

# **1993 Annual General Meeting of the Archives Association of British Columbia – Minutes**

**April 24, 1993**

**Vernon, British Columbia**

## **1. Approval of Agenda**

Motion to approve agenda by Doreen Stephens and seconded by Kathleen Kyle.

## **2. Approval of minutes of 1992 Annual General Meeting**

Motion to approve minutes of Annual General Meeting 1992, Bellingham, Washington by George Brandak and seconded by Gary Mitchell.

## **3. President's Report**

- Linda Wills reported that job descriptions for committee chairs are in progress. We hope to have all responsibilities clearly defined.
- Ted White is our new administrative assistant. Many thanks to Wayne Murdoch, his predecessor.
- Funding from the Provincial and Federal governments has been cut by 10%. We are unsure of the status of our CAAP and CAEP applications, but Lois Boone is very supportive of AABC. We have applied for three grants in education and archival holdings projects.
- Linda encouraged members to write thank you letters to appropriate ministries for the funding they receive.
- Many thanks to Rosaleen Hill who has done an exemplary job as our Conservation Coordinator. Her work is funded by both Federal and Provincial grants.
- Blair Taylor has completed fonds level descriptions for seventeen institutions for the Archival Holdings Project. These are now available in hard copy.
- Two new chapters of Manual for Small Archives will be available to members in late 1993.
- Response to regional representatives has been very positive. Linda encourages members to become involved.

## **4. Treasurer's Report**

- Grant Mitchell reported that we have a well established bookkeeping system. An accountant will review our financial statement next month.
- We have printed the fifth edition of Manual for Small Archives and have 200 copies to sell for profit. We also have some occasional papers generating revenue.
- Motion to accept treasurer's report made by Trevor Livelton, and seconded by Susan Hart. Motion passed.
- Motion to have Bert Weinkauf review bookkeeping for 1993/94. Moved by Ann Carroll and seconded by Frances Fournier. Motion passed.

## **5. Committee Reports**

- Conservation Committee - Rosaleen has done an excellent job as Conservation Coordinator for British Columbia. We now have an environmental monitoring kit that may be loaned to institutions.
- Education Committee - The main goal for the coming year is to continue the community archives education programme. The committee will continue with workshops.

Fundamentals and conservation workshops have proved to be very successful. Members were encouraged to join the education committee.

- Membership Committee - Producing a membership survey to determine if members are receiving the services they need.
- Grants Committee - There has been a 10% cut in funding. CCA is reviewing grants programmes and they may be different next year.
- Legislation Committee - Committee will continue with their endeavors. This will be an ongoing process.
- Freedom of Information Committee - Encouraged members to become involved.

#### **6. John Bovey, Provincial Archivist addressed the membership.**

- Informed members that conservation service has been approved \$32,000, community archival education programme has been approved \$36,000, and B.C. Union List project has been approved \$25,000 for phase II.
- Mr. Bovey wished the Association success in the coming year, and congratulated AABC on all the letter of thanks sent to the minister. He suggested sending letters to local MP's to make them aware of money the community has received and for what purpose.
- Community grants will be the same as the previous year, \$225,000.
- Reported that there have been changes in the procedures for CAAP. This will now involve stricter accounting procedures.
- B.C.A.R.S. engaged in re-structuring and the details are forthcoming. Jeffrey Wilson Taylor who had an interest in business history of B.C. has made B.C.A.R.S. a beneficiary.
- Archival legislation may be introduced in 1995

#### **7. Other Business**

- Jan Turner talked to members about the B.C. Thesaurus. She gave a history of the thesaurus and elaborated on her present project. She recommended that a committee be set up to deal with ongoing questions that will arise. We need to determine how much it is being used, and what type of support members require to begin using the thesaurus, i.e. workshops.

#### **8. Nominations**

- Ann Carroll introduced the new Executive: President, Jim Burrows by acclamation; Vice-President, Frances Fournier; Treasurer, Ann ten Cate; Institutional Member-at-large, Chris Hives; Individual Member-at-large, Jane Parkinson; and Secretary, Christine Veale.
- George Brandak motioned that the meeting be adjourned at 10:30 am.