

## **Minutes of 2008 Annual General Meeting**

Archives Association of British Columbia  
Annual General Meeting  
Saturday April 26, 2008

**Draft - Not Approved**

Executive of the Archives Association of British Columbia  
Location: Harbour Towers Hotel  
345 Quebec Street, Victoria, BC V8V 1W4

Present:

Lara Wilson, President  
Lisa Glandt, Secretary  
Jennifer Mohan, Acting Treasurer  
Ramona Rose, Institutional Member-at-Large  
Val Billesberger, Individual Member-at-Large

### **1. Approval of Agenda**

Meeting was called to order at 10:25am.

Janet Turner moved to approve the agenda, seconded by Dorothy Lawson.

Call for vote to accept the agenda. Vote carried.

Lara Wilson moved to amend the agenda regarding item 6.1 "AABC Committees –revised reporting structure." As the resolution was incorrectly worded, a vote cannot be held but a discussion can take place about the revised reporting structure. A new resolution will be presented to the membership for voting at the 2009 AGM. Motion approved by Don Bourdon and seconded by Jane Morrison.

Call for vote to amend the agenda regarding item 6.1. Vote carried.

### **2. Approval of Minutes of 2007 AGM**

Motion to approve the minutes of the 2007 Annual General Meeting was made by Jordana Feist and seconded by Mickey King.

Call for vote to accept the 2007 AGM minutes. Vote carried.

### **3. Executive Reports**

#### 3.1 President's Report

Lara Wilson presented an update of activities since January 2008 when the President's report was written. The AABC will be engaging in a pilot project with Artefactual Systems for revision of BCAUL. The initial funding for this project (\$20,000.00) was provided by the Irving K. Barber Learning Centre. A project plan will be developed with Artefactual Systems and user training will be developed for AABC members. The AABC received notification that our Gaming Branch application was reconsidered and we received \$13,000.00.

Linda Nobrega moved to approve the President's Report, seconded by Jill Prior. Motion carried.

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

#### 3.2 Vice-President Report

There was no Vice-President for the 2007-2008 Executive term.

### 3.3 Treasurer and Finance Committee Report

Jennifer Mohan reported that she will be replacing Sharon Walz as Acting Treasurer until the 2009 AGM. Jennifer then presented an update on the financial statements for the year.

Kelly Harms moved to approve the financial statements of the AABC as prepared by EPR Canada Group for the year ended March 31, 2007. Seconded by Ian Forsyth. Motion carried.

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

Sharon Larade moved to re-engage the public accounting group, Evancic Perrault Robertson (EPR), now EPR Canada Group, to undertake the financial review for the year ending March 31, 2008. Seconded by Janet Turner. Motion carried.

Call for vote to engage EPR Canada Group to undertake the financial review for the year ending March 31, 2008. Vote carried.

Jordana Feist moved to accept the Treasurer's report, seconded by Michael Gourlie. Motion carried.

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

### 3.4 Individual Member at Large

Val Billesberger reported that the results of the membership survey will be going up on the website in the next couple of weeks. Val thanked the Executive for their assistance in developing the questionnaire and Carey Pallister for providing membership information used for circulating the survey.

Carey Pallister moved to accept the Individual Member at Large report, seconded by Dorothy Lawson. Motion carried.

## **4. Committee and Program Annual Reports**

### 4.1 Programs Committee (Education/Internet/Preservation Services)

Lara Wilson reported that as an outcome of the Strategic Planning Process, the Education, Internet, and Preservation Committees were amalgamated into one – the Programs Committee. The members of this committee over the past year have been Debra Barr, Jennifer Mohan and Margery Hadley. The new reporting structure has worked quite well and it allowed advisory services to continue seamlessly into 2008. During the last quarter the contractors successfully completed activities as outlined on their workplans and a joint workshop on project planning and digitization is being developed.

Dorothy Lawson moved to approve the Programs Committee Report, seconded by Ian Forsyth. Motion carried.

Call for vote to accept the 2007 Programs Committee's Report. Vote carried.

### 4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)

Lisa Glandt reported that there was nothing further to add to the Communications Committee reports.

Linda Nobrega moved to approve the Communications Committee Report, seconded by Jane

Morrison. Motion carried.

Call for vote to accept the 2007 Communications Committee Report. Vote carried.

#### 4.3 Grants Committee & Institutional Member at Large

Ramona Rose reported that the Grants Committee sent their adjudication report to the CCA Secretariat. 14 out of 19 applications were recommended for funding totaling \$55,532.00. Ramona thanked the Grants Committee for their excellent work – Chris Hives, Sylvia Stopforth, Val Billesberger, and Shaunna Moore.

Ramona also reported that she represented AABC at a LAC-sponsored meeting in Toronto at the end of March concerning the CBC genealogical TV programme “Who Do You Think You Are?” 33 reps attended the meeting from archival organizations/ provincial associations along with the show’s producers. The production team discussed the experience they gained using Canadian archives for genealogical research. The larger group agreed that the archival community should take a proactive approach to work with television productions by putting together a list of archives advisors. The CCA will maintain this list.

Janet Turner moved to approve the Grants Committee & Institutional Member at Large Report, seconded by Jill Prior. Motion carried.

Call for vote to accept the 2007 Grants Committee & Institutional Member at Large Report. Vote carried.

#### 4.4 Membership Committee

Carolyn Casenas presented 2007/2008 membership statistics (see attached report). She thanked Carey Pallister for her work maintaining the membership database and reported that she will be working with Andrea Lam, a new member of the Membership Committee, to review and overhaul the database and develop a user/administrative manual. They will be looking at other software applications to manage membership information and correspondence. Their goal for the upcoming year will be to streamline committee work.

Jordana Feist moved to approve the Membership Committee Report, seconded by Dorothy Lawson. Motion carried.

Call for vote to accept the 2007 Membership Committee Report. Vote carried.

### **5. Election of Executive Committee Members**

#### 5.1 Nominations Committee Report

On behalf of Erica Hernandez, Ramona Rose reported that the following members have let their names stand for the following positions on the AABC Executive Committee:

- President (2008-2009)...Lara Wilson
- Vice President (2008/2010)...Jordana Feist
- Interim Treasurer (2008/2009)...Jennifer Mohan
- Secretary (2008/2010)...Jane Morrison
- Institutional-Member-at-Large (2008/2010)...Shaunna Moore

Ramona Rose thrice called for additional nominations from the floor. No additional names were forwarded.

Sylvia Stopforth moved to approve the Nominations Committee’s recommendations and Sharon Larade seconded the motion. Motion was carried.

Ramona Rose also welcomed the following new Committee Chair:  
· Constitution & Bylaws...Kathy Bossort

Call for vote to accept the 2007 Nomination Committee Report. Vote carried.

## **6.0 Other Business**

### **6.1 2008 Archives Week**

Lisa Glandt reported that the theme of Archives Week, November 16-22, 2008 is "Taking Care of Business: The Heritage of Trade and Commerce." Detailed information is now available on the AABC website and any members interested in serving on the Archives Week Planning Committee can contact the Executive.

### **6.2 2009 AGM and Conference**

Val Billesberger reported that she will be contacting the BCLA to see if they are interested in hosting a joint conference with the AABC in 2009. Members who are interested in serving on the Conference Program or Local Arrangements Committee can contact the Executive.

### **6.3 Report from the Director, BC Archives**

Gary Mitchell reported that the Access and Information Management (AIM) Branch (BC Archives) was reorganized on April 23, 2008 into two sections: Access Services and Documentation Services. They are working on a collections development plan that will address museum and archives holdings and identify collection development areas. Gary noted that the Ministry of Tourism will be celebrating BC's 150<sup>th</sup> anniversary in many ways and that organizations should use the celebrations as an opportunity to show the value of their archives and local history.

## **7. Adjournment**

Jennifer Mohan presented a motion to thank Lara Wilson for her exemplary support of the AABC through her successive volunteer commitments to the role of President and untiring support of all AABC executive members and committees. In addition, an expression of thanks to the University of Victoria Library for its ongoing support of Lara's participation with the AABC. Seconded by Sylvia Stopforth.

Lara Wilson thanked the Conference Committee Chair Carey Pallister and her volunteers for organizing a successful and professional conference.

Kelly Harms moved to adjourn the meeting and Linda Nobrega seconded the motion. Motion was carried.

Call for vote to adjourn the AGM. Vote carried.

Meeting was adjourned at 11:45am.