

**Executive Committee Meeting
Minutes – 5 May 2009**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

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

Regrets:

Anthea Seles, Individual Member-at-Large

1. Approval of Agenda:

J. Feist called meeting to order at 9.10 a.m. Two items were added to the agenda: one regarding Seattle conference under conference committee; and one regarding suggested change in Network reporting under Programs.

2. Approval of Minutes of 7 April, 2009

Minutes of the April 7th, 2009 Executive meeting as prepared by J. Morrison to be approved via email.

3. Business Arising

3.1 Roundtable meeting scheduling

The annual Roundtable meeting is normally scheduled for the beginning of October or very late September. Thanksgiving this year is 10, 11, 12. **Action:** J. Morrison to check with executive via email re: October 3rd and if A. Seles can host.

4. Vice-President and Programs Committee Report

4.1 BCAUL/ICA-AtoM reporting

The Network Co-ordinator has made a recommendation that the Network Services reporting schedule be reviewed, and in particular suggested that a report be delivered monthly, being 1-2 pages in length instead of the current format of longer quarterly reports. It was agreed by the executive that this change would be helpful in light of the MemoryBC transition. The other two Services already report monthly. **Action:** J. Johnston to notify J. McMaster via email to go ahead with monthly reporting.

It was reported for the Programs committee that final reports have been received for the IK Barber and NADP grants, completed by L. Wilson. L. Wilson reported to

Barber that half their funds were used, half carried over for ICA-AtoM, and requested that the balance of the funds be received now. The NADP final report has been sent to the new Librarian and Archivist of Canada, Daniel Caron. All final reports are very positive. In addition, the final report for BC150 has been submitted, while the Gaming funding is not yet completed.

5. Treasurer and Finance Committee report

L. Nobrega will have signing authority transferred to her next week; J. Mohan is assisting her in the transition of the Treasurer position. There was a short discussion regarding the complexity of the monthly financial statements.

The previous month's financial statements will be approved via email by Friday, May 8th.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

J. Morrison had a few items to report on: the Newsletter needs to be transitioned from the previous editor to the new editorial team – she will check to ensure this is going forward. The list of the executive and committee chairs on the AABC website needs to be updated with new names; this is almost ready to be sent to the website co-ordinator. Regarding PAAL, the executive agreed to brainstorm for chair candidates prior to the next meeting (**Action**).

6.2 Grants & Nominations Committees

There was nothing to report.

6.3 Membership & Conference Committees

A. Seles was unable to attend the meeting.

Membership: There was a discussion regarding a decline in membership numbers, particularly institutional memberships. The possibility of increasing the notification and reminder system around membership renewal time was raised.

Conference: A North West regional conference is taking place in Seattle next year; a representative from the region attended the AABC conference two weeks ago. The AABC is invited to participate as well. There was a discussion weighing the benefits and concerns of participating in the regional conference; the discussion generally favoured no official participation and no-one felt strongly in favour of participation. Undoubtedly, individual members will attend. **Action:** J. Feist to notify that the AABC will not participate as a joint organizer, and ask that members be able to attend at member rates as the conference will be of interest to our members.

A call for the 2010 conference host and volunteers should be made as soon as possible. The date should not conflict with the North West region's date or with BCLA.

7. President's Report

J. Feist had nothing further to report.

8. Adjournment

Meeting adjourned at 9.57 a.m.