



Minutes

Archives Association of British Columbia
Annual General Meeting
Saturday April 14, 2007

Executive of the Archives Association of British Columbia
Location: SFU Harbour Centre – 515 West Hastings St.
Vancouver, British Columbia

Present:

Lisa Codd, President
Lisa Glandt (nee Beitel), Secretary
Richard Dancy, Treasurer
Ramona Rose, Institutional Member-at-Large
Val Billesberger, Individual Member-at-Large

1. Approval of Agenda

Meeting was called to order at 1:40pm

Anthea Seles moved to approve the agenda, seconded by George Brandak.
Call for vote to accept the agenda. Vote carried.

2. Approval of Minutes of 2006 AGM

Motion to approve the minutes of the 2006 Annual General Meeting was made by Anthea Seles and seconded by George Brandak.

Call for vote to accept the 2006 AGM minutes. Vote carried.

3. Executive Reports

3.1 President's Report – Lisa Codd

Lisa Codd thanked all volunteers for their time and dedication to the association over the past year.

Chris Hives moved to approve the President's Report, seconded by Lara Wilson.
Motion carried.

Call for vote to accept the President's Report. Vote carried.

3.2 Vice-President Report – vacant

There was no Vice-President for the 2006-2007 Executive term.

3.3 Treasurer and Finance Committee Report – Richard Dancy

Richard Dancy presented an update on the financial statements for the year. Richard thanked Karen Blimkie for the assistance she provided over the past year.

Krisztina Laszlo moved to approve the financial statements of the AABC, seconded by Anthea Seles. Motion carried.

Call for vote to accept the AABC financial statements. Vote carried.

Chris Hives moved to engage the public accounting group, Evancic Perrault Robertson (EPR), to undertake the financial review for 2007-2008, seconded by George Brandak. Motion carried.

Call for vote to engage EPR to undertake the 2006-2007 financial review. Vote carried.

Janet Turner moved to accept the Treasurer's report and the unaudited preliminary year-end results, seconded by Jane Morrison. Motion carried.

Call for vote to accept the Treasurer's Report. Vote carried.

4. Committee and Program Annual Reports

4.1 Education Committee's Report – Jane Turner

Paul Hebbard moved to approve the Education Committee's Report, seconded by Lara Wilson. Motion carried.

Call for vote to accept the 2006 Education Committee's Report. Vote carried.

4.2 Grants Committee's Report – Ramona Rose

Ramona Rose reported that the CCA is adjudicating grants this week and that institutions should be notified by the CCA in early May. The AABC has set provincial priorities for the 2008/2009 NADP grant application and communicated this to the CCA. The AABC will also be sending the CCA recommendations that arose out of their 2007/2008 adjudication process and the Grants Committee will be working on a "grants" information page on the AABC website that will have information about NADP grants and the new provincial priorities. The webpage will be ready for early fall. Ramona thanked all members of the Grants Committee for their work this past year.

Janet Turner moved to approve the Grants Committee's Report, seconded by Kelly Harms. Motion carried.

Call for vote to accept the 2006 Grants Committee's Report. Vote carried.

4.3 Membership Committee's Report – Terra Dickson

Melanie Wallace moved to approve the Membership Committee's Report, seconded by Dorothy Lawson. Motion carried.

Call for vote to accept the 2006 Membership Committee's Report. Vote carried.

4.4 BC Archival Preservation Service Committee's Report – Dorothy Lawson

Krisztina Laszlo moved to approve the BC Archival Preservation Service Committee's Report, seconded by Jordana Feist. Motion carried.

Call for vote to accept the 2006 BC Archival Preservation Service Committee's Report. Vote carried.

4.5 Internet Committee's Report – Anthea Seles

Terra Dickson moved to approve the Internet Committee's Report, seconded by Jane Morrison. Motion carried.

Call for vote to accept the 2006 Internet Committee's Report. Vote carried.

4.6 Newsletter Editorial Board's Report – Jennifer Jansen

Anthea Seles moved to approve the Newsletter Editorial Board's Report, seconded by Dorothy Lawson. Motion carried.

Call for vote to accept the 2006 Newsletter Editorial Board's Report. Vote carried.

4.7 Regional Representatives

Sylvia Stopforth moved to approve the Regional Representative Regional Reports and Nadyne Hindle seconded the motion. Motion carried.

Call for vote to accept the 2006 Regional Representative Regional Reports. Vote carried.

5. Other Business

5.1 2007 Archives Week

Val Billesberger reported that Terms of Reference have been drafted for an Archives Week Committee that will take a proactive approach to planning 2007 events. Val reminded everyone that the role of Archives Week is advocacy and developing partnerships within the heritage sector and larger community.

5.2 2008 AGM and Conference

Lisa Glandt reported that plans for a 2007 joint conference with the ASA were presented but that the ASA board felt that it would not be feasible in terms of organization for this year. The Executive would like to support the return to a 2-3 day conference for 2008 to be held in Victoria in conjunction with provincial celebrations and encouraged members to join either the Conference or Local Arrangements Committee.

5.3 Strategic Planning process update

Lisa Codd reported that \$5,000 was received from ArtsPOD to fund the AABC's strategic plan project. Rick Knowlan has been hired to facilitate the process and work with the AABC. A Strategic Planning Committee has been established that is working with the Executive, Committee Chairs and Regional Reps who have been providing feedback at various stages of the process. Three goals have

been identified as an outcome of the strategic planning: 1) establish succession planning; 2) produce a 3-year budget and workplan; 3) complete an organizational review. The primary goal is to have the AABC reach financial stability. The association will continue to network with potential funders (making sure our goals work with theirs), maintain the provincial catalogue and promote the national catalogue, and increase the capacity of archives. Once completed, the workplan will be made available to the membership.

5.4 Membership Fee proposal increase

Lisa Codd introduced the motion put forward by the Strategic Planning Committee for the use of a sliding fee scale for full institutional membership fees. The proposed fee scale is based on a comparison of rates used by Ontario and Alberta and would be based on the operating budget, with categories as follows:

■ \$0 - \$75,000	= \$100
■ \$75,001 - \$150,000	= \$150
■ \$150,001 - \$300,000	= \$200
■ \$301,000 - \$500,000	= \$300
■ \$500,000 +	= \$400

Chris Hives spoke in response to questions arising from the discussion and stated in conclusion that this proposal was brought forward as an approach to get the AABC on firm financial footing so that we can make changes to the association.

Lisa Codd moved that it be resolved that the AABC institute a sliding scale for full institutional membership for 2008/2009 based on operating budgets, seconded by Chris Hives.

- 2 votes opposed (Vote by Proxy form submitted: Wendy Hunt, Ian Forsyth)
- 5 votes abstained (Paul Hebbard, Lara Wilson, Jenn Roberts, Gary Mitchell, Trevor Livelton)
- 33 votes in favor. Motion carried.

5.5 Announcement about Electronic Records workshop

Paul Hebbard reminded those present about the registration deadlines for the upcoming 2-day workshop on electronic records in Vancouver.

5.6 Announcement of retiring committee members

Ramona Rose presented the names of Committee Chairs and volunteers who stepped down from their positions over the past year. Those recognized and thanked by the Executive and membership for their commitment to the association included Kathy Bossort, Terra Dickson, Cathy English, Heather Gordon, Melanie Hardbattle, Susan Hart, Francis Mansbridge, Bill Purver, Jenn Roberts, Anthea Seles, Jane Turner, and Linda Wills. An article about their individual accomplishments will be submitted to the newsletter.

5.7 Announcement of Education Advisor position vacancy/posting

Lisa Codd reported that Jenn Roberts will be stepping down as Education Advisor on May 31, 2007 as she is moving out of the province. The position will

be re-posted in the coming weeks on the website and list-serve and position duties now include website responsibilities and an increase in contract hours.

5.8 Honorary Lifetime Membership – T. Eastwood

Val Billesberger reported that at the beginning of the keynote presentation earlier in the day, Terry Eastwood was presented with Honorary Life Membership in the AABC. George Brandak spoke to Terry's accomplishments in the profession and in the organization.

George Brandak moved to present Terry Eastwood with Honorary Life Membership in the AABC, seconded by Val Billesberger. Motion carried.

5.9 Report from the Director, BC Archives - Gary Mitchell

Gary Mitchell provided an update on the status of the BC Archives and spoke to some of the events planned for the 2008 celebrations.

6. Election of Executive Committee Members

6.1 Nominations Committee's Report – Erica Hernandez

Erica Hernandez reported that the following members have let their names stand for the following positions on the AABC Executive Committee:

- President (2007/2008)...Lara Wilson
- Treasurer (2007/2009)...Sharon Walz
- Individual-Member-at-Large (2007/2009)...Val Billesberger

Erica Hernandez thrice called for additional nominations from the floor. No additional names were forwarded.

Lisa Glandt moved to approve the Nominations Committee's recommendations and Lisa Codd seconded the motion. Motion was carried.

Erica Hernandez also welcomed the following new Committee Chairs and Regional Reps:

- Membership Committee...Carolyn Casenas
- Nominations Committee...Erica Hernandez
- Greater Vancouver Regional Rep...Denise Dale
- Thompson-Okanagan Regional Rep...Debra Chapman

Call for vote to accept the 2006 Nomination Committee's Report. Vote carried.

7. Adjournment

Lisa Glandt, on behalf of the Executive, thanked out-going president Lisa Codd for all of her work over the past year and presented her with a small gift.

George Brandak, on behalf of the membership, thanked the Executive for their involvement over the past. Seconded by Lara Wilson.

Anthea Seles moved to adjourn the meeting and Dorothy Lawson seconded the motion. Motion was carried.

Call for vote to adjourn the AGM. Vote carried.

Meeting was adjourned at 2:55pm.