

**Executive Committee Meeting
Minutes – 3 October 2009
Held in conjunction with Roundtable Meeting**

Executive of the Archives Association of British Columbia
Location: Archives of the Roman Catholic Archdiocese
of Vancouver, 150 Robson St.

Present:

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

4.1. Approval of Minutes of September 8, 2009

There were no suggested changes to the minutes but to provide further time to review it was asked to forward anything to J. Morrison during the next week.

4.2 Vice-President and Programs Committee Report

J. Johnston did not have much to report that did not get discussed during the roundtable portion of the meeting.

- Archives Marketplace: the contractor list was discussed in depth at the last Programs Committee meeting. The need for this is strong; it would be a service to members and the contractors who are members. It could be maintained even if not posted online and provided to members upon request (posting online would conflict with the Marketplace). Contractors would still be invited to place ads on the marketplace. It was agreed that a message would be sent out via archives-bc and arcan-l asking BC contractors to submit their names for a list of those available to provide services in the province (including the notices that by sending AABC their contact information, they will be contacted by AABC in the future and that the AABC does not endorse them); the information to include name, contact, regions, services available. S. Moore is willing to maintain the list. The Programs Committee can send the email after the message and form are drafted.

- The Programs Committee is available to do more work; it was agreed that they could draft the terms of the RFP or RFI for the content management software.

4.3 Treasurer and Finance Committee report

L. Nobrega reported on several matters:

- The AABC's BC Historical Federation membership is due. Do we want to maintain this – the fee is \$75? It was agreed to maintain the membership.

- In early August, the Finance Committee made a number of recommendations in response to the Barber reduction with regards to the Education and Advisory Archivist's work plan. A discussion followed confirming that the work plan has not been changed, and that \$12,500 will be transferred into EAS from the Reserve Fund.
- the Indexer position will be funded internally as an additional line under NETS.

4.4 Committee and Program Reports

4.4.1 Communications (Newsletter/Regional Representatives/ PAAL)

The official launch of MemoryBC is scheduled for the third week of November, Archives Week. It was discussed and approved by the executive to forgo the regular theme of Archives Week in favour of celebrating MemoryBC. Some ideas for celebrating the launch were brainstormed. It was determined that ideas should be passed by the Network Services Co-ordinator for feasibility. It was suggested that PAAL members could be involved in the planning.

4.4.2 Grants & Nominations Committees

Grants: The Executive agreed to not set a provincial priority for NADP again this year.

Nominations: M. Wallace is working on recruiting for the next executive and vacant positions.

4.4.3 Membership & Conference Committees

Conference: There is nothing new to report on the conference.

Membership: The committee has been very active. A meeting is scheduled for Oct. 4. At the August meeting it was determined to focus on institutional membership, including a revision of the application process/form.

4.5 President's Report

All matters were already covered in earlier discussion.

Further Business:

Discussion returned to electronic delivery of workshops, and advanced workshops; there was some discussion on the executive and members keeping abreast of technology.

Adjournment

Meeting adjourned at 3.16 p.m.