

**Executive Committee Meeting  
Minutes – 9 December 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

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**1. Approval of Agenda:**

J. Kerry called meeting to order at 9.03 a.m. The agenda was approved with no changes.

**2. Approval of Minutes of 12 November 2009**

Minutes of the November Executive meeting were approved with one change to the Vice-President's report.

**3. Business Arising**

J. Kerry advised that she has created a wiki for the executive using a common open source software called BluWiki and hopes to finish setting it up soon.

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

J. Johnston reported on the preparation of the provincial NADP application. She has received proposals for the year's work from K. Stewart and R. Hill and a synopsis from J. McMaster. She and J. Kerry met to review them and forwarded their suggestions to the Programs Committee; the Committee has met and made their recommendations for the contractors' 2010-2011 workplans, which has been forwarded to the executive. J. Johnston asked the executive to discuss the recommendations today and reach a decision as soon as possible. The document includes an overview of each of the programs. She reviewed the major points of the document.

- a. P. Van Garderen is developing a tool to import in CSV format into ICA-AtoM from the various common databases used by the community. The Program Committee strongly recommends that the AABC provide some funding towards this tool.
- b. The total NADP envelope for the province is \$117,112. She, J. Kerry, and the Programs Committee are recommending that approximately \$76,000 be used for the programs this year, leaving approximately \$40,000 for the community.

J. Kerry asked S. Moore how this recommendation accords with the NADP applications received; this would not cover the applications received but the CSV

project will benefit the entire community and so is a worthy alternative to our usual level of community funding for one year. There was a discussion about drafting a letter to the community about limited funding this year. J. Johnston also reviewed the allocation expected for each program.

- 4.1 Each program's menu was reviewed and discussed briefly. It was asked that the Finance committee review these recommendations and respond to the executive.

There was a discussion about the general funding priorities for the next year. While it had been hoped to focus on the AABC website, further improvements to MemoryBC/ICA-AtoM in the form of useability by the community is seen to be a higher priority.

## 5. **Treasurer and Finance Committee Report**

There was a short discussion about Barber funding and the conference planning budget. J. Kerry has asked K. Blimkie to renew the Directors' liability insurance. L. Nobrega advised that the UBC awards have been processed.

## 6. **Committee and Program Reports**

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

J. Morrison reported that a newsletter edition has just been posted; she had nothing else to report.

### 6.2 **Grants & Nominations Committees**

Grants: S. Moore reported that the NADP adjudications will take place on January 8<sup>th</sup>.

Nominations: she will contact M. Wallace regarding filling the Individual Member-at-Large position for the next term. There was a short discussion of whether attendance at CCA General Assembly falls within the Institutional Member-at-Large responsibilities; it was determined that it should be as back-up or second to attend.

### 6.3 **Membership & Conference Committees**

J. Morrison reported on developments regarding the conference committee: J. Teasley has agreed to chair. Action: follow up with K. Blimkie to obtain budget breakdowns for previous conference(s), and make recommendations to executive.

## 7. **President's Report**

J. Kerry reported that she is working on the MAP grant; the recommendations regarding the indexing project have been forwarded to P. Van Garderen.

## 8. **Adjournment**

Meeting adjourned at 10.10 a.m.