

## 2008-2009 AABC Executive Annual Reports

### President's Report – Lara Wilson

Dear colleagues,

As I am sure you will agree, sometimes we are so busy with our day-to-day work that we have little time to consider our achievements, and so it goes with daily AABC tasks. As I write this, we are in the flurry of winding up the fiscal year, concerned with financial reconciliations and reporting requirements. However, in pausing to look over the last 12 months or so, I am happy to write that we have accomplished much in terms of improving our services and the sustainability of our association – goals which were formulated out of our 2007 strategic planning sessions.

We are working towards the diversification of our revenue streams. In 2008/09, we are grateful for having received funding from the following sources: membership fees, the National Archival Development Programme of Library & Archives Canada and the Canadian Council of Archives; the Irving K. Barber Learning Centre; the Direct Access Grant Program of the Ministry of Public Safety and Solicitor General of the Province of British Columbia; and the BC150 Heritage Legacy Funding Program of the Province of British Columbia and the Department of Canadian Heritage. Our workshop revenues have been ploughed back into our 2008/09 programs to support additional activities such as the recent copyright workshop. As I have noted in my AABC Newsletter reports, our new funding from the Direct Access Program and the Barber Centre is being used to support our services, in particular network development and training for the ICA-AtoM BCAUL pilot project.

Another of our strategic objectives is to “to provide services to increase the capacity of archives throughout the province to preserve and provide access to B.C.’s documentary heritage.” Our 2009 conference will include AABC’s first training session for members on the ICA-AtoM software, but we are also including the newly revised “RAD Refresher” workshop, as ICA-AtoM has incorporated the latest version of the Canadian descriptive standard, revised in July 2008 (RAD can be downloaded at the Canadian Council of Archives website <http://www.cdncouncilarchives.ca/archdesrules.html>). We were also very fortunate to have successfully applied to BC150 Heritage Legacy Funding Program, which was announced late in the year. Applications were reviewed on a first come, first served basis and the AABC’s application to develop 3 new distance education courses was the last application approved by the Heritage Legacy Fund! According to the Heritage Fund’s Rick Goodacre, response to this program was overwhelming – which I certainly believe is evidence of the need for sustained provincial funding to support activities to increase access to British Columbia’s documentary heritage. Under the Heritage Legacy Fund’s “knowledge enhancement” stream, the newly created AABC courses are: “Oral History: Theory and Practice,” “Managing maps and architectural plans” and “Introduction to archival preservation.” These will be offered in the second half of the year!

2008 also saw AABC strengthening its relationship with other professional groups allied with the heritage, information and education sectors through our participation in December’s “West Beyond the West: BC Digitization Symposium.” The event was unique opportunity for members of the archives, library, and museum community to interact and share information with teachers, faculty, historians and genealogists about strategic directions for digitization in British Columbia. Survey respondents indicated that archival materials in various media are of the highest priority for digitization, and that lack of funding, lack of staffing and lack of technical infrastructure are the greatest impediments to providing digital access (<http://symposium.westbeyondthewest.ca/presentations/digisymsurvey.pdf>).

In addition, priorities for developing a provincial digitization strategy, which were identified by the event’s attendees, will be posted on the symposium website (<http://symposium.westbeyondthewest.ca/index.php>). Hopefully this is just the beginning of a new time of professional cooperation and capacity building for digital initiatives.

The year ahead for the AABC will be an exciting one, with the launch of the new archival catalogue software and training, education events throughout the province and by distance education, and, of

course, opportunities for institutional members to apply for NADP funding for 2010/11. I look forward to our conference in Vancouver at the Barber Centre and my appreciation to the Conference Committee members and organizers for pulling it all together!

My sincere thanks go out to all our volunteer committee members, our dynamic contractors Janet, Karen, Kelly, Margery and Rosaleen, and the executive: Jordana Feist, Jennifer Mohan, Val Billesberger, Shaunna Moore and Jane Morrison. I thank Jennifer and Val for their service as they complete their terms and my best wishes to the 2009/10 Executive.

Respectfully submitted,

Lara Wilson  
AABC President

### **Vice-President's Report – Jordana Feist**

When I joined the AABC executive team in May 2008 it was with enthusiasm and excitement. And I wasn't disappointed by the teamwork and dedication of the executive, contract staff and committees. This organization is a strong, dynamic provincial group that is truly represented in all regions and has active participants from the north, south, east and west. As we move more and more towards a digital future, with new projects like ICA-AtoM or MemoryBC, the opportunities to participate, contribute and lead will be presented to all British Columbia Archivists in all their many forms.

Please see the Programs Committee Report for an overview of the 2008/2009 programs.

With more pressure put on us in the workplace to produce more with less money and in less time it seems to be harder and harder to make time to volunteer for let alone lead an organization and the AABC has been truly gifted to be led by Lara Wilson for the past two years. A huge amount of props is due to Lara for her dedication and invaluable voluntary services.

As we move forward into this coming year I would like to remind you all that the AABC is strong, thriving and amazing because of its membership, contractors, volunteers and executive. Without all of you, each doing a small part, this organization would cease to exist. So thank-you to everybody who has given, participated, volunteered or worked for the AABC and those who will do so in the future.

Respectfully submitted,

Jordana Feist  
AABC Vice-president

### **Treasurer and Finance Committee Report – Jennifer Mohan**

Treasurer Sharon Walz left the province for employment in Ontario and Jennifer Mohan was appointed to complete her term. Like last year, this was another year for coming to grips with new funders and new reporting and accounting requirements. This has become increasingly complex. In addition, most of our funding sources require a minimum 10% holdback, which is not paid out until a final program report is submitted. This means the AABC must hold additional funds to pay its contractors until the holdbacks are received.

#### **GRANTS**

Gaming Branch: This year the AABC received two grants from the Gaming Branch. The first was valued at \$13,000 and directed toward ANS (this was an approval of our 1<sup>st</sup> request after a second reconsideration). The

second grant was \$11,890 and was directed toward the increased ANS contractor activities associated with ICA-AtoM anticipated over the next two years.

Irving K. Barber Learning Centre: 2008-2009 was the third year of the Association's five-year agreement with the Centre to provide support for our services to the province's archivists and archival institutions. This year the support provided was \$25,000. Barber funds were used to fund the activities of all three programs and ICA-AtoM (the replacement platform for the current system used to host the BCAUL). It is anticipated that there will be an unused portion of approximately \$14,000 which will be used for the development and delivery of ICA-AtoM training and delivery in 2009/2010.

National Archival Development Program: The NADP program continues to be the principal source of funding for AABC programs. The provincial allocation for NADP in 2008-2009 was \$117,112.

BC150 Legacy Grant: The AABC received \$20,000 to be used for the development of three distance education workshops by our BCAPS and BEAS contractors.

### CONTRACTORS

The BCEAS and ANS contracts were changed from a flat fee service to payment of hourly rates to maximum program expenditure per year. This has resulted in significant savings in the ANS program and has also allowed the program committee to get a better sense of how much time is spent on specific activities (ie. workshop delivery, web site updating, etc.). The ANS program also added one extra contractor, Margery Hadley who dealt with routine inquiries and web updates.

Distance education courses delivered by our Education Advisor were very well attended this year. As a consequence, \$10,000 in additional revenue was generated. This money was used to offer a Copyright Workshop with instructor Jean Dryden and to offset the travel expenses for participants in the West Beyond the West Digitization Symposium. It also allowed Barber funds that were originally allocated to BCEAS will be redirected toward ICA-AtoM activities in 2009/2010. All other funds generated by AABC programs must be spent by the end of the fiscal year or returned to the CCA.

### EXPENSES

Most expenses are anticipated to be within budget with the exception of executive committee, conference, and awards. Executive committee expenses were higher than anticipated primarily because of increased requirements for board members from Vancouver Island to travel to Vancouver meetings to represent the AABC. Conference expenses were also higher than budgeted because of the venue; however, these costs were off-set by higher than expected revenues. Finally, the board decided to increase the current UBC awards from \$500 to \$1000, which was not anticipated in the initial budget made by the previous board. This increase will be off-set, in part, by an awards donation campaign. Finally, expenses in many other budget lines are well below anticipated levels.

The coming year will be the fourth year of our five-year funding agreement with the Barber Centre. Therefore attention on the planning front will shift toward identifying potential new areas of funding. In anticipation, the Finance Committee met in February to review the cost and revenue potential of delivering AABC Workshops. In the past, delivery and development costs have been heavily subsidized by grant funding. The Finance Committee recommended that Workshop fees be raised to reflect the true cost of delivery and to bring them in line with educational offerings from similar organizations. The distance education courses offer the largest potential for revenue generation because the class size is not limited by the venue and many of the participants are non-members who pay higher fees. The Finance Committee will continue to look at ways to reduce AABC costs and generate additional revenue. The significant investment in ICA-AtoM activities also reflects the belief that the move will reduce the number of contractor hours required for website updating.

Looking forward to 2009-2010, things should be much the same as the past year. We are anticipating the increased popularity of our distance education courses as three new courses (Managing Maps and Plans, Oral History and Introduction to Archival Preservation) are delivered by both AABC education contractors. Significant funds will also be directed toward the successful launch of ICA-AtoM and the provision of ICA-AtoM training for AABC member institutions across the province.

I would like to extend my thanks to our Financial Manager, Karen Blimkie, whose hard work and patience was invaluable and to the other members of the Finance Committee, Lara Wilson, Anthea Seles and Chris Hives, for their contribution.

Respectfully submitted,

Jennifer Mohan  
Treasurer  
Chair, Finance Committee