

Executive Committee Meeting Minutes – 12 August 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
Anthea Seles, Individual Member-at-Large

1. Approval of Agenda:

J. Feist called meeting to order at 9.07 a.m. The agenda was approved with one additional item in business arising.

2. Approval of Minutes of previous meeting

Minutes of the 8 July 2009 Executive meeting were approved.

3. Business Arising

3.1 PIPA Conference sponsorship

J. Morrison was contacted by the conference management company organising the 4th annual PIPA conference in Vancouver. Last year, an AABC logo and description were posted with those of other organisations in exchange for small promotion among our members of the conference. The executive agreed that we should repeat this exchange this year. **Action:** J. Morrison will follow up on setting this in place.

4. Vice-President and Programs Committee Report

The Vice-President's report concentrated on ICA-AtoM related matters. She noted that the new domain is running, including the list-serve, and contractors' emails. She also noted that K. Stewart's upcoming workshop is full. There was a discussion about contractor financing for ICA-AtoM work.

4.1 Programs Committee recommendations to the Executive

- J. Johnston reported on a recent Programs Committee meeting. J. McMaster is drafting new policies for adding descriptions to MemoryBC, and will send them to the executive for approval in the fall. The committee is drafting a message to the membership regarding the MemoryBC implementation timeline, and descriptions.
- J. Johnston and J. Feist reported that there is an unexpected shortfall in funding of \$12,500 that may affect the Education Archivist's services. The

committee, in conjunction with the Finance Committee, recommends that the executive maintains the current contract with K. Stewart and utilizes workshop revenues and reserve funds as necessary, as well as revising the plan for upcoming site visits and travel funding, to make up the shortfall.

Content Management system for aabc.ca

- Now that the domain has been migrated, the AABC website also needs to be updated to current standards and to enable easier management and change. While it is planned to use an open-source content management system (Drupal), the migration should be handled professionally. Several companies have been recommended and estimates provided; the minimum funds necessary will be \$15,000. A discussion followed regarding possible grant funding sources that might allow funding on this type of infrastructure project.

AABC servers

- The AABC servers at Cinemage will be shut down in late August. They will need to be wiped and disposed of. There was a discussion regarding various methods for this. **Action:** J. Johnston and J. Feist will plan further and make a decision.

5. Treasurer and Finance Committee report

L. Nobrega reported further on Finance/Programs committees discussion and planning regarding the funding shortfall and how EAS may be affected. A discussion followed regarding upcoming committee tasks and financial revision of the EAS plan.

The Membership Committee has been allocated a further \$200, taken out of the executive expense account, to meet current meeting and teleconference needs.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

J. Morrison reported regarding the current state of recruitment for PAAL.

6.2 Grants & Nominations Committees

S. Moore reported that she received a very good response to the call for nominations – many committee positions were filled. The only remaining positions to be filled are regional representatives and on PAAL.

Grants: the committee budget requires a small increase to fund travel for a new member at NADP adjudication time.

6.3 Membership & Conference Committees

The Membership committee will meet next week. A. Seles will act in advisory capacity to the committee after the meeting has occurred.

Conference: further planning will begin after membership duties have decreased.

7. President's Report

J. Feist had nothing further to report.

8. Other Business

- **Action:** J. Morrison will arrange an AABC records appraisal event in Victoria to process and appraise AABC records held at BC Archives and those transferred in April from Vancouver.

- **Action:** J. Johnston will draft a project proposal including outline and budget and job posting for indexing work that needs to be done for the official MemoryBC launch.

9. Adjournment

Meeting adjourned at 10.40 a.m.