forward them SLAIS contact information and inquire at the CCA meeting for appropriate individuals.

9. Adjournment

Lisa Codd moved to adjourn the meeting, seconded by Lisa Beitel. Motion carried. Meeting adjourned at 10:30am.

Next Meetings:

Monday, November 20, 2006

AABC Executive Committee Meeting Minutes: 20 November 2006

Executive of the Archives Association of British Columbia
Location: Conference call

Present:

Lisa Codd, President

Lisa Beitel, Secretary

Ramona Rose, Institutional Member-At-Large

Val Billesberger, Individual Member-at-large

Regrets:

Richard Dancy, Treasurer

1. Approval of Agenda

Lisa Codd called the meeting to order at 9:10am. Agenda approved.

2. Approval of Minutes of October 16 2006

Minutes prepared by Lisa Beitel were approved electronically by Executive and were posted to the AABC website by Bill Purver on October 24, 2006.

3. Business Arising

3.1 AABC domain name administrative contact

Bill Purver will be removing his email address as the administrative contact for the AABC domain name effective January 1, 2007. The Executive will determine a replacement email address and password at the next Executive meeting.

3.2 Digitization Initiatives report by Education Contractor

The Executive approved the invoice submitted by the Education Contractor (re: 2007 digitization project report) will be paid out of funds set aside for strategic planning.

4. President's Report

Lisa Codd reported that she is still working on finding a Vice-President. Earlier this month she attended the CCA General Assembly in Ottawa and heard presentations from Ian Wilson on digitization initiatives at the national level, and Ian Forsyth on the 2007 NADP process. One funding stream that BC is undersubscribed to is the CCOP program and Lisa suggested that we should send out information to members.

Action: Ramona Rose will send out information about the CCOP grant-funding program to AABC members via the list-serve.

Lisa also reported that she will be preparing a report for the Barber Learning Centre with a summary of expenditures for 2006 (\$14,000.00 for projects as previously discussed) and a request to carry forward the remaining \$11,000.00 for next year.

Lisa attended a meeting with Alouette Canada who has proposed a project to develop a database infrastructure that will include Library and Archives information down to the item level. Lisa will set up a meeting with reps from the local Library community to further discuss this project and how it would effect archives, and possibly be used to leverage funding from other sources.

Lisa also reported that while she was at the BCMA conference there was discussion about the development of a Provincial Heritage Strategy. The AABC has not been involved with the development of the strategy to date. A motion was made from the floor at the BCMA's AGM that the BCMA would demand that progress be made on a heritage strategy by the provincial government by spring 2007, or BCMA would encourage a boycott of 2008 events. The Executive agrees that the AABC should be involved in this process and will prepare a brief of what our organization would like to see addressed in a heritage strategy.

Action: Lisa Codd will contact Laura Millar and Gary Mitchell to see if they are interested in helping write a submission to the government.

5. Vice President's Report

There is no Vice-President at this time.

6. Treasurer's Report

Lisa Beitel presented Richard Dancy's report in his absence. Bill Purver has contacted Richard as he has some old scanning equipment that belongs to the AABC. Lisa Beitel has also been contacted by other past-Executive members who have old AABC equipment in their possession. The executive agreed that all surplus, out-of-date equipment should be collected and offered for sale to the membership. The Treasurer will oversee this task.

Action: Richard Dancy will contact past Executive/Committee members and collect any surplus equipment and oversee their sale to the membership.

The Executive reviewed a report prepared by Richard on mileage rates offered by other provincial associations. From the results so far, BC has the highest rate. The Executive will review the contractor's

contracts to see what wording/rates were used and pending no discrepancies, has decided that the rate will remain at \$0.41 per kilometer. If gas prices raise dramatically over the coming year, the mileage rate can be revisited next year.

The September 2006 and October 2006 financial statements were presented (as prepared by Karen Blimkie). Ramona Rose moved to approve, seconded by Lisa Codd. Approved.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Nothing to report at this time.

7.2 Education

The Executive reviewed the October 2006 reports submitted by Jenn Roberts. Lisa Beitel moved to approve the reports, seconded by Lisa Codd. Approved.

7.3 Grants

Ramona Rose reported that the grants timetable has been set (due January 18, adjudication in early February) and application forms will be available on the CCA website on Dec. 4. Ramona has also been in contact with Ian Forsyth regarding questions from his CCA NADP presentation.

Action: Ramona Rose will post a message on the AABC list-serve with an update on application deadlines (and application form availability), and a link to Ian Forsyth's presentation on the CCA website.

7.4 Membership

Lisa Beitel presented the report submitted by Terra Dickson. There was a very favorable response by the membership to receive the directory, renewal notices and receipts as email attachments, and as a result they will be sending out 166 directories electronically and 81 in paper format.

Action: Lisa Beitel will contact the Membership Committee to follow up on their success of contacting those members who did not respond.

As requested by the Executive, the Membership Committee drafted a letter that will be sent to all member Libraries asking them to remove the AABC Membership Directory from public circulation.

Action: Lisa Beitel will print, sign, and send out the letter on behalf of the Executive.

Val Billesberger provided Terra with edits to the new membership form to address privacy issues and also contacted her about drafting a privacy statement for the AABC. Val will be following up on the suggestion made by Terra.

7.5 Nominations and Elections

Nothing to report at this time. The Executive discussed the need to set up regional meetings to promote and increase membership involvement on the Executive and on Committees.

7.6 BC Archival Preservation Service

Dorothy Lawson reported that Rosaleen Hill will be submitting the 2006 NADP update report for the preservation grant as requested by Lisa Codd.

7.7 Conference

Susan Hart reported that there were no volunteers for the conference committee after her email appeal. Lisa Codd has agreed to organize a mini-conference/AGM for 2007 and will inquire about booking space at Harbour Centre. Morning sessions to focus on funding opportunities by bringing in potential speakers from the Vancouver Foundation, NADP, Barber, CCOP, Alouette Canada, while the afternoon schedule would include traditional sessions. The Executive also discussed options for pre-conference workshops and will contact the ASA to see if they have any workshops that could be offered.

Action: Lisa Codd will send out a conference notice and ask for “small project/task” volunteers to help with the planning and organization of the conference.

7.8 Internet

The Executive accepted the resignations of Heather Gordon, Internet Committee Chair, and of Bill Purver, BCANS contractor, (both effective as of December 31, 2006). Notice of Bill’s resignation has already been sent to the membership. Heather Gordon has agreed to assist with the transition of the BCANS program for the last three months of the 2006-2007 program year and will contact members of her committee to see if anyone is interested in becoming the new Chair. If not, the Nominations Committee will have to find someone. Lisa Codd, Lisa Beitel, and Richard Dancy will be attending a meeting on December 1 with members of the Internet Committee to take a look at the technical operations of the website and BCAUL database.

Lisa Codd presented a motion to the Executive that asks the Internet Committee to provide the Executive with all passwords used to access BCAUL, CaNWAN, and the AABC website. President Lisa Codd will serve as the representative for the Executive at this time. Motion seconded by Ramona Rose. Approved.

Action: Lisa Codd will contact the Internet Committee and inform them of this motion and get a copy of the relevant passwords.

7.9 Newsletter Editorial Board

Nothing to report at this time.

7.10 Regional Representatives

Nothing to report at this time.

8. Other Business

8.1 Planning for 2007/2008 – NADP grants

Lisa Codd presented an action plan for 2007/2008 NADP grants. She will be contacting Jane Turner, Jennifer Roberts, Dorothy Lawson and Rosaleen Hill and be asking them to develop tentative workplans for next year with the following in mind: Network services will remain the same as this year so new activities can be done through education and preservation; what would they do with extra funding (from Barber) i.e. bring more services out to the regions by holding a workshop in conjunction with regional meetings, hiring outside professional to give workshops; the Executive would like to see education and preservation workshops held in every region and the AABC working with partner groups to hold joint workshops.

The deadline for the tentative workplans will be Dec. 6 to Lisa Beitel so they can be circulated and reviewed by the Executive for the Dec. 11 meeting. Committee Chairs will be invited to join the Executive meeting conference call to further discuss their reports.

Action: Lisa Codd will contact the Education and Preservation Committees and discuss the planning guidelines and deadlines.

9. Adjournment

Lisa Beitel moved to adjourn the meeting, seconded by Lisa Codd. Motion carried. Meeting adjourned at 10:50am.

Next Meetings: Monday, December 11, 2006

AABC Executive Committee Meeting Minutes: 11 December 2006

Executive of the Archives Association of British Columbia
Location: Conference call

Present:

Lisa Codd, President

Lisa Beitel, Secretary

Richard Dancy, Treasurer

Ramona Rose, Institutional Member-At-Large

Val Billesberger, Individual Member-at-large

Guests:

Jane Turner, Education Committee Chair

Lara Wilson, Preservation Committee

1. Approval of Agenda

Lisa Codd called the meeting to order at 9:05 a.m. Agenda approved.

2. Approval of Minutes of November 20, 2006

Minutes prepared by Lisa Beitel were approved electronically by Executive and were posted to the AABC website by Bill Purver on November 29, 2006.

3. Business Arising

3.1 Education & Preservation Committee reports – 2007/2008 planning

Lisa Codd proposed that the goal of the discussion today was to review the reports and prioritize activities which could then be used to prepare the draft budget for 2007/2008. The next steps in the process include:

- Lisa C. meeting with Richard and Karen Blimkie to prepare a draft budget before Christmas if possible
- Lisa C. contacting Barber Centre for feedback on 2007/2008 funding proposals
- In early January, the Executive to meet with the Finance Committee and Committee Chairs to go over the draft budget and finalize the NADP grant applications
- Amount available for NADP grants to AABC members communicated to Grants Committee before their adjudication meeting at end of January

Lara Wilson presented the report prepared by the Preservation Committee that consisted of three funding scenarios. They worked with the Education Committee to split possible workshops so that all the provincial regions would be covered. Lara pointed out that the key is to identify what we can do as a soft-match in the funding application in order to save money in the AABC reserves. The Preservation Committee is willing to help in writing their part of the NADP grant and will circulate a draft to the other programs.

Jane Turner presented the report prepared by the Education Committee that consisted of three funding scenarios. Jane reported that tasks could be juggled between scenarios and that more funding would allow for greater flexibility with projects. The group discussed the First Nations project proposal which they all agreed was very good and could be a separate NADP grant application. The scope of the project would be multi-year in order to make sure the proper planning and resources are in place. It was agreed that this project will not be undertaken this year but it will be carried forward as a possible project for the next grant year. Jane also reported that there has been very little draw on the travel subsidy. The group agreed to reduce the subsidy to \$1,000 for the next fiscal year, and to move the funding back to the AABC account in next year's budget. This amount will be used as the total matching funds for the NADP EAS grant, thereby reducing the AABC contribution to the EAS program by \$2,500.

Action: Lara and Jane will review the reports with their Committees and submit a ranking of the top three/bottom three priorities with funding amounts to the Executive that can be used to draft the budget.

The group discussed the Network priorities and budget. Jane reported that she sent her planning report to Anthea Seles as it contained suggestions about redistributing Network/Website tasks to the Education Contractor. Lisa C. reported that at the budget meeting they will discuss setting aside funding for planning tasks and will add the development of a BCAUL procedures manual to the 2007/2008 BCANS contract.

3.2 AABC domain name administrative contract

The Executive agreed that the domain name administrative contact will be changed to the incoming network contractor.

3.3 Volunteer recognition update

Val Billesberger reported that she will submit a written report at the January executive meeting and that she has received inquiries about recognizing Bill Purver's 14-year service to the association.

3.4 Archives Week

Val Billesberger proposed that a permanent Archives Week Committee should be established so that event planning and publicity can begin for the 2007 events. The Executive also discussed the possible use of Barber funds to support events.

Action: Val will contact Anthea Seles and discuss establishing an Archives Week Committee.

3.5 CaNWAN hosting by AABC

Lisa Codd reviewed the AABC's Network responsibilities of hosting CaNWAN. The Executive agreed that we no longer have the resources to support this activity and it was suggested that the ASA be contacted to see if they will take over hosting CaNWAN responsibilities.

Action: Lisa Codd will contact the ASA and discuss the possible transfer of CaNWAN responsibilities.

4. President's Report

Lisa Codd reported that it has been a busy few weeks since the last executive meeting. On December 1, she attended a meeting with members of the Internet Committee, Executive, and other invited guests to have a behind the scenes tour of the Network courtesy of Bill Purver. She has also been active in securing a new Network Coordinator and is currently in negotiations with a suitable candidate. She also met with Rick Knowlan to discuss the upcoming Strategic Planning process and has received a proposal that she will circulate to the Executive by email for comment.

5. Vice President's Report

There is no Vice-President at this time.

6. Treasurer's Report

Richard Dancy reported that the renewal application for AABC liability insurance has been sent in.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Nothing to report at this time.

7.2 Education

The Education Committee prepared the report discussed in 3.1

7.3 Grants

Ramona Rose reported that she has started receiving inquiries about grant application forms and that the Grants Committee is in the process of setting the adjudication meeting date. She is planning on sending out an email to the membership as soon as the grant allocation amount is determined.

7.4 Membership

There is nothing to report at this time.

7.5 Nominations and Elections

Lisa Codd has been working with Susan Hart to find a Vice-President. She reported that Anthea Seles has agreed to act as Internet Chair from Jan. 1, 2007 to the AGM.

7.6 BC Archival Preservation Service

The Preservation Committee prepared the report discussed in 3.1.

7.7 Conference

Lisa Codd reported that as an outcome of her list-serve email, there are now volunteers to help with parts of the conference organization. She has been in contact with the BCLA about holding a joint conference with them in April. She will follow up with them to see if our mini-conference plans (2-3 sessions, workshop, AGM, reception) can fit in with their planning activities.

7.8 Internet

Lisa Beitel reported that she has arranged for the transfer and storage of the BCANS contractor's records at the end of December until they can be forwarded to the new contractor.

7.9 Newsletter Editorial Board: Nothing to report at this time.

7.10 Regional Representatives: Nothing to report at this time.

8. Other Business

9. Adjournment

Lisa Codd moved to adjourn the meeting, seconded by Lisa Beitel. Motion carried. Meeting adjourned at 10:35 a.m.

Next Meetings: Monday, January 8, 2007

AABC Executive Committee Meeting Minutes: 8 January 2007

Executive of the Archives Association of British Columbia
Location: Conference call

Present:

Lisa Codd, President

Lisa Beitel, Secretary

Richard Dancy, Treasurer

Ramona Rose, Institutional Member-At-Large

Val Billesberger, Individual Member-at-large

1. Approval of Agenda

Lisa Codd called the meeting to order at 9:00 a.m. Agenda approved.

2. Approval of Minutes of December 11, 2006

Minutes prepared by Lisa Beitel were approved electronically by Executive and meeting guests. They have been forwarded to Janet McMaster for posting to the AABC web site.

3. Business Arising

3.1 Volunteer appreciation survey

Val Billesberger reported that she will e-mail a report the Executive by the end of the week for comments. The Executive discussed a suitable activity/event to recognize Bill Purver for his work for the association.

Action: Val Billesberger will continue to work with a committee on determining an appropriate appreciation for Bill Purver and will report back at the next Executive meeting.

4. President's Report

Lisa Codd reported that she has been working with Janet McMaster and the January-April 2007 BCANS contract with her is now in place. Janet has been unable to access the website so she will contact Cinemage for assistance. Lisa will be contacting Rick Knowlan to set up a meeting with him (and the Executive) to go over the strategic planning report he submitted. Sharon Walz and Jane Turner have agreed to join the Strategic Planning Committee. She has not yet heard from the Barber Center about the letter sent in December regarding the 2006/2007 funding proposals using Barber money.

Action: Lisa Codd will set up a meeting with Rick Knowlan and will contact Chris Hives, Lara Wilson and Anthea Seles to see if they will join the Strategic Planning Committee.

Action: Lisa Codd will follow-up with Catherine Quinlan via phone and email about a decision to our funding letter and remind them of our firm planning deadline next week.

5. Vice President's Report

There is no Vice-President at this time.

6. Treasurer's Report

Richard Dancy reported that he met with Karen Blimkie and Lisa Codd in December to prepare a draft budget for 2007/2008. Richard moved to approve the Nov. 30, 2006 financial statements as prepared by Karen Blimkie. Seconded by Lisa Codd.

Action: Richard Dancy will set up a meeting with the Finance Committee, program committee chairs, the Executive and Karen Blimkie to set the 2007/2008 budget. The 2007/2008 NADP grant allocation amount is to be sent to Ramona Rose by February 1 for adjudication purposes.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Nothing to report at this time.

7.2 Education

Nothing to report at this time.

7.3 Grants

Ramona Rose reported that she has sent notices out via the list-serve about the NADP grant deadlines due to the Grants Committee by January 18, 2007. The Grants Committee will be having their adjudication meeting February 2, 2007. She has also been in contact with the CCA to follow up on some application questions sent in by members. Ramona has also responded to questions about the availability of cultural on-line grants and the YCW grants program - YCW forms are now available on the CCA website.

Action: Ramona Rose will send out an email reminder via the list-serve about the upcoming NADP deadlines.

7.4 Membership

There is nothing to report at this time.

7.5 Nominations and Elections

Lisa Codd reported that she is still working with Susan Hart to find a Vice-President.

7.6 BC Archival Preservation Service

Lisa Beitel presented and moved to approve the BCAPS Quarterly Report (October- December 2006). Seconded by Ramona Rose.

7.7 Conference

Lisa Codd reported that she has not heard back from the BCLA about a joint conference proposal so will contact them about it. If they are not interested then she will continue planning a mini-conference/AGM to be held on April 14. A number of members have volunteered to help with various parts of the conference.

7.8 Internet

Lisa Beitel presented and moved to approve the BCANS Quarter 3 (October- December 2006) Report submitted by Heather Gordon. Seconded by Richard Dancy. Lisa has also forwarded a copy of Quarter 1, 2, and 3 reports as requested to the new Internet contractor, Janet McMaster.

7.9 Newsletter Editorial Board

Nothing to report at this time.

7.10 Regional Representatives

Nothing to report at this time.

8. Other Business

9. Adjournment

Lisa Codd moved to adjourn the meeting, seconded by Richard Dancy. Motion carried. Meeting adjourned at 10:05 a.m.

Next Meeting:

Monday, February 5, 2007

AABC Executive Committee Meeting Minutes: 5 February 2007

Executive of the Archives Association of British Columbia
Location: Conference call

Present:

Lisa Codd, President

Lisa Beitel, Secretary

Richard Dancy, Treasurer

Ramona Rose, Institutional Member-At-Large

Val Billesberger, Individual Member-at-large

1. Approval of Agenda

Lisa Codd called the meeting to order at 9:05 a.m. Agenda approved.

2. Approval of Minutes of January 8, 2007

Minutes prepared by Lisa Beitel were approved electronically by Executive on January 23, 2007 and were forwarded to Janet McMaster for posting to the AABC web site.

3. Business Arising

3.1 InterPARES3 - letter of intent

Anthea Seles sent the Executive a draft of the AABC letter of intent to participate in the InterPARES 3 project. An approved version of the letter was sent to Luciana Duranti, project lead, on January 11, 2007.

3.2 Clarification for NADP eligibility by AABC members/non-members

Ramona Rose reported that there appears to be misinterpretation of eligibility for the NADP grants as they received three applications from non-member institutions. The Grants Committee discussed ways of getting more information to members and clarification of NADP eligibility including developing a page on the AABC website that specifically deals with NADP grants, promotes institutional membership (a requirement for grant eligibility), and would allow for the submission of grant applications electronically.

3.3 Honorary Life Membership – Terry Eastwood

Val Billesberger moved to nominate Terry Eastwood for an AABC Honorary Life Membership in recognition for his outstanding contributions to the AABC and its predecessor, the Association of British Columbia Archivists and his long-standing education role in the local, national, and international archival community. Motion approved. Val has contacted George Brandak who has agreed to speak to Terry's activities and present the award at the pre-conference reception on April 13.

Action: Richard Dancy will get more details about the UBC event on April 14 that is being hosted in Terry's honor and circulate to the Executive.

3.4 Proposed Archives Week Committee

Val Billesberger reported that she has spoken with Anthea Seles who agreed that a committee should be formed to start working on Archives Week activities. Val has been in contact with a number of interested members willing to join the committee. She will talk to Anthea and see if she will be chairing this committee (or not) since she is also now serving as the Network Committee Chair/InterPARES 3 AABC Liaison.

Action: Val Billesberger will contact potential Archives Week Committee members so they can start working together and will confirm Anthea's participation on the committee.

4. President's Report

Lisa Codd reported that the Strategic Planning process is underway and that the Executive met with Rick Knowlan on January 29 to set the project time-table and objectives. Lisa Beitel reported that she is on

schedule with her related tasks and has been working with Richard to put together the background information package that will be sent out this week.

Barber Centre negotiations are also on-going and an acceptance letter for the Barber funding of 2006/2007 AABC projects is in the mail. Lisa will notify the Executive when it arrives and invoices will be prepared accordingly. Lisa reported that the NADP deadline is approaching (February 13) and all the program grants are now completed and will be signed and sent out shortly. She will also be working on the Direct Access Gaming Grant application.

5. Vice President's Report

There is no Vice-President at this time.

6. Treasurer's Report

Richard Dancy reported that a draft budget has been prepared. Lisa Codd is following up on a GST-related query and will circulate a copy of the draft to the Executive by the end of the week. We will be applying for a Direct Access (DA) Gaming grant this year. If we succeed in getting DA funding, the budget should break even; if we do not, the budget includes a fall-back plan for a deficit of about \$11,000. There is potentially a cash flow shortage at the start of the next fiscal year (until Barber and NADP funds are received) and Richard and Karen Blimkie will look at ways to address this (e.g. cashing one of our GICs).

Action: Lisa Codd to send the Executive a copy of the draft budget.

The Executive reviewed the December 2006 financial statements as prepared by Karen Blimkie. Lisa Codd noted that the programs each had budget items that were under-spent to-date and was concerned that these funds would have to be returned to NADP.

Action: Lisa Codd will contact the committees and discuss their budgets and proposed spending over the coming months.

The Executive also noted that the budget line item for “Newsletter and website advertising” estimated at a \$300 income to the AABC had not been received and wondered whether the companies that are currently being advertised in the newsletter/on the website have been billed for the 2006/2007 year.

Action: Richard Dancy will look into this matter.

Lisa Beitel moved to approve the December 2006 financial statements as prepared by Karen Blimkie. Seconded by Richard Dancy.

7. Committee and Program Reports

7.1 Constitution and Bylaws

The Executive discussed that updating the constitution and bylaws should be reviewed as a possible project part of the Strategic Planning process.

7.2 Education

Nothing to report at this time.

7.3 Grants

Ramona Rose reported that the Grants Committee met February 2, 2007 to adjudicate NADP applications. They received 15 eligible applications from 11 institutions and 3 ineligible applications. After meeting, they are recommending funding for 9 projects for a total of \$35,012.00. Sylvia Stopforth is writing up the minutes from the meetings and they will be circulated to the Executive once approved by the Grants Committee. Ramona thanked the Grants Committee for all their hardwork and patience during the adjudication process.

7.4 Membership

Lisa Beitel reported that Terra Dickson will be stepping down as Chair of the Membership Committee as of April 30, 2007. The Executive discussed possible new committee chairs and Lisa will contact Terra and ask her to provide an outline of the position responsibilities/timetable that can be used when recruiting a new chair.

Action: Lisa Beitel will contact Terra Dickson to get an outline of Membership Chair responsibilities.

7.5 Nominations and Elections

Lisa Beitel reported that Susan Hart is stepping down as Nominations & Elections Chair. The Executive discussed the need to fill this position immediately and came up with a list of possible candidates.

Action: Ramona Rose will contact the list of candidates in order to find a new Nominations and Elections Chair.

7.6 BC Archival Preservation Service

Dorothy Lawson reported that the Preservation committee has been busy working on their NADP application and that all upcoming workshops are full.

7.7 Conference

Lisa Codd reported that she is waiting for the final confirmation regarding the agenda for the mini-conference/AGM and will provide more formalized information at the next meeting. Information will be posted on the AABC website as soon as it is ready and she has a number of volunteers helping with registration, sessions, and reception planning. The Executive discussed options for the opening reception and it was proposed that Gary Mitchell be approached to host the reception and present awards on behalf of the entire BC archival community.

Action: Lisa Codd will contact Gary Mitchell about his role as host for the pre-conference reception.

Lisa Beitel reported that she will be working on the AGM package next month and will be contacting all Committee Chairs to submit their annual reports at that time. The AGM report package will be made available on the AABC website like last year.

7.8 Internet

Lisa Codd reported that Janet McMaster is in place as the AABC's new contractor and she will be in town in March and meet with Anthea Seles and Lisa. Lisa has been working with Anthea to ensure a smooth transition of network services and they have started working on network service plans for 2007/2008.

7.9 Newsletter Editorial Board

There is nothing to report at this time.

7.10 Regional Representatives

Louise Avery of the Northwest Regional Rep. reported that in December they submitted a proposal to Jim Harding and the BC Museums Association to host the CCI workshop "Preservation of Collections - Care of Archival Collections." The proposed dates for the workshop are May 4-5, 2007, and will be co-hosted by the Kitimat Museum and the Heritage Park Museum in Terrace. She has also been in contact with Jenn Roberts about having archival training in the area in the spring of 2007.

8. Other Business

There is no other business at this time.

9. Adjournment

Lisa Beitel moved to adjourn the meeting, seconded by Lisa Codd. Motion carried. Meeting adjourned at 10:15 a.m.

Next Meeting:

Tuesday, March 6, 2007 @ 9:00 a.m. via teleconference.

AABC Executive Committee Meeting Minutes: 6 March 2007

Executive of the Archives Association of British Columbia
Location: Conference call

Present:

Lisa Codd, President

Lisa Beitel, Secretary

Richard Dancy, Treasurer

Ramona Rose, Institutional Member-At-Large

Val Billesberger, Individual Member-at-large

1. Approval of Agenda

Lisa Codd called the meeting to order at 9:05 a.m. Agenda approved.

2. Approval of Minutes of February 5, 2007

Minutes prepared by Lisa Beitel were approved electronically by Executive on February 8, 2007 and were forwarded to Janet McMaster for posting to the AABC web site.

3. Business Arising

3.1 Proposed Volunteer Recognition Program

Val Billesberger presented her report on a proposed Volunteer Recognition Program for the AABC. The report will be discussed at the next Executive meeting.

3.2 Honorary Life Membership – Terry Eastwood

Val Billesberger confirmed that George Brandak will present the award to Terry Eastwood at the mini-conference in April.

Action: Val Billesberger will confirm with Terry Eastwood his availability and time preference to receive the award at the conference.

3.3 Archives Week

Val Billesberger reported that she has been working with Anthea Seles on organizing a formal Archives Week Committee. Archives Week will be held in November with the exact dates to be determined. They would like to create a page on the website dedicated to Archives Week that has more information about themes, ideas for displaying records, and provides links to other heritage organizations. Val would like to have this information about Archives Week on the website prior to the conference. The Executive agreed that this would be a great way to promote partnerships with our local heritage community.

At the 2006 AGM it was recommended that the AABC partner with Heritage Canada themes that have been set to 2012. The Executive discussed that while some of the themes may not be readily identifiable with archives, it gives the opportunity for outreach, education and using archival records in creative ways. Heritage Week is traditionally held in February so the Committee will look at scheduling future Archives Week to match this date.

Action: Val Billesberger will work with Anthea Seles to draft terms of reference for an Archives Week Committee and will present at the next Executive meeting.

4. President's Report

Lisa Codd reported that the first strategic planning session meeting was held with Rick Knowlan and a report will be sent out to the Executive. She is working on the Direct Access Gaming grant application and she has been in contact with the new Director of the Barber Center. We have received written

approval for funding of 2006/2007 projects and an invoice for the 2006 projects will be sent out immediately.

5. Vice President's Report

There is no Vice-President at this time.

6. Treasurer's Report

Richard Dancy reported that he has been in contact with the bank regarding signing authorities and recommends that in the future, any changes to the signing authority (due to new executive members) be done at the same time to avoid problems with the bank. The Gaming Account is now open and cheques have been forwarded to Karen Blimkie. The bank has been instructed to cash a GIC that matures in early March to cover cash flow until CCA and Barber monies are received. \$300 in website/newsletter advertising fees have been received since the last meeting and have been added to the January financial statements.

Action: Richard Dancy will contact Karen Blimkie to clarify when newsletter/website advertising fees are sent out (end of calendar year or end of fiscal year?).

Richard Dancy moved to approve the January 2007 financial statements as prepared by Karen Blimkie. Seconded by Val Billesberger.

7. Committee and Program Reports

7.1 Constitution and Bylaws

There is nothing to report at this time.

7.2 Education

Lisa Beitel reported that she has received the Education year-end report for 2006/2007.

7.3 Grants

Ramona Rose submitted the Grants Committee adjudication report to the Executive. The total requested funding [from eligible applicants] was over \$89,000.00 and \$35,012.00 was adjudicated per BC's total granting amount. The Committee also discussed setting provincial priorities for next year's NADP grant cycle and recommended that [the optional] 10 points be allocated to provincial priorities. The Executive agreed with this recommendation. The Grants Committee will finalize the criteria for these 10 points before the next NADP grant run. The Executive requested a final report on the allocation of provincial points criteria once complete.

The report also discussed the confusion about who has institutional membership, thereby allowing them to apply for grants. The Committee recommends putting together a webpage on the AABC website with information about the grants, application process and lists of who is eligible to apply. The Executive supports this idea and has asked that the Committee move forward on this project. The Committee also recommended some application guidelines (attachments/margins/fonts used) and that the CCA use

electronic forms in the future to minimize paper waste and speed up distribution. Fixed-length fields in the form would also help ensure that all applications are standardized.

Action: The Grants Committee will prepare a draft letter to the CCA with the above issues and circulate to the Executive for comment.

7.4 Membership

The Executive discussed the report by the Membership Committee regarding the institutional membership applications by the Salt Spring Island Archives & the United Church/Bob Stewart Archives. The Executive agreed that the United Church/Bob Stewart Archives be granted institutional status as it has put into place the required guidelines for membership. The Executive then reviewed the Salt Spring Island Archives submission and agreed with recommendations of the Membership Committee and decided that once the policy-directed & training guidelines are in place, full institutional membership will be granted to them.

7.5 Nominations and Elections

Lisa Beitel reported that Cathy English is stepping down as Thompson-Okanagan Regional Representative. Cathy has found someone to take over this role and Lisa has asked Erica Hernandez to follow up on her recommendation.

7.6 BC Archival Preservation Service

Dorothy Lawson reported that the Preservation Committee will be hosting a Workshop on Modern Information Carriers this week (March 8-9) in Victoria.

7.7 Conference

Lisa Codd reported that conference planning is coming along and that registration information is now available on the AABC website.

7.8 Internet

There is nothing to report at this time.

7.9 Newsletter Editorial Board

There is nothing to report at this time.

7.10 Regional Representatives

Louise Avery, the Northwest Regional Rep. reported that in conjunction with the BCMA, she has booked the CCI workshop "Care of Archival Collections" to be held in Terrace, B.C. on May 4-5, 2007. Louise has asked that the Executive help advertise the workshop to the AABC membership.

Action: Lisa Beitel will post information about the workshop on the AABC listserve & website once it is received from Louise/BCMA.

Kelly Harms reported that the Fraser Valley Regional Group met on February 28. The group now has 13 members, though only 5 were able to attend the meeting. The meeting included a discussion of the strategic planning package circulated by Rick Knowlan, and of the AABC's situation. He noted the group was very conscious of the seriousness of the financial challenges facing the association, and strongly suggests we pursue partnerships with like-organizations to better combine our resources to serve as advocates for heritage overall, including archives. The group is preparing minutes and a more formal response to the strategic planning questions, which they will forward to the Executive.

8. Other Business

There is no other business at this time.

9. Adjournment

Lisa Beitel moved to adjourn the meeting, seconded by Lisa Codd. Motion carried. Meeting adjourned at 10:00 a.m.

Next Meeting:

Monday, April 2, 2007@ 9:00 a.m. via teleconference.

AABC Executive Committee Meeting Minutes: 2 April 2007

Executive of the Archives Association of British Columbia
Location: Conference call

Present:

Lisa Codd, President
Lisa Glandt (nee Beitel), Secretary
Richard Dancy, Treasurer
Val Billesberger, Individual Member-at-large

Regrets:

Ramona Rose, Institutional Member-At-Large

1. Approval of Agenda

Lisa Codd called the meeting to order at 9:05 a.m. Agenda approved.

2. Approval of Minutes of March 6, 2007

Minutes prepared by Lisa Glandt were approved electronically by Executive on March 13, 2007 and were forwarded to Janet McMaster for posting to the AABC website.

3. Business Arising

3.1 Proposed Volunteer Recognition Program

Val Billesberger presented her findings on establishing a volunteer recognition program for the association. Val reported that she received valuable feedback from both the membership and other provincial organizations regarding the different types of contributions (i.e., volunteer, paid through workplace, or a combination of these) members can make to an association. The Executive confirmed that the goal is to acknowledge all contributions made by members and it was agreed to change the name to "Service Recognition Program." The Executive agreed that this program should work in partnership with the current strategic planning process and that the report will be forwarded to the incoming Executive with a strong recommendation for implementation.

3.2 AABC Mailbox

Lisa Codd reported that there has again been delays in receiving the mail from the current mailbox and that we should look at setting up a new mail procedure. Karen Blimkie has agreed to check the mail as part of her contract if a mailbox could be rented near her.

Action: Richard Dancy will contact Karen Blimkie for proposed mailbox rental cost/location and circulate the information to the Executive for decision.

3.3 Archives Week Committee Terms of Reference

Val Billesberger presented the first draft of Terms of Reference for the Archives Week Committee and edits were discussed by the Executive.

Action: Val Billesberger will re-circulate the document to Anthea Seles and the Executive for approval once it is updated.

3.4 Strategic Planning resolution – institutional membership fee increase

Richard Dancy presented the resolution that was brought forth from the Strategic Planning Committee to increase the institutional membership fees using a sliding-scale model. The Executive agreed to present the motion at the upcoming AGM to allow discussion with the membership. Members of the Strategic Planning Committee will be at the AGM to respond to questions about the proposal.

Action: Richard Dancy will send a message to the list-serve with notice of the resolution to be discussed at the AGM.

4. President's Report

Lisa Codd reported that the strategic planning process is coming along and that the meetings have been very positive and productive. They are working on a proposal for a new reporting structure enabling centralized control of the association and Lisa will give an update at the AGM about this. The goal is to restructure the executive positions so they have a more proactive role liaising with committees and contractors. The proposal is to try this for one year and if it works, then put forward a motion to amend the constitution at the 2008 AGM to reflect this new administrative structure. Lisa also reported that all contracts for 2007/2008 have been sent out to all contractors and that the final invoice has been sent to the Barber Centre for payment for 2006/2007 projects. Lisa has also been corresponding with the CCA regarding the allocation of "administrative costs" in our NADP program grant funds. She has

resubmitted the calculations and \$2,500 has been added to the Education Advisors contract to do a needs assessment survey.

5. Vice President's Report

There is no Vice-President at this time.

6. Treasurer's Report

Richard Dancy reported that Karen Blimkie is working on finalizing the financial statements for year-end. In response to a question from last meeting relating to advertising on the AABC website, Richard reported that advertising fees are billed in November and that payment has been received from 2 advertisers. He will follow up with the Financial Manager to see if any are outstanding. He also reported that the Education Cmt. requested approval to cover the plane ticket cancellation fees of the instructor (\$80.00) in case the May electronic records workshop was cancelled due to low enrollment. This request was approved.

Action: Richard Dancy will contact Karen Blimkie to clarify when newsletter/website advertising fees are sent out (end of calendar year or end of fiscal year?).

Richard Dancy moved to approve the February 2007 financial statements as prepared by Karen Blimkie. Seconded by Lisa Glandt.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Lisa Glandt reported that Melanie Hardbattelle has stepped down as Constitution & Bylaws Chair. Lisa has forwarded this on to Erica Hernandez, Nominations Chair.

7.2 Education

Lisa Codd reported that as a result of moving out of the province, Jenn Roberts has submitted her resignation as Education Advisor effective the end of May. Until this date she has agreed to monitor the AABC email account and general website updating. An announcement will be made at the AGM of the vacant position and the job advertisement will be posted the following week.

Action: Lisa Codd will prepare the Education Advisor job advertisement for posting to the website/list-serve.

7.3 Grants

Val Billesberger discussed the report submitted by Ramona Rose on behalf of the Grants Committee, noting that as requested, the Committee developed specific examples of "significance" criteria. The Executive noted that recommendation #5 (adopting some limitations as to the number of applications submitted per year per institution) is not advisable since the CCA would like this as evidence that more funding is required from the NADP program. The Executive moved to accept the report with changes as

discussed – recommendations 1, 4, and 6 will be brought forward to the CCA and recommendations 2 and 3 will be incorporated into the AABC's 2007/2008 grant policies and procedures.

Action: Val Billesberger and Ramona Rose will draft a letter to the CCA (to be signed by Lisa Codd) that includes recommendations 1, 4, and 6 as supported by the AABC.

7.4 Membership

There is nothing to report at this time.

7.5 Nominations and Elections

Lisa Glandt reported that the Executive held a conference call with Nominations Chair, Erica Hernandez, to review vacant Executive and Committee positions for 2007/2008. Lisa C. reported that she is still working with Erica to find a Vice- President.

7.6 BC Archival Preservation Service

There is nothing to report at this time.

7.7 Conference

Lisa Codd reported that registrations are slowly coming in and that a message will be send out over the list-serve reminding people about registration deadlines. Val reported that she is working on Terry's certificate and asked the Executive for permission to get an official seal made for the AABC that could be used to stamp the certificate. She estimates that the cost for the seal would be \$35.00. The Executive approves this purchase and the seal will be kept by the Secretary.

Action: Val Billesberger will get an official seal made for the AABC.

7.8 Internet

Lisa Codd reported that Janet McMaster did not have any supply costs for the last quarter so she used the funds to purchase a spam filter that has been applied to all of the contractors' email accounts.

7.9 Newsletter Editorial Board: There is nothing to report at this time.

7.10 Regional Representatives: There is nothing to report at this time.

8. Other Business: There is no other business at this time.

9. Adjournment

Lisa Codd moved to adjourn the meeting, seconded by Lisa Glandt. Motion carried. Meeting adjourned at 10:40 a.m.

Next Meeting: to be determined once new Executive in place after AGM