

Executive Committee Meeting Minutes – 10 November 2009

Executive of the Archives Association of British Columbia
Via teleconference

Present:

Jordana Kerry, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary

Regrets:

Shaunna Moore, Institutional Member-at-Large

1.0 Agenda

There were no changes to the agenda.

2.0 Approval of Minutes of October 3, 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.

3.0 Business Arising

There was no business arising.

4.0 Vice-President and Programs Committee Report

J. Johnston reported on the CCA General Assembly and the Programs activities. She represented the AABC at the recent General Assembly. A brief report was sent to the executive, but she wanted to review 3 things: 1) that the CCA 25th anniversary is next year. Promotional material will be provided to provincial councils, and the annual meeting will be an extra day. We must confirm attendance by January 22nd. 2) The CCA plans to create an ad-hoc forum for provincial and territorial council presidents – more information will follow soon. 3) the BCA has asked other councils to provide them with codes of ethics. Do we have a provincial one?

Action: JM to search.

Network: ICA-AtoM rollout is underway. P. Van Garderen is doing updates: beta version will go live on 2 November and updates are ongoing. At the moment there are some minor difficulties in presentation. J. Johnston confirmed that the Network Co-ordinator will always be expected to vet descriptions. Policies and training for digitisation are anticipated to rollout one year from now, with the same timeline for the anticipated for MARC upgrade. J. Johnston will be attending the RAD Refresher/ICA-AtoM workshop next week.

M. Hadley completed the indexing contract, with 2,132 descriptions indexed.
J. McMaster reported that she has had a good response to the repository information update invitation.

Education: K. Stewart has been researching web seminars. The digitisation workshop in Victoria was cancelled due to limited enrollment. She will use hours to look into webinars and teleconferences. (40 hours) Program Committee approves this. The SAA charges for webinars: \$145 to \$175 for members, \$185 to \$215 non-members. Teleconference contract with Telus has been signed; will only be billed as we use it.

J. Johnston mentioned two upcoming events at UBC to which the AABC has received invitations: a University Library function on Nov 24th (no-one can attend); and an InterPARES 10th anniversary reception (JJ, LN and JM will be there).

5.0 Treasurer and Finance Committee report

K. Blimkie brought forward a reminder about donations and tax receipts. J. Kerry to send reminder that donations are tax deductible on archives-BC.

K. Blimkie is going to re-do the budget tracking sheet for the Preservation Services and Education Advisory Services workshop development as the current one is outdated.

6.0 Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

J. Morrison reported that a newsletter issue is in draft form. She has asked L. Pearse to draft a new editorial policy for the newsletter as there isn't one fully formed in the old (draft) policy and procedures manual and none is posted on the website.

6.2 Grants & Nominations Committees

S. Moore reported via email as she could not attend the meeting. J. Morrison briefly reviewed the report for the executive.

Grants: institutional NADP applications are due the beginning of December. J. Kerry has last year's service applications and will meet with J. Johnston to update and change for this year, and will inform S. Moore of the institutional allocation a.s.a.p.

6.3 Membership & Conference Committees

A. Seles has resigned her position. Membership and Conference chairs will be asked to report directly to the executive/ to another executive member. Conference decisions have to be approved by the executive. **Action:** JM to contact S. Romkey and contact J. Teasley re the conference - to find committee chair and work on conference format.

7.0 President's Report

J. Kerry briefly reviewed the grants coming up – applications to do this month. A short discussion followed regarding planning and completing applications.

8.0 Adjournment

Meeting adjourned at 9.58 a.m.