

## AABC Executive Committee minutes – April 2007 to April 2008

April 30, 2007	page 1	November 5, 2007	page 19
June 4, 2007	page 4	December 3, 2007	page 21
July 9, 2007	page 8	January 7, 2008	page 24
August 14, 2007	page 11	February 5, 2008	page 27
September 29, 2007	page 14	March 3, 2008	page 30
October 15, 2007	page 16	April 7, 2008	page 33

---

### **AABC Executive Committee Meeting Minutes – April 30, 2007**

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

#### **Present:**

**Lara Wilson**, President  
**Lisa Glandt**, Secretary  
**Sharon Walz**, Treasurer

**Ramona Rose**, Institutional Member-At-Large

#### **Regrets:**

**Val Billesberger**, Individual Member-at-large

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

Lara Wilson called the meeting to order at 9:00 a.m. Agenda approved.

#### **2. Approval of Minutes of April 2, 2007**

Minutes prepared by Lisa Glandt were approved electronically by the previous Executive on April 19, 2007 and were forwarded to Jenn Roberts for posting to the AABC web site.

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

##### **3.1 AABC Service Recognition Program (newsletter article)**

Lisa Glandt reported that she will continue working with Val Billesberger on putting together a newsletter article as a follow-up to the announcements made at the AGM about retiring committee chairs/association volunteers.

**Action: Lisa Glandt will contact the Newsletter Editor to get the next newsletter submission deadline.**

##### **3.2 AABC mailbox update**

The Executive reviewed and approved the price quote submitted by Karen Blimkie to get a new post-office box near her that she would check as part of her contract duties. The membership will be notified about the new mailing address via the website and list-serve once it is in place.

**Action: Sharon Walz will contact Karen Blimkie to proceed with setting up the new post-office box.**

### **3.3 Education Advisor job posting**

Lara Wilson reported that she received records from the past Education Chair that were used for the previous job posting. She will be updating the position description based on duties described in the NADP application and will circulate a draft to the Executive for review when completed.

### **3.4 Institutional membership fee increase**

Lisa Glandt reported that the proposal to increase the membership fee for full Institutional Members based on a sliding scale was approved at the April AGM meeting. Instructions for interpreting the fee scale now need to be written so they can be put in place for the 2008/2009 membership year. The need for collecting more detailed membership stats for CCA/NADP reporting requirements also needs to be developed and could be integrated into this process.

**Action: The Finance Committee will meet and draft guidelines about the new Institutional Membership sliding scale fees, and procedures for collecting membership statistics that will be submitted to the Membership Committee for review.**

### **3.5 AABC letter of support for YCW program**

Lisa Glandt reported that an AABC letter of support for the YCW program was sent to Bev Oda, Minister of Canadian Heritage and cc'd to the Canadian Council of Archives. Letters acknowledging our support for the program have been received from both.

### **3.6 CCI BCMA workshop announcement**

Lisa Glandt reported that she forwarded the announcement about the upcoming CCI workshop "Caring for Archival Collections" to the general membership. Louise Avery, the AABC B.C. Northwest Regional Rep. was one of the key organizers of this workshop in conjunction with the BCMA.

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

Lara Wilson reported that she was reviewing and finalizing the 2006/2007 NADP final program reports that will be sent to the CCA by the end of the day for the April 30 deadline. One of the changes to the Network program report is that we have to report the number of series added, not fonds, as done in the past. Lara will talk to Janet about keeping this new type of statistic for next year's reports.

Lara reported that the Education Advisory Services contract for the year will be reduced by \$2,000 due to a mis-calculation in the dispersal of BC's NADP funds. The Executive agreed that instead of cutting a specific project, the overall hours of the 2007/2008 contract will be reduced. Barber funding will be looked at to possibly make up this funding.

Lara will be meeting with Sharon Walz and Richard Dancy regarding the AABC's financial planning for 2007/08 vis a vis the Barber funding.

The Preservation Contractor, Rosaleen Hill, contacted Lara as she has received two site visit requests in the Peace River area. The Executive agreed to consider this request.

Lara reported that the Strategic Planning Committee is reviewing a budget/strategic initiative/assigned tasks document that will be sent to the Executive, Committee Chairs, and Regional Reps for comment and approval at the upcoming May 12 group meeting.

Lara will send out a reminder to the membership on the listserv about sending a thank you letter to the Librarian and Archivist of Canada for NADP grant funding. The template for a thank you letter is available on the CCA website.

Lara responded to the question about the need for provincial adjudication that was brought up at the AGM. The 2007/2008 NADP guidelines contain a note about the role of the CCA National

Adjudication Committee. Their role is to review separately the applications for eligibility and completeness and serve as an accountability step for the funding process.

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

There is no Vice-President at this time.

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

Sharon Walz reported that she met with Richard Dancy and Karen Blimkie regarding the transition of Treasurer's tasks. They discussed Barber funding, changed over the signing authority for the bank accounts, reviewed financial deadlines, and determined procedures for cheque signing.

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

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

There is nothing to report at this time.

#### **7.2 Education**

There is nothing to report at this time.

#### **7.3 Grants**

Ramona Rose reported that she has sent CCA the NADP adjudication recommendations/provincial priorities letter as approved by the Executive at the last meeting. Ramona reviewed these recommendations for the benefit of the new Executive members. One of the goals is to create an information webpage to have on-line before the next NADP application cycle begins. Another goal is to provide clarification on institutional membership eligibility to NADP.

**Action: The Grants Committee will prepare the text for the grant information webpage and submit it to the Executive for review.**

#### **7.4 Membership**

There is nothing to report at this time.

#### **7.5 Nominations and Elections**

Lara Wilson reported that she is continuing to work on filling the vacant Vice-President Position.

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

See President's report above.

#### **7.7 Conference**

Lisa Glandt reported that some volunteers have come forward to organize the 2008 conference in Victoria. Lisa will provide them with records from past conference planning committees once she receives them from the past president.

#### **7.8 Internet**

The Executive reviewed and approved the Quarter 4 report submitted by Janet McMaster.

## **7.9 Newsletter Editorial Board**

The Spring 2007 edition is now available on the AABC website. Lara Wilson reported that she will be writing a president's report for the next edition and provide a CCA update on the 2007 adjudication process and expectations for the 2008 funding application schedule.

## **7.10 Regional Representatives**

There is nothing to report at this time.

## **8. Other Business**

**8.1** Lara Wilson reported that she will be attending the ACA conference in Kingston, Ontario. While at the conference, she will be attending the Council of President's meeting and will be putting together an AABC status report to present.

**8.2** Ramona Rose reported that the Emergency Planning and Salvage workshop will be happening this week (May1-2) in Prince George. They have 15 confirmed registrants.

**8.3** Lara Wilson reported that she had been sent a proposal from the CCA for British Columbia to host the "Archives and You" conference in 2008. She will forward the email to the Executive for comment by the end of the week. The conference would require AABC volunteer time.

**8.4** Sharon Walz reported that she was contacted by Linda Nobrega who is working on the appraisal of the AABC records that are currently housed in Victoria at the BC Archives. Sharon will contact Alan Doyle to see if he is still willing to prepare a schedule for the records. Sharon questioned having the records in Victoria and the Executive discussed that a repository in the lower mainland would offer better accessibility. The constitution would need to be changed before the records could be moved. The Executive agreed that this should be brought up at the next AGM when we will be presenting and voting on number of changes to the constitution as an outcome of the strategic planning process.

## **9. Adjournment**

Lisa Glandt moved to adjourn the meeting, seconded by Lara Wilson. Motion carried. Meeting adjourned at 10:05 a.m.

**Next Meeting:** Monday, June 4, 2007 @ 9:00 a.m. via teleconference.

---

## **AABC Executive Committee Meeting Minutes – June 4, 2007**

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

### **Present:**

Lara Wilson, President  
Lisa Glandt, Secretary  
Sharon Walz, Treasurer  
Ramona Rose, Institutional Member-at-Large

### **Regrets:**

Val Billesberger, Individual Member-At-Large

## **1. Approval of Agenda**

Lara Wilson called the meeting to order at 9:00 a.m. Agenda approved.

## **2. Approval of Minutes of April 30, 2007**

Minutes prepared by Lisa Glandt were approved electronically by the Executive on May 3, 2007 and were forwarded to Jenn Roberts for posting to the AABC web site.

## **3. Business Arising**

### **3.1 AABC Newsletter - content**

The Executive discussed the upcoming articles that each are working on that will be submitted for the next newsletter that will include an update on the strategic planning process, president's report, and an article on committee chairs/contractors who stepped down over the past year.

### **3.2 Guidelines for posting jobs to job board**

Lara Wilson reported that she had been contacted by a member who was concerned that by posting volunteer positions to the website, we were undermining the profession. The Executive discussed the implication of this and possible solutions i.e. volunteer positions could be posted to the list-serve while only paid positions could be posted to the website, but agreed that we need to look at other guidelines that may be used by other organizations. To be discussed further at July 9 Executive meeting.

**Action: Sharon Walz will review the FIS job board to see if they have any posting guidelines and Lara Wilson will follow up with member.**

### **3.3 Terry Reksten Memorial Award Committee**

Lara Wilson reported that Jennifer Mohan has agreed to represent the AABC Board on the Terry Reksten Memorial Award Committee. Jennifer will provide an update once adjudication is complete.

### **3.4 Campaign for Open Government**

Lara Wilson reported that the AABC had been contacted by the campaign for Open Government to support their initiative to raise awareness regarding threats to citizens' ability to access information from government. The AABC was a member of the campaign in 1998 when it was started. The Executive agreed to draft a letter of support noting that a balance between open access and privacy protection is a key issue for archivists.

**Action: Lara Wilson and Lisa Glandt will draft a response and circulate to rest of Executive for comment.**

### **3.5 AABC mailbox update**

Sharon Walz reported that Karen Blimkie has set up a mailbox and a new general mailing address for the AABC in Port Coquitlam that she will check each week. The UBC post office box is prepaid for the entire year so it will be kept active to cover any in-transit mail and will be cancelled at the end of the year.

**Action: Lisa Glandt will update the membership with the new address via the list-serve and indicate that the website will be updated. She will also send an updated version of the AABC letterhead (with the new address) to the Executive, Committee Chairs and Regional Reps.**

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

Lara Wilson reported that the final Strategic Planning group meeting was held on Saturday, June 2. We received very positive feedback from Rick Knowlan, our consultant, about our plan and how we worked together during this first part of the process. Lara expressed her appreciation for the previous executive to undertake this process and getting it started. Rick is currently finalizing the documents from Saturday's meeting and Sharon Walz will be updating the schedule spreadsheet.

The next step will be rolling out the decisions from the strategic planning process and how this is communicated with the membership.

**Action: Lisa Glandt will organize a teleconference meeting to be held next week with the Executive, and members of the Strategic Planning Committee to discuss the new committee/organizational structure.**

**Action: Lara Wilson will draft a communication to the Committee Chairs and Regional Reps. outlining the new reporting structure.**

Lara reported that EAS contractor application date has been extended to June 8.

Lara reported that she has been discussing with Sharon how to proceed with non-BCAUL web-page updates in the absence of an EAS contractor. Lisa Glandt provided an update on her temporary role checking the AABC general email messages.

Lara reported that Anthea Seles is working on drafting a letter to Stan Hagen regarding provincial government support of community archives. Lara will circulate this letter to the rest of the Executive for approval once it is ready.

Lara also reported on the recent announcement regarding funding from the Ministry of Tourism Sport and the Arts for the creation of events and exhibits in celebration of BC 2008 (150th anniversary of BC becoming a crown colony). Lara will forward this information to the 2008 conference committee, in the event that AABC could apply for a conference related event. (Link to BC 2008 website: [www.bc2008.gov.bc.ca](http://www.bc2008.gov.bc.ca))

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

There is no Vice-President at this time.

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

Sharon Walz reported that she will be signing and sending out the receipts from the recently held electronic records workshop. The Executive discussed the procedure for handling the payment of 2 participants who signed up for the workshop but did not attend. Ramona Rose noted that past procedure has been no refund of workshop registration and that receipts are still sent to the registrant. Sharon will contact Karen Blimkie to confirm this procedure.

Sharon will also be processing the travel reimbursement requests sent in by workshop participants. She will contact Chris Hives and ask him to forward her any applications that come in to the UBC mailbox address.

Sharon Walz motioned to approve the March 31, 2007 financial statements as prepared by Karen Blimkie. Seconded by Lisa Glandt. Approved.

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

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

There is nothing to report at this time.

## **7.2 Education**

See President's report for related action items.

## **7.3 Grants**

Ramona Rose reported that she is working on text for the grants/NADP webpage that will go on the AABC website. She is waiting for some committee feedback and will circulate it to the Executive when ready for review.

## **7.4 Membership**

Carolyn Casenas reported that the transfer of membership records from the old to the new Chair occurred mid-May. Updates to the membership database continue and they have received an application for Institutional Membership that they will be reviewing.

## **7.5 Nominations and Elections**

The Executive discussed the task of finding a Vice-President for this year. It was decided to focus our energy on strategic plan tasks and use the successes of the plan to look for a Vice-President for 2008-2009 who will move into President the following year.

## **7.6 BC Archival Preservation Service**

Dorothy Lawson moved that the Executive approve Rosaleen Hill's request to switch NE region (Peace) site visits to NW region (Prince Rupert) in response to requests for site visits from members in that region. Seconded by Lara Wilson. Approved. The Barber Centre will be advised of this change.

## **7.7 Conference**

Lisa Glandt reported that she delivered the box of conference records (dating 1999-2007) to Carey Pallister (City of Victoria Archives) on May 28, 2007. There are 14 people on the conference committee so far and they held their first meeting on May 29 to discuss a theme and planning ideas. The Victoria Genealogical Society and the Vancouver Island ARMA branch who are both interested in conference partnerships have approached them.

The BCLA has also approached the AABC to hold a joint conference in 2008 but planning is already underway with other organizations so it was suggested that the AABC and BCLA investigate a joint conference in 2009.

## **7.8 Internet**

Lisa Glandt reported that she delivered ANS records to the current contractor. See President's report for related action items.

## **7.9 Newsletter Editorial Board**

Action item discussed in 3.1.

## **7.10 Regional Representatives**

Ramona Rose reported that the Disaster Planning workshop held in Prince George went very well with 15 participants. They are just wrapping up the financial paperwork related to Rosaleen's invoices.

## **8. Other Business**

**8.1** Sharon Walz reported that she contacted Alan Doyle who has made no further progress preparing records schedules for AABC records. She noted that there are potentially many people who have AABC records in personal/work storage and that the AABC might want to

consider renting a storage space to gather all the records until a records schedule and appraisal is done. This will be added as an agenda item for the next meeting.

**8.2** Ramona Rose inquired into what funding is available for her to use to travel to Vancouver to attend an Executive meeting. The Executive agreed that a trip in September would be a good time as it is prior to the CCA General Assembly that the Institutional Member traditionally attends as the AABC representative. Ramona will contact Sharon Walz and Karen Blimkie to get an update on funding availability.

**8.3** Lisa Glandt reported that she will be sending the Barber Centre a letter outlining submission dates for the 2007/2008 progress reports as required by our funding agreement with them.

**8.4** Lisa Glandt reported that she has completed a draft of the 2007/2008 AABC Task Schedule calendar. As soon as Strategic Plan tasks deadlines are finalized, they will be added to the calendar and the document will be circulated to the Executive, Committee Chairs and Regional Reps.

## **9. Adjournment**

Lisa Glandt moved to adjourn the meeting, seconded by Lara Wilson. Motion carried. Meeting adjourned at 10:25 a.m.

**Next Meeting:** Monday, July 9, 2007 @ 9:00am, via teleconference.

---

## **AABC Executive Committee Meeting Minutes – July 9, 2007**

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

### **Present:**

**Lara Wilson**, President

**Lisa Glandt**, Secretary

**Sharon Walz**, Treasurer

**Ramona Rose**, Institutional Member-at-Large

**Val Billesberger**, Individual Member-At-Large

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

Lara Wilson called the meeting to order at 9:05 a.m. Agenda approved.

### **2. Approval of Minutes of June 4, 2007**

Minutes prepared by Lisa Glandt were approved electronically by the Executive and will be sent to Janet McMaster for posting to the AABC website.

### **3. Business Arising**

#### **3.1 Records storage space rental**

Sharon Walz reported that there are a number of issues to be resolved before this project can move forward – a survey of who has records in their possession, where are the record to be stored, associated costs, and who would be the contact person responsible for retrievals.

### **3.2 Job posting guidelines for AABC website**

Sharon Walz reported that she checked other association websites to see if they had any guidelines but found very little. The FIS website did provide a statement that we could use to draft one for the AABC. The policy should include a notice that job applications will be reviewed for appropriateness and that volunteer positions will be posted to the list-serve only

**Action: Sharon Walz will draft a job posting policy statement and circulate to the Executive for approval.**

### **3.3 Approval of final Strategic Plan report**

Lisa Glandt moved that the Executive approve the final Strategic Plan Report as submitted by Rick Knowlan on June 2, 2007. Seconded by Lara Wilson. All in favor.

### **3.4 Membership Needs Survey**

Val Billesberger reported that she has been working on the survey questions and format with feedback from the Executive. The survey is in word format and will be sent electronically to the membership. Lisa Glandt suggested that Val contact the Membership Committee to get the mailing addresses of those members who do not have electronic access and will need a hard copy of the survey. Val will have the survey completed and send it out to the membership by July 20.

**Action: Lara Wilson will write an introduction to the survey and forward to Val.**

**Action: Lisa Glandt will contact the Regional Reps to let them know that a survey is going to be sent out and ask them to encourage their regions to respond..**

### **3.5 BC Historical Federation membership renewal for 2007**

Lisa Glandt presented the membership renewal form for the BC Historical Federation for 2007. The Executive agreed to renew the membership at a cost of \$75.

**Action: Lisa Glandt will complete the membership form and send it off to Karen Blimkie for payment and submission to the BC Historical Federation.**

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

Lara Wilson reported that the Education Advisor Search is underway. Three candidates were short listed and sent a series of questions to answer. Candidates were then interviewed and a decision from the Interview Committee is pending. Lara and Sharon will confirm the remaining fiscal budget.

Lara reported that the BCAUL Coordinator will undertake non-BCAUL website updates until the EAS contractor is in place.

Lara reported that after discussion with the rest of the Executive, she will respond to the Alouette Canada Executive Director concerning possible drafting of a MOU covering the one-time upload of BCAUL records for the Alouette test portal in January 2007. The CCA will be sending out a letter to all provincial/territorial councils about Alouette Canada and we will post this information to the listserve for the membership.

Lara is still working on the letters regarding Open Government and to Stan Hagen. We need to think about how the AABC is presenting itself to government in terms of past funding situations. Lara submitted a CCA update (as compiled by Ian Forsyth) along with her presidential report for the upcoming newsletter.

Lara reported that the AABC received a response to our letter of support for the United Church. Further updates on the situation will be sent to the Canadian archival community from the ACA Religious Special Interests Section.

Lara reported that she is working with Lisa Glandt to draft a communication to committee chairs, members, and regional reps about reorganization of committees under the Strategic Plan.

Information about this change will be communicated in the following order:

- communication sent out to committee chairs, members, and regional reps
- communication sent out to contractors
- communication sent out to membership via listserve with link to the Strategic Plan documents as prepared by Lisa Codd that will be posted on the website.

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

There is no Vice-President at this time.

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

Sharon Walz reported that the Electronic Records workshop made a small profit and this will be reflected in the June financial statements.

Sharon Walz motioned to approve the May 31, 2007 financial statements as prepared by Karen Blimkie. Seconded by Lisa Glandt. Approved.

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

### **7.1 Constitution and Bylaws**

There is nothing to report at this time. This committee will be removed from the reporting structure as it no longer exists under the new committee organization.

### **7.2 Education**

See President's report for related action items.

### **7.3 Grants**

Ramona Rose reported that she submitted the list of successful NADP recipients to Greg Kozak for inclusion in the upcoming newsletter. She is still working on the text for Institutional members regarding grant eligibility and will circulate to the Grants Committee and then to the Executive for comment. This new page on the website will contain links to NADP guidelines and scoring, list provincial priorities, and have a separate link to a pdf document that lists Institutional Members who are eligible to apply for NADP grants.

### **7.4 Membership**

There is nothing to report at this time.

### **7.5 Nominations and Elections**

There is nothing to report at this time.

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

Dorothy Lawson reported that the preservation contractor is on schedule with all tasks and that she will submit the Preservation Service Quarterly Report to the Executive as soon as she receives it.

## **7.7 Conference**

Lisa Glandt reported that the tentative dates for the conference are April 23-25, 2008 in Victoria. Lisa has sent Val Billesberger an update on conference planning activities as Val is the new Executive liaison.

**Action: Val Billesberger will contact the conference committee and get an update on their status, making sure that separate Local Arrangements and Program Committees have been formed and that the Program Committee sends a message out on the AABC listserv so that any other interested members can join either committee.**

## **7.8 Internet**

Lisa Glandt reported that she will be sending a number of items to the BCAUL Coordinator.

## **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**

**8.1** Lisa Glandt reported that thank you letters have been received from Minister Oda (re: YCW support) and Iona Campagnolo (re: honorary degree from UVic). Campagnolo's term as Lt. Governor ends in September 2007 and we will need to send her a letter acknowledging her support over the years and determine if the in-coming Lt. Governor will continue to support the AABC as its Honorary Patron.

**8.2** Due to holiday schedules, the next Executive meeting will be held on Tuesday, August 14, 2007 at 9:00am.

## **9. Adjournment**

Lisa Glandt moved to adjourn the meeting, seconded by Lara Wilson. Motion carried. Meeting adjourned at 10:15am.

### **Next Meeting:**

Tuesday, August 14, 2007 @ 9:00am, via teleconference.

---

## **AABC Executive Committee Meeting Minutes – August 14, 2007**

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

### **Present:**

Lara Wilson, President

Lisa Glandt, Secretary

Sharon Walz, Treasurer

Val Billesberger, Individual Member-at-Large

**Regrets:** Ramona Rose, Institutional Member-at-Large

## **1. Approval of Agenda**

Lara Wilson called the meeting to order at 9:05am. Agenda approved.

## **2. Approval of Minutes of April 30, 2007**

Minutes prepared by Lisa Glandt were approved electronically by the Executive on May 10, 2007 and were forwarded for posting to the AABC website.

## **3. Business Arising**

### **3.1 AABC SLAIS student awards**

Lisa Glandt reported that the 2007 Willard Ireland Prize (\$200) was awarded to Carolyn Petrie and the 2007 AABC Mary Ann Pylypchuk Memorial Prize (\$150) was awarded to Rebecca Morin. A thank you letter has been received from Rebecca Morin.

### **3.2 Membership Needs Assessment Survey**

Val Billesberger reported that she worked with Carey Pallister of the Membership Committee to send out 281 surveys electronically and 50 by mail. To date, approximately 40 responses have been received. In order to encourage more responses, the submission deadline will be extended to August 31. Val has also been working with a computer programmer to set up a database to analyze the survey results.

**Action: Lisa Glandt will contact the Regional Reps and general membership (via the list serve) and let them know about the revised submission deadline.**

### **3.3 September Roundtable meeting**

Lisa Glandt reported that she has booked a meeting room on Saturday, September 22 at the Vancouver Maritime Museum to hold the annual roundtable meeting. All Regional Reps, Contractors and committee members will be invited to attend. The Executive will hold their monthly meeting after the roundtable. Agenda items will include the 2008/2009 budget, identifying Barber initiatives and allocation of funds, identifying NADP priorities, review of survey findings and the new Executive reporting structure.

**Action: Lisa Glandt will prepare a formal agenda and sent out information about the roundtable meeting to Regional Reps, Committee members, and contractors in the next couple of weeks.**

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

Lara Wilson reported that the new Education and Advisory Service Contractor is now in place and will start September 1. Lara worked with Sharon Walz to prepare new contract paperwork for this position.

Lara reported that our financial manager recommended that we contact the Barber foundation to request installments instead of 1 annual payment to assist with our cash flow. Lara will set up a meeting with the Barber foundation to coincide with the upcoming Barber digitization meeting that she will be attending with Sharon Walz.

Lara reported that we are still waiting to hear about the status of our Direct Access Gaming Fund application and should know by the end of August. This will allow us to update our budget. Lara also reported that she will be working with Lisa Glandt and Sharon Walz to prepare updates the AABC website that will communicate the AABC's new mission from the strategic planning process and make accessible the final report to the membership.

**5. Vice-President's Report :** There is no Vice-President at this time.

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

Sharon Walz reported that she has been working on budget related issues with Lara Wilson (as noted in the President's report). She will be circulating the June 30, 2007 financial statements prepared by Karen Blimkie for review and approval by email.

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

##### **7.1 Programs Committee (Education/Internet/Preservation Services)**

Lara Wilson reported that she will be sending out an email to the membership to see if anyone is interested in participating on the Programs Committee.

##### **7.2 Finance Committee**

Sharon Walz reported that Karen Blimkie has set out the June 30, 2007 financial statements. The Executive will review them and discuss at the next Executive meeting.

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

Lara Wilson reported that the Summer Newsletter was produced by our interim editor and contained good articles, however changes were made to the layout that left out some important formatting elements (i.e. ISSN number). The Executive appreciates the time and effort put into producing this publication

**Action: Lisa Glandt will contact the Newsletter Editor and discuss the layout format and some suggestions by the Executive for obtaining new articles/submissions for the fall issue.**

**7.4 Grants & Nominations Committees :** There is nothing to report at this time.

##### **7.5 Membership & Conference Committees**

Lisa Glandt reported that the Membership Committee submitted a recommendation for Institutional Membership to be considered and approved by the Executive. Lisa will circulate the report for discussion at the next Executive meeting.

Val Billesberger submitted a report from the Conference Committee. Conference dates have been set as April 24-26, 2008 at the Harbour Tower Hotel in Victoria. A block of rooms has been set aside and hotel booking paperwork is underway. They are still investigating a joint onference with ARMA and a member from ARMA will be at their next meeting. The Executive discussed the proposed theme and some questions about planning if holding a joint event with ARMA.

**Action: Val Billesberger will follow up with the Conference Committee on some questions related to the conference program, forming a conference program committee, sponsorship, budget approval deadlines, and possible budget planning with ARMA.**

#### **8. Other Business**

#### **9. Adjournment**

Lisa Glandt moved to adjourn the meeting, seconded by Lara Wilson. Motion carried. Meeting adjourned at 9:55am.

**NEXT MEETING:** Saturday, September 29, 2007

---

## **AABC Executive Committee Meeting Minutes – September 29, 2007**

Executive of the Archives Association of British Columbia  
Location: Vancouver Maritime Museum

### **Present:**

Lara Wilson, President  
Lisa Glandt, Secretary  
Sharon Walz, Treasurer  
Ramona Rose, Institutional Member-at-Large

### **Regrets:**

Val Billesberger, Individual Member-at-Large

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

Lara Wilson called the meeting to order at 3:00pm. Agenda approved.

### **2. Approval of Minutes of August 14, 2007**

Minutes prepared by Lisa Glandt were approved electronically by the Executive and were forwarded for posting to the AABC website.

### **3. Business Arising**

#### **3.1 Approval of Institutional Membership**

Lisa Glandt presented the Institutional Membership recommendation submitted by the Membership Committee. The Executive voted all in favor to grant full Institutional Membership to the British Columbia Institute of Technology (BCIT) Archives and Special Collections.

**Action: Lisa Glandt will contact the Membership Committee to let them know of the Executive's decision.**

#### **3.2 Membership Needs Assessment Survey**

Lara Wilson reported that Val Billesberger presented a preliminary report on the survey results at the roundtable meeting held earlier in the day. A total of 337 members were sent the survey and only 66 surveys (approximately 20%) were returned which was less than expected. During discussion it was decided that we should try more effective ways to gather survey information from our members (i.e. sent out with the annual membership renewals) and that we will look at sending out another survey later next year. Comments from the surveys received will be addressed in 2008/2009 program planning.

**Action: Lisa Glandt will ask Val Billesberger to draft a general statement about the survey results that will be posted on the website and list-serve.**

#### **3.3 Strategic Plan tasks update**

Lisa Glandt circulated a report on the status of strategic plan tasks for 2007. The Executive has already successfully completed some tasks and is on schedule for the completion of the remaining tasks for the year.

**Action: Lara Wilson will draft a letter that the AABC is withdrawing from CANWAN effective March 31, 2008 (as per task 2.2.1 of the Strategic Planning Schedule).**

**Action: Sharon Walz will be working with the Membership Committee to implement the changes to the institutional membership fee structure that were approved at the April 2007 AGM (as per task 3.1.2 of the Strategic Planning Schedule).**

### **3.4 CCA Report**

Ramona Rose circulated a copy of the report she will be submitting for the upcoming CCA roundtable meeting in Ottawa. This report contains an overview of AABC activities over the past year including the strategic planning process, a financial update, and the AABC's 2006/2007 NADP grant process.

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

Lara Wilson reported that the annual roundtable meeting was held earlier in the day and was attended by the Executive, the Education/Advisory and Preservation contractors, and one Regional Representative. Lisa Glandt will be preparing and circulating minutes from this meeting.

Lara has been corresponding with Alouette Canada about a memorandum of understanding regarding BCAUL records uploads. Sharon Walz has volunteered to assist in the process. Lara reported that Sharon Walz attended the Barber Heritage Digitization Fund meeting at the end of August on behalf of the AABC. Lara and Sharon also had a meeting with Jan Wallace, the new Interim Director of the Barber Centre, about the funding relationship between our organizations. They confirmed that we will submit progress reports (based on a similar style that we submit to NADP) and that we can invoice the Barber Centre at any time.

Lara received a letter of recognition from AABC Honourary Patron and out-going Lt. Governor Iona Campagnolo. Lara will be drafting a letter to the new Lt. Governor Steven L. Point once he is installed and formally ask him to serve as the honorary patron of the AABC. She will also inquire if the new Lt. Governor is available to host the opening reception for the April 2008 conference at Government House.

Lara reported that the AABC has been contacted to participate in a conference being organized by a group of U.S. northwestern archival associations who will be meeting in Seattle in 2010.

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

There is no Vice-President at this time.

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

Sharon Walz presented the financial statements for the months of June, July and August 2007 as prepared by Karen Blimkie for approval. Seconded by Ramona Rose.

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

#### **7.1 Programs Committee (Education/Internet/Preservation Services)**

Lara Wilson reported that Jennifer Mohan, Debra Barr and Margery Hadley have approved to serve as members of the Program Committee. Lara met with the Committee in Victoria earlier in the week; there was a good discussion about the activities for the year, and some preliminary thoughts were shared about goals for 3008/09.

Lisa Glandt reported that she oriented the new Education contractor to procedures for checking the general AABC email address.

The Executive thanks Lisa for having taken on this responsibility over the summer.

## **7.2 Finance Committee**

Sharon Walz stated that there is nothing to report on at this time.

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

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

## **7.4 Grants & Nominations Committees**

Ramona Rose reported that the new grants information page containing information on grant eligibility and the NADP funding process have been uploaded to the AABC website.

## **7.5 Membership & Conference Committees**

Lisa Glandt reported that Val Billesberger has been in regular contact with the Conference Committee about various financial and program questions (*see attached emails for detailed comments*).

## **8. Other Business**

### **9. Adjournment**

Ramona Rose moved to adjourn the meeting, seconded by Sharon Walz. Motion carried. Meeting adjourned at 3:30pm.

**NEXT MEETING:** Monday, October 15, 2007

---

## **AABC Executive Committee Meeting Minutes – October 15, 2007**

Executive of the Archives Association of British Columbia  
Location: teleconference

### **Present:**

Lara Wilson, President  
Lisa Glandt, Secretary  
Sharon Walz, Treasurer  
Ramona Rose, Institutional Member-at-Large  
Val Billesberger, Individual Member-at-Large

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

Lara Wilson called the meeting to order at 9:05am. Agenda approved.

### **2. Approval of Minutes of September 29, 2007**

A draft version of the minutes of the September 29 meeting as prepared by Lisa Glandt are still being reviewed by the Executive for edits/comment.

### **3. Business Arising**

#### **3.1 CANWAN notification**

Lara Wilson reported that she sent a letter to the Yukon Council of Archives, Northwest Territories Council, and Archives Society of Alberta notifying them that the AABC is withdrawing

from CANWAN effective March 31, 2008. Further meetings will be required between the Executive and the Network Contractor to identify the technical issues regarding transfer of CANWAN information in the BCAUL database.

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

Lara Wilson reported that she is working on the interim Barber funding report and the interim NADP report for the October deadlines. She is also working on the draft letter to the Barber Centre for additional project funding. A draft will be circulated to the Executive. Lara will also be drafting a letter to the new Lt. Governor asking him for Honorary Patronage. Lara and Ramona Rose will be attending the upcoming CCA General Assembly meetings in Ottawa, Oct. 20-21. Lara is attending in her capacity as Special Advisor to the CCA Board of Directors, Ramona is representing the AABC.

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

There is no Vice-President at this time.

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

Sharon Walz reported that we have not yet heard back about our request for a review of our declined Direct Access Grant. Notification will be sent to Lara Wilson who will report to the Executive as soon as she receives a reply.

Sharon also reported that we need to undertake a review of how the AABC accounts are set up since the current practice makes it difficult to identify the full cost of contractor's projects (i.e. the breakdown of how much an average site visit costs) as this would help us with planning and NADP reporting.

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

##### **7.1 Programs Committee (Education/Internet/Preservation Services)**

Lara Wilson reported that all three programs are on schedule. The Education/Advisory Contractor was not able to organize a visit to the Prince George before late fall/early winter, planning is underway for site visits in the new year. Eight people have signed up for the "Introduction to Archives" online course. The Preservation Coordinator has reported that registration for the "Preservation of Photographic Media" workshop is complete. The Education contractor has submitted the interim report for the Education and Advisory Service.

Lara reported that she had also spoken with the Education Contractor about setting up on-line registration for AABC courses. Sharon Walz noted that we should consider the additional charges that the AABC would have to pay to process credit cards.

**Action: Lara Wilson will investigate the on-line registration software used by the CCA for the Archives & You conference and Val Billesberger will look into the software that ARMA is planning on using at the conference.**

The Internet contractor has submitted Quarter 1 and Quarter 2 Reports to the Executive. Uploads to the BCAUL site were low during the summer but the number is expected to rise in the fall. These reports are attached to the minutes.

The Preservation contractor has submitted the Preservation Service interim report that will be sent to NADP. A copy of this report is attached to the minutes.

##### **7.2 Finance Committee**

Lara Wilson reported that a Finance Committee meeting should be scheduled after the General Assembly meeting in order to plan for 2008/2009 NADP grants.

**Action: Sharon Walz will contact members of the Committee to arrange a meeting.**

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

Lisa Glandt reported that the Newsletter submission deadline has been extended to the end of the month which will allow the Executive to submit reports from the CCA General Assembly meetings.

Val Billesberger reported on the background of the Archives Week Committee. Planning for this year's activities and establishment of the committee was put on hold during the strategic planning project so that has put us behind for planning activities for this year. The plan for the new committee is to be active all year organizing and promoting events. The previous Executive agreed that a webpage should be created that highlights archives weeks events. At the 2007 AGM it was agreed to adopt the theme set by Heritage Week which is "Places for People – Our Heritage for Everyday". The dates for Archives Week is November 18 – 24, 2007. Val suggested that a review of the other provincial associations and U.S. organizations might give us ideas for planning and promoting activities. The Executive also discussed the merit of having archives week supported at the national level which could give access to financial or publicity resources. Lara Wilson and Ramona Rose will talk to people at the upcoming General Assembly meetings to see what other associations are planning for archives week.

**Action: Val Billesberger will circulate to the Executive the Terms of Reference created for the Archives Week Committee and approved by the previous Executive. Val and Anthea Seles will work on information for the website and will circulate to the Executive for comment by the end of the week.**

### **7.4 Grants & Nominations Committees**

Ramona Rose reported that general information about the NADP is now available on the AABC website. She is looking for a new Grants Committee member.

Ramona reported that Erica Hernandez has begun the process of confirming Executive positions that need to be filled at the 2008 AGM. She will be in contact with Lisa Glandt for more information.

### **7.5 Membership & Conference Committees**

Val Billesberger reported that there are some inconsistencies on the membership form that is sent out versus the one on the website. She has spoken with the Membership Committee about this since there is also additional information that should be added to the form as an outcome of the recent survey.

**Action: Val Billesberger will work with the Membership Committee to draft a new membership form that includes new information fields.**

Val Billesberger reported that there is now a Session Planning Committee and a Local Arrangements Committee working on conference planning. They are working on a draft budget that Val will present to the Executive once it is ready. Details for cost sharing and profits have been worked out with ARMA (based on the number of participants) and ARMA will be using an online registration program for their members. The Conference Committee is still looking at registration procedures for AABC members. A draft schedule has been set and their next meeting is October 16 and Val will forward an update to the Executive at that time. Lisa Glandt asked Val some questions regarding the distribution of registration materials since Lisa will be preparing the AGM package to be mailed to the membership and would be willing to split postage costs with the Conference committee if they wanted to include registration information.

**Action: Val Billesberger will talk to the Conference Committees about sharing the postage costs for a joint mailing of conference registration materials and the AGM report package.**

## **8. Other Business**

### **9. Adjournment**

Lisa Glandt moved to adjourn the meeting, seconded by Lara Wilson. Motion carried. Meeting adjourned at 10:20am.

**NEXT MEETING:** Monday, November 5, 2007

---

## **AABC Executive Committee Meeting Minutes - November 5, 2007**

Executive of the Archives Association of British Columbia  
Location: teleconference

### **Present:**

Lara Wilson, President  
Lisa Glandt, Secretary  
Sharon Walz, Treasurer  
Ramona Rose, Institutional Member-at-Large  
Val Billesberger, Individual Member-at-Large

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

Lara Wilson called the meeting to order at 9:10am. Agenda approved.

### **2. Approval of Minutes of September 29 & October 15, 2007**

Minutes of the September 29, 2007 and October 15, 2007 Executive meetings as prepared by Lisa Glandt were reviewed and approved by the Executive on October 30, 2007. They have been sent to be posted on the website.

### **3. Business Arising**

#### **3.1 New mailing address update**

Lisa Glandt reported that Karen Blimkie is finding that managing the new AABC mail post office box is going quite smoothly and that it has streamlined procedures for banking matters.

#### **3.2 Grants Committee – terms of reference for committee members**

Ramona Rose reported that Kathy Bossort resigned from the committee earlier in the year and that a new member has been found. Ramona motioned to approve that Shauna Moore be appointed as the new member on the Grants Committee for a term of two years. Seconded by Lara Wilson. All in favor, motion approved. Ramona noted that one member of the Grants Committee will not be in town during the 2008/2009 adjudication meetings and the Executive agreed that the remaining five members are enough in number to complete the adjudication process.

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

Lara Wilson reported that she appreciated the feedback from the Executive about the CCA request for information on the impact of the NADP process on our operations and will be submitting our comments to the CCA. Carmen Carroll (Special Advisory to the CCA Board) is also responsible for collecting information regarding a second CCA survey on future NADP funding priorities. The deadline for comments is Nov.30.

Lara has sent a letter to the new Lieutenant Governor asking for his patronage. She has received a letter from the Lt. Governor's secretary that they are not able to give confirmation about hosting the April conference reception until 2-3 months prior to the event. The Conference Committee has been notified of this and will plan for an alternate location.

Lara will be attending a Programs Committee meeting on December 1 in Victoria and will also be attending a Finance Committee meeting at the end of November. She has not heard back from either the Barber Learning Centre about our funding request or the Gaming Branch about our request for an appeal. Lara submitted a President's Report for the upcoming newsletter. Lara reported that Allouette Canada appears to be merging with "Canadiana.org" and the LAC Canada project. The focus of the program under this merge seems to be back on digitization of published materials on which copyright has lapsed. The AABC will not enter into an agreement with Alouette until we have a better understanding of the resource commitment required as an aggregator partner.

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

There is no Vice-President at this time.

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

Sharon Walz reported that she is working on scheduling a Finance Committee meeting for November 24. She will be preparing some budget notes with input from the Education and Preservation contractors. Topics to be discussed at the meeting will include a review of how the allocation of contractors expenses is determined and discussion about an alternate way to develop the annual budget.

Sharon presented the September 2007 financial statements as prepared by Karen Blimkie for approval. Seconded by Lisa Glandt. Motion approved.

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

##### **7.1 Programs Committee (Education/Internet/Preservation Services)**

Lara Wilson reported that there are 10 people signed up for the Introduction to Archival Practice distance education course. There has been increased interest in the distance education course which could lead to additional course offerings in the future. Lara will be meeting on December 1, 2007 with the Education and Preservation contractors to work on 2008/2009 program plans.

##### **7.2 Finance Committee**

See section 6.0 for discussion.

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

Lisa Glandt reported that distribution of the newsletter was delayed a week as the Editor was sick but that it should be out by the end of this week. Val Billesberger forwarded the Executive the Terms of Reference for the Archives Week Committee that was prepared under the previous Executive. This document still needs to be approved. Val also worked on putting together information about Archives Week and created a poster that has now been posted to the website. Lara Wilson thanked Val for her work on these projects.

#### **7.4 Grants & Nominations Committees**

Ramona Rose reported that she has written a letter to the CCA outlining that B.C. priorities have been set for the upcoming grant adjudication process. The deadline for BC applications to the Grants Committee is January 9, 2008, with the adjudication meeting to take place during the week of January 21-28, 2008. Ramona will be writing a letter to the CCA letting them know BC's adjudication timeline (this is a new requirement by the CCA as of this year). Ramona will be working with the Education Contractor to have grant information updated on the website that will include notice that grant applications must be submitted both December 11, 2007– Executive meeting minutes 3 electronically and in hard copy (1 signed copy) by the deadline. Ramona will also be contacting the Membership Committee to get an updated list of eligible Institutional Members and this list will be posted on the grants page on the website. Ramona reported that Fred Farrell has written an article about the Archival Community Digitization Program for the upcoming newsletter. In discussion with Ramona he noted that BC has not had any applicants to the program lately.

**Action: Ramona Rose will get information on the Archival Community Digitization Program and have a link for information posted on the grants page on the website.**

#### **7.5 Membership & Conference Committees**

Val Billesberger reported that she will be working with Carey Pallister to update the membership form so that it will also include the updated membership fees. Lisa Glandt is working with the Conference Committee to hold a joint mailout of the conference registration package with the AGM reports at the end of January 2008. Val will contact Carey to get an update on arrangements for the opening reception and on the decision to use on-line registration. The Executive feels that using this service would not be effective at this time since the registration package is already being mailed out. The Executive also agreed that information about the conference should be reviewed by someone on the Executive (Val) before it is posted to the website.

#### **8. Other Business**

#### **9. Adjournment**

Lisa Glandt moved to adjourn the meeting, seconded by Lara Wilson. Motion carried.  
Meeting adjourned at 10:20am

**NEXT MEETING:** Monday, December 3, 2007

---

### **AABC Executive Committee Meeting Minutes - December 3, 2007**

Executive of the Archives Association of British Columbia  
Location: teleconference

#### **Present:**

Lara Wilson, President  
Lisa Glandt, Secretary  
Sharon Walz, Treasurer  
Ramona Rose, Institutional Member-at-Large  
Val Billesberger, Individual Member-at-Large

## **1. Approval of Agenda**

Lara Wilson called the meeting to order at 9:10am. Agenda approved.

## **2. Approval of Minutes of November 5, 2007**

Minutes of the November 5, 2007 Executive meeting as prepared by Lisa Glandt are still being reviewed by the Executive. Once approved they will be sent to be posted on the website.

## **3. Business Arising**

### **3.1 Archives Week Committee – approval of Terms of Reference**

The Executive will review the Terms of Reference sent by Val Billesberger and direct any questions to her. To be discussed at the January 7, 2008 meeting.

### **3.2 SLAIS scholarships**

Sharon Walz reported that she received notice from the Development Office at UBC regarding the two AABC scholarships awarded annually to SLAIS students. The Executive discussed increasing the award amounts to \$250.00 each but decided to keep the amounts the same for the next year.

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

Lara Wilson reported that she will be sending a letter of thanks to the new Lieutenant Governor as he has agreed to act as the honorary patron of the AABC for his term. Lisa Glandt has updated the AABC letterhead with the new Lieutenant Governor information and forwarded it to all committee chairs, regional reps and contractors for use.

Lara reported that Allouette Canada is still undergoing its merge with "Canadiana.org" and she has written to Brian Bell informing him that the AABC will wait on signing a MOU until we have a better understanding of the resource commitment required as an aggregator partner.

Lara will be attending a CCA Board meeting in February 2008 that will be held in Vancouver.

She has received an email from a SLAIS graduate about volunteering on an AABC Committee and will check with Committee Chairs to see who needs committee members.

Lara reported that she has spoken with Janet McMaster about the ASA taking on the responsibility for CANWAN. They have agreed to do this and are in the process of planning how to transition the data from the AABC server.

Lara also reported that we have not received a reply from the Irving K. Barber Centre about our request for addition project funds. Until we hear otherwise we will proceed with financial planning using our current budget and resources. We did not receive a reply from the Gaming Commission about our appeal.

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

There is no Vice-President at this time.

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

Sharon Walz reported that the Finance Committee met last week to discuss budget preparations. The goal for this year is to build the budget from the bottom up, specifically, looking at programs we want to have and building the budget around them. The Programs Committee will be working with the contractors to plan for programs they will be delivering in 2008/2009 and how the NADP funds will be allocated and, based on this, the draft budgets for the programs will be put together.

The Education and Advisory Services Contractor has proposed some changes to delivery of EAS services that would change the budget. Sharon will ask Karen Blimkie to prepare and send an invoice to the Barber Centre.

Approval of the October 2007 financial statements as prepared by Karen Blimkie will be deferred to the next Executive meeting.

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

### **7.1 Programs Committee (Education/Internet/Preservation Services)**

Lara Wilson reported that a committee meeting was held with the contractors and all committee members on December 1, 2007 in Victoria. Lara presented some recommendations from the meeting to the Finance Committee that included:

- Barber funding for 2008/2009 will be \$25,000 so our activities need to be planned strategically
- budget planning should be more bottom up versus top down – we should identify the most needed services and then develop budgets around them
- we need to look at the actual cost of site visits - it is strategically stronger to build the capacity for more workshops versus site visits

The contractors will be providing an itemized breakdown of their rates for the 2008/2009 year, detailing how much projects cost and putting them in a priority order so that the Executive and Programs Committee can strategically review the projects and build the budget. Lara noted that by the end of December we should have a good sense of NADP funding which will make it easier to build the budget and allocate matching funds from the AABC budget and Barber funding.

### **7.2 Finance Committee**

See section 6.0 for report update.

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

Lisa Glandt reported that distribution of the newsletter has been delayed slightly due to technical issues but should be on the website shortly. There is nothing to report from either the Regional Representatives or the PAAL Committee.

### **7.4 Grants & Nominations Committees**

Ramona Rose reported that Erica Hernandez has put together a list of potential nominations candidates for the upcoming vacant AABC Executive positions and will be contacting them over the coming weeks.

Ramona reported that the CCA/LAC only approved the significance section of the AABC's proposed provincial priorities so they have been revised. Information about the changes has now been posted to the website. The deadline for the submission of NADP applications has been set at January 9, 2008 and Ramona will be traveling to Vancouver for the January 25, 2008 adjudication meeting.

The CCA will be holding a National Adjudications Guidelines conference call on December 17, 2007. Ramona will be dialing in and has asked Val Billesberger to also participate in the call. Ramona has send information about the 2008 Barber Centre History Digitization grants for posting to the AABC website.

**Action: Ramona Rose will put together a brief report on the amount of time she spends adjudicating and managing the grants program and send this information to Lara Wilson.**

### **7.5 Membership & Conference Committees**

Val Billesberger reported that the Membership Committee is still working on updating the membership form. The new Membership Directory is under production but there are a number of outstanding membership renewals. Carey Pallister has send out notifications to those members as a reminder.

Val reported that conference planning is coming along as per her earlier email reports. The draft budget that was presented to the Executive is going to be partially split with ARMA and she will talk to the conference committee about increasing the fees charged to commercial vendors and sponsors. Registration fees will be higher this year due to the increased costs of hosting a three-day conference. They are still waiting to hear if the Lt. Gov. will host the opening reception and are working on an alternate location if not. There are 5 workshops planned for the conference.

## **8. Other Business**

### **9. Adjournment**

Lisa Glandt moved to adjourn the meeting, seconded by Lara Wilson. Motion carried.  
Meeting adjourned at 10:30am

**NEXT MEETING:** Monday, January 7, 2008

---

## **AABC Executive Committee Meeting Minutes – January 7, 2008**

Executive of the Archives Association of British Columbia  
Location: teleconference

### **Present:**

Lara Wilson, President  
Lisa Glandt, Secretary  
Sharon Walz, Treasurer  
Ramona Rose, Institutional Member-at-Large  
Val Billesberger, Individual Member-at-Large

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

Lara Wilson called the meeting to order at 9:00am. Agenda approved.

### **2. Approval of Minutes of December 3, 2007**

Minutes of the December 3, 2007 Executive meeting as prepared by Lisa Glandt are still being reviewed by the Executive. Once approved they will be sent to be posted on the website.

### **3. Business Arising**

#### **3.1 Archives Week Committee – approval of Terms of Reference**

Lisa Glandt presented the Archives Week Committee Terms of Reference document for approval by the Executive. This document was drafted by Val Billesberger. It was clarified that committee members would turn over each year but those interested could stay on the committee. The Executive Liaison to the PAAL Committee is on the committee but they are not the chair of it.

Sharon Walz moved to accept the terms of reference. Seconded by Ramona Rose.

#### **3.2 AABC job posting board**

Lara Wilson stated that we need to consider creating two sections on the job posting board that will separate professional archives/records management positions from support staff/volunteer

postings. The Executive agreed that this would support all of the AABC's varied member institutions.

**Action: Lara Wilson and Lisa Glandt will work on the text for a new job posting webpage and circulate to the rest of the Executive for comment.**

### **3.3 Institutional membership renewal process**

Ramona Rose reported that as a result of the grant process she has been contacted by institutions who have had difficulty confirming their membership status. The Executive discussed the current registration method and agreed that we should look at ways of streamlining the process.

**Action: Val Billesberger will talk to the Membership Committee about the process and Sharon Walz will talk to Karen Blimkie (who produces the receipts) about way of improving the process.**

### **3.4 AABC servers – hosting**

Lara Wilson reported that as of March 31, 2008 Cinemage will no longer be hosting our servers. Lara has asked the Archival Network Services contractor to get a quote from Primus (who is currently hosting the Cinemage servers).

### **3.5 Executive position nominations**

Sharon Walz informed the group that she has accepted a new job and will be moving to Toronto in February. She is stepping down as Treasurer and Chair of the Finance Committee but would like to stay on during the transition process in an advisory capacity. Lara noted that we need to have a Treasurer in place for the AGM and the Executive discussed some people who could be contacted to fill in as the Acting Treasurer between now and the AGM.

Lisa Glandt reported that she has been in contact with Erica Hernandez about the status of nominations for 2008/2009 Executive positions. The Executive will work with Erica to develop an extended list of potential candidates to be approached.

### **3.6 AGM year-end reports**

Lisa Glandt reported that January 25, 2008 has been set as the deadline for the Executive, committee chairs, contractors, and regional representatives to submit their year-end reports for the AGM package. Lisa will be working with the Conference Committee to have the AGM package mailed out with the conference registration package at the beginning of February.

**Action: Val Billesberger will prepare a summary report of the members survey for inclusion in the AGM report.**

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

Lara Wilson reported that she has written a letter to the Vancouver Sun and the Victoria Times Colonist in response to two earlier stories on archives and that the Times Colonist letter was published on January 3, 2008.

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

There is no Vice-President at this time.

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

Sharon Walz reported that she has been working on a final draft of the 2008/2009 budget with the help of the Finance Committee. Sharon has asked Val to contact the Conference Committee to provide an updated and detailed conference budget.

**Action: Sharon Walz will send Ramona Rose the allocation amount for NADP institutional grants by January 23 for adjudication purposes.**

Sharon Walz moved to accept the October 2007 financial statements as prepared by Karen Blimkie. Seconded by Lara Wilson.

Sharon Walz moved to accept the November 2007 financial statements as prepared by Karen Blimkie. Seconded by Lisa Glandt.

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

### **7.1 Programs Committee (Education/Internet/Preservation Services)**

Lara Wilson reported that the Education and Preservation contractors both submitted program reports in December that include a breakdown of activities and related costs to be used for 2008/2009 planning purposes. The Finance Committee will be reviewing the reports in order to determine how Barber and NADP funds will be used to fund activities in the coming year.

### **7.2 Finance Committee**

See section 6.0 for report.

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

Lisa Glandt stated that there is nothing to report at this time.

### **7.4 Grants & Nominations Committees**

Ramona Rose reported that the deadline for NADP grants is later this week - January 9, 2008 and that she is continuing to receive applications. The Grants Committee will hold its NADP adjudication meeting on January 25. It has been recommended that for next year's NADP application process that the Education and Advisory Service consider the creation of an NADP application workshop to assist institutions with the process. The AABC Grants Committee will be hosting an informal session at this year's conference in Victoria to review the NADP application /adjudication process for members.

### **7.5 Membership & Conference Committees**

Val Billesberger reported that the Conference Committee last met at the beginning of December. The Executive discussed the need for an updated and detailed conference budget from the committee as it is needed for the overall AABC budget planning process that is currently underway.

**Action: Val Billesberger will contact the Conference Committee and get an updated budget to Sharon Walz as soon as possible.**

## **8. Other Business**

### **8.1 Records storage space**

The Executive discussed the need to find an appropriate general records storage location for the semi-active records currently being held by various contractors, past members of the Executive, and committee members. The ideal situation would be to have a centralized storage

location that would hold all records until they are transferred to Victoria. On a yearly basis records could be transferred there and an appraisal/inventory/accessioning project would take place. Management of the records storage account and location logistics would be the responsibility of a member of the Executive.

**Action: Lisa Glandt will get some quotes for storage locations in Vancouver and report back to the Executive.**

## **9. Adjournment**

Lara Wilson moved to adjourn the meeting, seconded by Lisa Glandt. Motion carried. Meeting adjourned at 10:35am.

**NEXT MEETING:** Monday, February 4, 2008

---

## **AABC Executive Committee Meeting Minutes – February 5, 2008**

Executive of the Archives Association of British Columbia  
Location: teleconference

### **Present:**

Lara Wilson, President  
Lisa Glandt, Secretary  
Sharon Walz, Treasurer  
Ramona Rose, Institutional Member-at-Large  
Val Billesberger, Individual Member-at-Large

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

Lara Wilson called the meeting to order at 10:35am. Agenda approved.

### **2. Approval of Minutes of January 7, 2008**

Minutes of the January 7, 2008 Executive meeting as prepared by Lisa Glandt are still being reviewed by the Executive. Once approved they will be sent to be posted on the website.

### **3. Business Arising**

#### **3.1 AABC records storage/assessment project**

Lisa Glandt reported that she will be moving forward with renting a storage space as approved by the Executive (via email). She has sent a message to the list serve and heard back from 12 people who have a total of 34 boxes of records to be picked up. Lisa will be arranging the rental agreement and coordinating the pickup of records in the coming weeks. Lisa will arrange to use the most cost-effective means of transporting the records to the storage locker. The Executive has agreed that she will be reimbursed gas receipts to pick up records stored locally, and cover courier/bus costs for boxes sent from outside Vancouver.

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

Lara Wilson reported that she has been liaising with the Barber Centre regarding funding for updating BCAUL. On behalf of the organization she has sent a thank you letter to the Barber Centre. The Barber Centre is also considering the possibility of further outreach/funding

possibilities for BC communities whereby the AABC would engage in an education/advisory role. A meeting will be arranged with interested stakeholders to explore this project. An invoice has been sent to Barber for the outstanding portion of 2007/2008 funding.

Lara has met with Peter Van Garderen regarding ICA AToM, an open source, multilevel description database that he has developed. She attended a presentation given to LAC and CCA representatives on Feb. 4 and feels that the AABC could work with Peter to pilot test the database as a means to upgrade BCAUL. The database allows for multi-level descriptions, has content management capabilities, and would allow small and medium sized institutions access to an archival standards compliant database. With training, institutions would be able to upload their own data that would reduce the time spent by AABC contractors uploading descriptions and website content. This would result in efficiencies in NADP-funded services and possible increase in grant funding available to institutions for backlog reduction and capacity building activities.

Lara recommended to the Executive that they approve a motion to ask Peter Van Garderen for a quote to test pilot the ICA AToM for BCAUL use. All in favor. Motion approved.

**Action: Lara Wilson will contact Peter Van Garderen to get a quote for a pilot project to test ICA AToM database for BCAUL use. She will specifically ask him for costs related to migration and data conversion and activities unique to BCAUL.**

Lara reported that the local members of the Executive and a number of AABC members attended the CCA reception held in Vancouver on February 4, 2008.

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

There is no Vice-President at this time.

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

Sharon Walz reported that she has been working on the budget and the allocation of NADP application funding. She stated that workshops held earlier in the year made a profit and there are restrictions on how this money can be spent (it cannot go back into the general funds). Any unspent revenue will have to be returned to NADP.

Sharon Walz moved to accept the December 2007 financial statements as prepared by Karen Blimkie. Seconded by Ramona Rose.

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

### **7.1 Programs Committee (Education/Internet/Preservation Services)**

Lara Wilson reported that she has been working on the NADP program applications for 2008/2009. She will send them to the Executive for review once completed. She is hoping to establish a sub-contract (using the extra NADP funds from this year) to complete some education projects identified during strategic planning including a review of the AABC website, updating education information, and establishing an institutional database to collect service-use stats for the CCA.

### **7.2 Finance Committee**

Sharon Walz reported there is nothing to report at this time.

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

Lisa Glandt stated that there is nothing to report at this time.

#### **7.4 Grants & Nominations Committees**

Ramona Rose reported that the Grants Committee met on January 25, 2008 to adjudicate institutional NADP applications. A total of 19 applications were received and 13 projects have been recommended to CCA/LAC for funding; a 14th application was approved in principle without sufficient funding to support it.

The remaining projects were ineligible for NADP funding primarily due to criteria related to budgetary submissions. The committee discussed the BC Provincial Priorities for NADP and were disappointed that few respondents considered them in their applications. The committee put forth the recommendation to create a FAQ section on the website for future reference. Ramona reported that the committee felt that electronic submissions worked well this year and would like to use this method again next year. They will be sending this recommendation to CCA/LAC as they felt it streamlined the process. Ramona will be sending off the package of recommended applications to CCA this week.

Ramona, Sylvia Stopforth, and Chris Hives will be presenting a session at the upcoming AABC conference on the NADP grant process and tips on how to write a successful application. Lara Wilson reviewed the status of Executive nominations for the upcoming AGM. Lisa Glandt and Val Billesberger will contact nominees in Erica's absence.

#### **7.5 Membership & Conference Committees**

Val Billesberger reported that she has been corresponding with the Membership Committee regarding fee updates and developing a new registration form. Lisa Glandt has supplied the membership committee with the history of fee updates over the past couple of years.

Val Billesberger provided an update on conference planning.

The Executive discussed the importance of having a formal financial agreement in place between the AABC and ARMA regarding the division of conference payments/fees/revenue. The Executive has agreed to assist the Conference Committee in working with ARMA to make sure that an agreement is in place. As she is in Victoria, Lara Wilson has agreed to set up a meeting with the Conference Committee.

**Action: Val Billesberger will contact the Conference Committee and let them know of the deadline to have a signed agreement in place with ARMA. Sharon Walz will prepare a draft financial agreement and circulate it to the Executive. Lara Wilson will set up an in-person meeting with the Conference Committee and ARMA conference representatives to discuss the agreement.**

#### **8. Other Business**

#### **9. Adjournment**

Lara Wilson moved to adjourn the meeting, seconded by Sharon Walz. Motion carried. Meeting adjourned at 12:00pm.

**NEXT MEETING:** Monday, March 3, 2008

---

## **AABC Executive Committee Meeting Minutes – March 3, 2008**

Executive of the Archives Association of British Columbia  
Location: teleconference

### **Present:**

Lara Wilson, President  
Lisa Glandt, Secretary  
Ramona Rose, Institutional Member-at-Large  
Val Billesberger, Individual Member-at-Large

### **Regrets:**

Sharon Walz, Treasurer

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

Lara Wilson called the meeting to order at 9:05am. Agenda approved.

### **2. Approval of Minutes of February 5, 2008**

Minutes of the February 5, 2008 Executive meeting as prepared by Lisa Glandt were approved electronically by the Executive and will be sent for posting on the website.

### **3. Business Arising**

#### **3.1 AABC records storage/assessment project**

Lisa Glandt reported that she rented a storage locker on behalf of the AABC. Ten boxes of records were moved there on March 1 and another twelve boxes will be stored there once Lisa has received them. Rental paperwork, keys, and a box/file list inventory for the storage space will then be sent to the President, the new Secretary, and one other local member of the Executive. Signing authority for the account will have to be changed over with the new Executive (someone from the lower mainland).

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

Lara Wilson reported that she has been working with the CCA Board on developing the ICA AToM pilot project. The CCA will send a letter to the Librarian and Archivist of Canada indicating that ICA AtoM may be an option for future development of ArchivesCanada.ca and requesting support from LAC for the implementation phase of the project. Lara has sent a message to Archives Society of Alberta President Garth Clarke, advising ASA of the ICA AtoM pilot and indicating that a demonstration of AtoM will take place at the AABC conference in April. Lara will be submitting an article for the upcoming newsletter and she has been working with Lisa Glandt to prepare a letter for the list of dignitaries that will be invited to the conference reception.

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

There is no Vice-President at this time.

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

Lara Wilson reported that she is filling in as the Acting Treasurer until Jennifer Mohan begins on April 1, 2008. She has been working on the year-end financial statements with our finance contractor. The Gaming Commission has approved our re-submitted application for Gaming

funds, and AABC has received \$13,000.00 for Archival Network Service Activities. The Gaming bank account has been reactivated and Lisa Glandt has updated all the account information with the bank. Lara will be drafting a new financial contract for conference expenses/revenues with ARMA that will be signed by their president in the coming weeks. Sharon Walz dropped off the bank account signing authority paperwork that will have to be completed by the new Executive. The current Executive agreed that the signing authorities should include one member of the Executive who lives in the lower mainland.

Lisa Glandt moved to accept the January 2008 financial statements as prepared by Karen Blimkie. Seconded by Lara Wilson.

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

### **7.1 Programs Committee (Education/Internet/Preservation Services)**

Lara Wilson reported that Cinemage has agreed to be our server support contractor for one more year. The server website was down two weeks ago due to a build-up of error messages in the system. We will need to consider whether new servers are needed to support the Archival Network Service and future network requirements.

Lara reported that the NADP service applications were submitted and will be adjudicated by our March 31, 2008 financial year-end. We should know the results by then so we can plan for a seamless transition of contractors. Lara will be working on renewing contracts with our program contractors for 2008/2009.

There are two workshops planned for the conference (Metadata and Archives (EASKelly); Digital Output: Inkjet and Laser Prints (BCAPS-Rosaleen). Also, EAS 2-day workshop "Introduction to Archival Practice" was held at the University of Victoria last week.

Lara reported that we will need to recruit new members for the Programs Committee for 2008/2009.

### **7.2 Finance Committee**

See section 4.0, President's Report for details.

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

Lisa Glandt reported that the Newsletter Editor is seeking submissions for the upcoming spring newsletter issue. Lisa has been corresponding with the Regional Reps on tips and suggestions for regional activities to promote interaction with their local institutions/members.

Lisa reported that the Archives Week information on the website needs to be updated. The theme for November 2008 is "Taking Care of Business – trade & Commerce". Val has some information she will forward to Lisa.

**Action: Lisa Glandt will draft text for Archives Week 2008 that will be reviewed by the Executive and posted to the website.**

### **7.4 Grants & Nominations Committees**

Ramona Rose submitted the adjudication meeting report to the Executive. The Grants Committee funded 13 of 19 applications that were submitted for funding. Letters have been sent to all applicants informing them of the B.C. adjudication outcome. The Grants Committee is working on FAQ's for the grant page on the website and they will be presenting a session on grant writing at the upcoming conference.

On behalf of the Grants Committee Ramona presented a motion that the Executive recommend to the CCA/LAC that they use an electronic submission process (using an online form) with fixed field lengths and calculating functionality for the budget section. All in favor. Motion carried.

**Action: Ramona Rose will draft a letter to the CCA/LAC regarding changes to the NADP institutional grant application process and form.**

Ramona reported that Erica Hernandez has returned to work and will be follow up on the outstanding open position nominations for the upcoming AGM.

Ramona reported that, on behalf of the AABC, she will be attending the "Who Do You Think You Are?" LAC-sponsored meeting in Toronto at the end of the month. The purpose of this meeting is to provide LAC and the CBC feedback from the Canadian archival community on the recent CBC programme "Who Do You Think You Are?", which featured prominent Canadians undertaking genealogical research.

### **7.5 Membership & Conference Committees**

Val Billesberger reported that she has been working with the Membership Committee on updating membership forms and preparing new text for the website. She will be circulating a copy of the draft forms and website text to the Executive for comment this week. The Membership Committee will be sending out the 2008/2009- membership directory once they have finished their work on the forms and then they will be working on updating the membership database.

**Action: Val Billesberger will send the membership survey summary report to Kelly Stewart for posting to the website.**

Lara Wilson reported that she had received the conference sponsorship report from the Conference Committee. Letters have been sent out to all prospective sponsors and committee members will be doing follow-up phone calls in the coming weeks. The BC Archives will be sponsoring the conference coffee breaks. The Local Arrangements Committee has done site walk throughs of the conference venue and ARMA has sent us a cheque for their half of various conference deposit fees.

**Action: Val Billesberger will contact BCLA to see if they are interested in a joint conference with the AABC for 2009.**

## **8. Other Business**

### **9. Adjournment**

Lisa Glandt moved to adjourn the meeting, seconded by Ramona Rose. Motion carried. Meeting adjourned at 10:30am.

**NEXT MEETING:** Monday, April 7, 2008

---

## **AABC Executive Committee Meeting Minutes – April 7, 2008**

Executive of the Archives Association of British Columbia  
Location: teleconference

### **Present:**

Lara Wilson, President  
Lisa Glandt, Secretary  
Ramona Rose, Institutional Member-at-Large  
Val Billesberger, Individual Member-at-Large  
Jennifer Mohan, Acting Treasurer

**Guest:** Jane Morrison, 2008 Conference Programs Committee Chair (only for section 7.5)

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

Lara Wilson called the meeting to order at 9:05am. Agenda approved.

### **2. Approval of Minutes of March 3, 2008**

Minutes of the March 3, 2008 Executive meeting as prepared by Lisa Glandt were approved electronically by the Executive and have been sent for posting on the website.

### **3. Business Arising**

#### **3.1 LAC/CBC Genealogy meeting**

Ramona Rose reported that she represented AABC at a LAC-sponsored meeting in Toronto at the end of March concerning the CBC genealogical TV programme "Who Do You Think You Are?". 33 reps attended the meeting from archival organizations/provincial associations and the show's producers. There was no representative from CBC at the meeting. The production team discussed the experience they gained from producing the show and their experiences using Canadian archives for genealogical research. The larger group agreed that the archival community should take a proactive approach to work with television productions by putting together a list of archives advisors. It was agreed that CCA will act as liaison.

**Action: Ramona Rose will prepare formal meeting minutes and circulate to the Executive and the AABC Education Advisor who will serve as BC's archival liaison for any future film projects.**

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

Lara Wilson reported that she will be attending the opening ceremony for the Irving K. Barber Learning Centre on April 11. Lara has been managing the invitations sent out to special dignitaries to attend the opening reception at the conference. Contracts for the 2008 fiscal year are now in place with all of the AABC contractors. Lara noted that we have not heard back from LAC regarding our "ask for support" of the ICA AToM proposal. Peter Van Garderen has since given a presentation to LAC representatives in Ottawa that was very well received.

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

There is no Vice-President at this time.

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

Lara Wilson reported that she has been working with the new Treasurer, Jennifer Mohan to transition finance responsibilities. Jennifer Mohan moved to accept the February 2008 financial statements as prepared by Karen Blimkie. Seconded by Lisa Glandt.

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

### **7.1 Programs Committee (Education/Internet/Preservation Services)**

Lara Wilson reported that contracts for the 2008 fiscal year are now in place with all of the AABC contractors. The Education and Preservation contractors will both be giving workshops at the conference.

Lara reported that the hosting and maintenance agreement with Cinemage for 2008/09 is in place and the group discussed issues related to recent server problems. Lara noted that Cinemage reps have been invited to attend the ICA AToM session at the conference.

### **7.2 Finance Committee**

Jennifer Mohan reported that Karen Blimkie will assist Jennifer and Lara in preparation for the AGM. Jennifer plans on arranging a meeting this summer with the Finance Committee.

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

Lisa Glandt reported that information about Archives Week (November 2008) was drafted and reviewed by the Executive. The information is now on the website and will be discussed further at the upcoming AGM.

### **7.4 Grants & Nominations Committees**

Ramona Rose reported that all grant applicants have been notified of their provincial adjudication status. Ramona has had some follow-up conversations with unsuccessful applicants and encouraged them to attend the upcoming conference session on grant writing. Lara noted that national review of provincial and territorial adjudicated application was completed at the end of March and applicants should be notified soon. Ramona sent out notice of the National Archives Digitization Program to the list-serve.

Ramona reported that Erica Hernandez has been working on filling the last vacant nomination positions - Constitutions & Bylaws and PAAL Chair. Ramona will be presenting the Nominations Report at the AGM in Erica's absence.

### **7.5 Membership & Conference Committees**

Val Billesberger reported that she has been corresponding with the Membership Committee on a number of issues. They have received a request to pay membership fees by credit card, a service we do not currently offer. The Executive agreed that if SPORG (currently being used for conference registration) turns out to be a positive experience, we should further research it for AABC workshop registrations, paying memberships etc.

Membership renewals and the 2007/2008 Directory have now gone out to all members. The Executive agreed that if members do not wish to provide an email address, they can choose not to include the information on their membership renewal.

The Membership Committee received a request from a member who wanted all AABC publications/notices/newsletters sent to them in hardcopy. The Executive recommended that the member could get printed copies from another member or use the facilities of a local library to print out items posted to the list-serve or website.

The Membership Committee inquired if there were any copies of new or recent membership brochures that they could use for the conference. Lisa Glandt noted that she had some old brochures with the secretary records; that they had outdated prices/information and that no new

brochures have been printed for many years. The Executive agreed that the Committee should print off information and forms from the website and make that available to interested non-members.

Val Billesberger motioned to approve the Institutional Membership application as recommended by the Membership Committee for the Fraser-Fort George Regional Museum. Seconded by Lara Wilson. All in favor.

Lara Wilson reported that Linda Nobrega will be sending an updated budget report to the Executive shortly. Registration numbers are looking good. Lara and the ARMA President will be the special dignitaries introduced at the Lt. Gov's reception during the conference.

Jane Morrison, Conference Program Committee Chair, reported that the keynote speaker might have to cancel their presentation at the conference and the Conference Committee has asked that they definitely confirm this by April 8 so that alternate plans can be made.

**Action: Lara Wilson will send out a registration reminder for the conference and workshops to the AABC list-serve and ARCAN-L.**

## **8. Other Business**

### **9. Adjournment**

Lisa Glandt moved to adjourn the meeting, seconded by Lara Wilson. Motion carried. Meeting adjourned at 10:10am.

**NEXT MEETING:** to be determined by new Executive after April 2008 AGM.