

**Executive Committee Meeting  
Minutes – 8 September 2009**

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Executive of the Archives Association of British Columbia  
Location: teleconference

**Present:**

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

**Regrets:**

Anthea Seles, Individual Member-at-Large

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**1. Approval of Agenda:**

J. Johnston called meeting to order at 9.10 a.m. as the call to J. Kerry was delayed.  
The agenda was approved.

**2. Approval of Minutes of August 12, 2009**

Minutes of the August 12 Executive meeting were approved.

**3. Vice-President and Programs Committee Report**

J. Johnston reported that she will be taking over L. Wilson's position on the BC Digitisation initiative.

**4.1 Network – BCAUL/ICA-AtoM reporting**

- The servers at Cinemage were shut off on August 28 and the executive approved via email the process and cost (\$120) to wipe and recycle them. -
- The Indexer position has been posted on the listserv, and the work is expected to occur over the month of October.
- The Committee is reviewing the draft policies for MemoryBC and a draft communication for the listserv is almost ready to be approved.
- J. McMaster was very busy during August reviewing data on the servers and along with M. Hadley attended training for website updating with P. Van Garderen. M. Hadley's contract will be revised to reflect the website work she has recently been tasked with.

**Preservation reporting**

There was nothing outstanding to report for Preservation – regular services continue.

**Education reporting**

An ICA-AtoM workshop may be delivered at the BCMA conference. K. Stewart conducted 5 site visits in the north.

**4. Treasurer and Finance Committee report**

L. Nobrega reported that the first Barber funding and NADP funding for the year have been received. The notices to vendors on the Marketplace were given and the site will be updated as required.

**5. Committee and Program Reports**

**6.1 Communications (Newsletter/Regional Representatives/ PAAL)**

J. Morrison had nothing new to report.

**6.2 Grants & Nominations Committees**

S. Moore had nothing to report.

**6.3 Membership & Conference Committees**

A. Seles reported via email that the Membership committee met on August 19<sup>th</sup> and discussed the institutional application process. The committee is going to review the application package and will re-issue renewal notices. A Conference committee meeting in September is anticipated.

**6. President's Report**

- J. Kerry reported that executive approval for the Artefactual hosting agreement is needed next week.

- A discussion was held about the Archives Marketplace and the need for more advertising from contractors throughout the province about the availability of their services.

**7. Adjournment**

Meeting adjourned at 10.04 a.m.