



Archives Association of British Columbia

Honourary Patron: The Honourable Steven L. Point, OBC, Lieutenant Governor of British Columbia

AABC Annual General Meeting

Saturday April 17, 2010

2.30 – 4:00 p.m.

**Irving K. Barber Learning Centre, University of British Columbia
Vancouver**



Photograph by Annie Girling, ca. 1908, one of more than 900 glass plate and film negatives by Annie Girling digitized by Saanich Archives in 2009
(Saanich Archives 2008-025-775)

Please remember to bring this package with you to the AGM



AGENDA

Honourary Patron: The Honourable Steven L. Point, OBC, Lieutenant Governor of British Columbia

**AABC Annual General Meeting
Saturday April 17, 2009
2:30 – 4:00 p.m.
Irving K. Barber Learning Centre, University of British Columbia
Vancouver**

- 1. Approval of Agenda**
- 2. Approval of Minutes of April 25, 2009 Annual General Meeting**
- 3. Executive Reports**
 - 3.1 President
 - 3.2 Vice-President
 - 3.3 Treasurer and Finance Committee
- 4. Committee and Program Annual Reports**
 - 4.1 Programs Committee (Education/Internet/Preservation Services)
 - 4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)
 - 4.3 Membership Committee
 - 4.4 Grants Committee
- 5. Election of Executive Committee Members**
 - 5.1 Nominations Committee
- 6. Other Business**
 - 6.1 2010 Archives Week
 - 6.2 2011 AGM and Conference
- 7. Adjournment**

Attachments

- Proxy Voting Form
- Unaudited AABC Financial Statements, March 31, 2009



Minutes

Archives Association of British Columbia
Annual General Meeting
Saturday April 25, 2009

Draft - Not Approved

Executive and Membership of the Archives Association of British Columbia
Location: Irving K. Barber Learning Centre, UBC
1961 East Mall, Vancouver, BC V6T 1Z1

Present:

Lara Wilson, President
Jordana Feist, Vice-President
Jane Morrison, Secretary
Jennifer Mohan, Acting Treasurer
Shaunna Moore, Institutional Member-at-Large
Val Billesberger, Individual Member-at-Large

1. Approval of Agenda

Meeting was called to order at 10:35am.

George Brandak moved to approve the agenda, seconded by Terry Eastwood.

Call for vote to accept the agenda. Vote carried.

2. Approval of Minutes of 2008 AGM

Motion to approve the minutes of the 2008 Annual General Meeting was made by Anthea Seles and seconded by Ian Forsyth.

Call for vote to accept the 2008 AGM minutes. Vote carried.

3. Executive Reports

3.1 President's Report

Lara Wilson added to her report that it has been a busy and exciting year. Many improvements have been made since strategic planning took place in 2007. She thanked the executive committee for

their work and support, in particular Jennifer Mohan as Treasurer for managing the association's complicated funding streams.

Margery Hadley moved to approve the President's Report, seconded by Sarah Romkey. Motion carried.

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

3.2 Vice-President Report

Jordana Feist had nothing further to add to her report.

Don Bourdon moved to approve the Vice-President's report, seconded by Erica Hernández.

Call for vote to accept the Vice-President's report. Vote carried.

3.3 Treasurer and Finance Committee Report

Jennifer Mohan added to her report that the AABC received an additional \$20,000 from the Irving K. Barber Centre to help with ICA-AtoM development costs. Monies were also directed towards ICA-AtoM costs from other funds. There was \$23,000 in revenue from workshops this year. A grant from the BC 150 fund will enable development of other workshops. Funding to UBC-SLAIS awards was increased; members were asked to donate to this fund – tax receipts are available. She thanked Karen Blimkie and Lara Wilson for their assistance.

There was a comment and question about ICA-AtoM funding; the software development is funded by LAC and the AABC's gaming grant, as well as the additional Barber funds to AABC. Participating organisations have provided in-kind resources as well. All costs are for training, migrating data from BCAUL, and revising the BCAUL web presence. ICA-AtoM financial reporting will be included in the next year's financial statements.

Jennifer Mohan called for a motion to approve the financial statements of the AABC as prepared by EPR Canada Group for the year ended March 31, 2008.

Melanie Wallace moved to approved the financial statements, seconded by Anthea Seles.

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

Jill Teasley moved to re-engage the public accounting group, EPR Canada Group, to undertake the financial review for the year ending March 31, 2009. Seconded by Chris Petter.

Call for vote to engage EPR Canada Group to undertake the financial review for the year ending March 31, 2009. Vote carried.

Chris Hives moved to accept the Treasurer's report, seconded by Ian Forsyth.

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

4. Committee and Program Annual Reports

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

Lara Wilson added to her report details of the year-end statistics for BCAIN and the AABC website. The number of descriptions in BCAUL is now at 11,357.

Erica Hernández moved to approve the Interim Programs Committee Report, seconded by Janet McMaster.

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

4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)

Jane Morrison reported that no Newsletter report was received for the year and that there was nothing further to add to the PAAL and Regional Representatives' reports.

4.3 Membership Committee

Val Billesberger added to her report that there were no new institutional membership applications this year and that some institutional memberships have lapsed. It was asked whether an analysis of where memberships are being lost should be conducted. It was agreed that this would be a good idea and should be brought forward to the new executive.

4.4 Grants Committee

Shaunna Moore had nothing further to add to her report.

A motion to approve the Communications, Membership and Grants Committees reports was moved by Linda Nobrega, seconded by Janine Johnston.

Call for vote to accept the Communications, Membership and Grants Committees reports. Vote carried.

5. Election of Executive Committee Members

5.1 Nominations Committee Report

Erica Hernández presented the nominations for the following members who let their names stand for the following positions on the AABC Executive Committee:

- Vice President (1 year term, with second year as President)... Janine Johnston
- Treasurer (2 year term)... Linda Nobrega
- Individual Member-at-Large (2 year term)... Anthea Seles

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

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

6.0 Other Business

6.1 Bylaw Amendments

6.1.1 Education/Internet/Preservation Committee structure

Lara Wilson read out the existing and proposed bylaw wording for the proposed Programs Committee. The amendment was moved by Anthe Seles and seconded by Jill Teasley. Discussion and a change to the amendment followed. A question was asked regarding the proposed wording, whether it describes the full scope of the proposed committee's mandate, as it focuses on training and education and includes no references to other Archives advisory services. It was acknowledged in response that the other services are not made explicit in the wording, because they were understood to support and reflect the other activities.

The following alternate wording was suggested:

Section VII – Committees

5. The Association will establish the following Standing Committees... the Programs Committee, to develop and co-ordinate programs, including but not limited to education, preservation, and network services, for all levels of the membership.

Call for vote to accept the bylaw amendment as discussed and wording noted above was passed by majority vote.

6.1.2 Grants Committee

S. Moore introduced and read out the proposed Grants Committee bylaw changes.

Section V – Duties of the Executive Committee

5. The two Members-at-Large shall carry out other duties and special projects as required by the Executive Committee. The Institutional Member-at-Large shall also serve as Chairperson of the Grants Committee.

Section VII – Committees

5.e. the Grants Committee consisting of the Institutional Member-at-Large, four institutional members, and two other individuals, with the Institutional Member-at-Large serving as Chairperson to make representation, in conjunction with the Executive Committee, to government and other agencies for funding to fulfill the needs of the provincial archival community, to establish procedures to review and adjudicate applications for financial assistance, and to make recommendations as to the success of any applications.

Ian Forsyth moved to approve the bylaw amendment to the Grants Committee, seconded by Janine Johnston.

Call for vote to accept the bylaw amendment. Vote carried by majority vote.

6.2 2009 Archives Week

Lara Wilson asked Val Billesberger to introduce the theme; it is "Legacy of Learning". Lara Wilson commented on the theme's relevance to the ICA-AtoM project.

6.2 2010 AGM and Conference

The 2008 conference was a successful partnership with ARMA Vancouver Island. It had been originally planned to partner with BC Libraries Association this year but that did not develop. Discussions with the Archives Society of Alberta have continued regarding a joint conference but that will not be possible for 2010. Therefore, there are no plans in place as yet for the 2010 conference. There was a discussion about the North-West Archivists-hosted Western Roundup in Seattle; joint conferences with this group were successful in the past, but there may be issues for members regarding travel funding and the rate of exchange on the dollar. This will be brought forward to the new executive.

6.3 Report from BC Archives

Lara Wilson presented Gary Mitchell's report as he was unable to attend the meeting.

6.4 Honorary Life Membership – George Brandak

Terry Eastwood addressed the meeting for George Brandak's honorary membership. He highlighted aspects of George's career, in particular his commitment to acquisition and to access, his help to researchers, and untold hours of service to the profession including during the establishment of the provincial and national professional organisations. George had a few words to say in response.

7. Adjournment

Val Billesberger had a few comments to conclude the AGM. She thanked the executive and the conference committee, including Sarah Romkey for local arrangements, Suher Zaher for organisation through the conference wiki, and Kelly Stewart for management of the conference.

Lara Wilson thanked the executive.

Ian Forsyth thanked the executive, volunteers and contractors, and commented that the implementation of the strategic objectives is very positive and the changes put the association in a very strong position. He thanked Lara Wilson for her provincial and federal leadership.

Paul Hebbard moved to adjourn the meeting and Linda Nobrega seconded the motion. Call for vote to accept the motion. Vote carried.

Meeting was adjourned at 11.45 a.m.

2009-2010 AABC Annual Reports

3.1 President's Report – Jordana Kerry

Over the past two years the Archives Association of British Columbia has developed *MemoryBC* which has replaced our BCAUL services. Again we are leading the way and providing a path for Archives across the Province to follow. As we continue to update this free, open source software it will become more and more adaptable for every institution. Some may even choose to use it as their primary database software. *MemoryBC* would not have come to fruition without the tireless dedication of several core members of the AABC who have brought a vision to reality for the archival community.

I would like to thank our amazing contract staff. Kelly Stewart has brought a new way of providing continuing education to our organization, embracing web technologies and reaching out into the farthest corners of the Province via teleconference courses for ICA-AtoM. Rosaleen Hill continues to be a one stop shop of preservation knowledge and has shared that knowledge freely. Janet McMaster is just competing her last year with us has navigated us through the BCAUL to *MemoryBC* changeover with timely insight and immense skill, we will miss her very much and wish her the very best in life and future work endeavours. Margery Hadley has done so much with so little when it comes to our webpage, keeping it tidy and usable and she was responsible for a tremendous amount of indexing in the new *MemoryBC*. Last and completely not least has been Karen Blimkie, who has kept our financial ship on course, even through the tough financial year everyone has had.

There are many volunteers who work with the AABC, they chair committees, review memberships, adjudicate grants and plan regional brainstorming sessions. They are invaluable. Without the volunteer executive, committees and members who step up for jobs this organization would not exist. In particular this year big thanks to the Conference Committee who worked without their executive liaison and the Programs committee who has brought insight to the types of courses we offer and guidance to the *MemoryBC* project.

As we look toward the coming year many of you are still hearing that there is little coming in the way of funding and in the reinstating of government grants. And that may be the case. Remember in these tighter financial times that you can spread the work about what your organization does for your community. As some bright or famous person once said, "Talk is Cheap". So let's get on it. Let the people you serve and the people you could serve know you exist and build public momentum towards better understanding the role of archives.

It has been a pleasure to know you all and work with you over the past two years. My career path has taken me back into the museum world and I will miss very much the comradeship and giving nature of the archivists that make up our membership.

Thank you to the Canadian Council of Archives' National Archival Development Program and the Irving K. Barber Learning Centre for their ongoing support in funding these programs.

Respectfully submitted,

Jordana Kerry
President

3.2 Vice-President's Report – Janine Johnston

The AABC is at the close of one of its most exciting years to date and I am very pleased to have been a part of this organization at this time in its history. One of our main strategic initiatives, “to provide services to increase the capacity of archives throughout the province to preserve and provide access to B.C.’s documentary heritage” has been realized like never before with the launch of our online archives portal *MemoryBC*. I am anticipating another eventful year and am eager to take on the responsibility as AABC’s President. I also look forward to working with Artefactual Systems and the AABC’s excellent team of contractors and volunteers to continue to develop and steward *MemoryBC* and to serve the archival community in new and innovative ways.

One of my primary responsibilities as Vice-President has been to chair the Program Committee. This committee oversees the BC Archival Network Services, the BC Education and Advisory Services, the BC Archival Preservation Services and our contractors who manage these programs. The Programs Committee report for 2009/10 will follow.

Respectfully submitted,

Janine Johnston
Vice-President

3.3 Treasurer and Finance Committee Report – Linda Nobrega

I have completed the first year of a two-year term as the AABC Treasurer. It has been a steep learning curve understanding the roles and responsibilities of the position. Karen Blimkie continues to be the AABC's financial manager. She is responsible for carrying out the day-to-day financial activities, keeping the AABC's financial records, and for providing advice and assistance to the AABC with respect to its budget development and other financial matters. The Finance Committee consisted of Lara Wilson and Jennifer Mohan and has provided advice, upon request, in the management of and the use of AABC funds. Most critically, the Finance Committee helped clear the intricacies relating to the funding/grant sources and their processes. I would like to take this opportunity to express my sincere thanks to Karen Blimkie for her outstanding work and assistance and to the members of the Finance Committee and the Executive for all their assistance and their knowledge of AABC matters.

The accounting firm, Evancic Perrault Robertson has completed its review of the AABC's financial statements for the year ended March 31, 2009 and its results are available to AABC members. These financial statements are to be approved at the 2010 AGM.

In the 2009/2010 fiscal year the AABC continued to fund its three programs: The BC Archival Education and Advisory Service, BC Archival Preservation Service and the BC Archival Network Service. The funding remained at the same levels as the previous year. In 2009/2010, the AABC received CCA/NADP funding of \$74,224.70 which went to supporting the AABC services and programs. The Irving K. Barber Foundation continues to provide the AABC with \$25,000/year but this year half of that fund was not received due to an invoicing error. However the AABC will receive the amount of \$12,500 at the end of the 5 year agreement, therefore appearing in the 2011/2012 fiscal year. In order to accommodate the shortfall in this fiscal year the AABC reserve

fund was used. The AABC received Gaming funding of \$9,450 which was allocated to the BCAUL ICA-AtoM project. Other main sources of revenue were membership fees, the conference, and workshops. In total the AABC allocated \$34,700 of its general fund to the three programs in order to maintain them and to the hiring of a one-time indexer for the MemoryBC project.

As of February 28, 2010, the AABC has an estimated reserve fund of \$55,000. An updated figure that will encompass the fiscal year will be provided at the AGM.

For the 2010/2011 fiscal year the AABC has received confirmation that the total NADP amount will remain the same with \$76,961.83 allocated to four programs. The budget allocated to institutions and the Archival Preservation Service program is to take a reduction. The funding for the other programs will remain largely the same and a new project, the Data Migration (Comma-Separated Values) Project, has been added. The Irving K. Barber funding continues and approximately \$18,000 of the AABC General Fund will be used to accommodate shortfalls.

Respectfully submitted,

Linda Nobrega
Treasurer
Chair, Finance Committee

4. Committee and Program Annual Reports

4.1 Programs Committee

This year's Programs Committee includes Lara Wilson, Jennifer Mohan and Sharon Larade. They have done a wonderful job in overseeing the AABC's Archival Network Service, Archival Preservation Service, and Education and Advisory Service, as well as guiding and advising me in my duties as the Chair for this committee.

BC Archival Network Services/MemoryBC

Janet McMaster, the AABC's Archival Network Coordinator, and Margery Hadley the AABC's Webmaster deserve a great deal of credit for the AABC's online successes this past year. Janet has been busier than usual, as support for *MemoryBC* has been high from around the province. Archivists from a variety of different organizations have participated in ICA-AtoM training and have requested logins and passwords to contribute to the database. New Repositories who had not previously participated in the BC Archival Union List and institutions who had not updated their lists holdings in years have submitted new descriptions and data.

A great deal of work this past year took place before the launch of *MemoryBC*. Last summer the AABC transferred our website from our old servers hosted by Cinemage to new servers hosted by Artefactual Systems and migrated the BC Archival Union List to the *MemoryBC* portal. Both Janet and Margery did a great amount of work transferring data between the servers and fixing web-links in order for a smooth transition to the AABC websites new domain www.aabc.ca. Before *MemoryBC* was officially launched during Archives Week in November 2009, Margery and Janet helped develop indexing terms for the new database and Margery indexed over 2,000 archival descriptions.

Kelly Stewart, the AABC's Education and Advisory Services Coordinator, also deserves credit for her work in support of *MemoryBC*'s this year. Kelly's ICA-AtoM training workshops and teleconferences have introduced archivists in almost every region in the province to *MemoryBC*. This year she trained approximately 140 individuals from 35 institutions in using the software.

In August 2009, the ANS began tracking *MemoryBC*'s usage using Google Analytics, which is providing us with more detailed data on how well we are reaching our users. Between August 2009, when *MemoryBC* became live online and January 31st, 2010, *MemoryBC* received a total of 9,881 visitors and 31,086 visitors to our website.

This is Janet McMaster's last year managing the AABC's network services and her conscientious work, commitment and dedication to the AABC will be missed. Finally, thank you to Peter Van Garderen and Evelyn McLellen of Artefactual Systems for their ongoing work and support in making this project a success.

BC Education and Advisory Services

The AABC's Education and Advisory Services provides on-site, distance consultation and distance and on-site training to AABC institutional and individual members. This year was a busy one, as Kelly Stewart, the BC EAS Coordinator undertook site visits to the Dawson Creek Museum & Archives, the Fraser-Fort George Museum and Archives, the University of Northern British Columbia Archives, the Fort St. John Museum and Archives, the Hudson's Hope Museum and Archives, CBC Radio Photographic Archives, the Japanese Canadian National Museum, the North Vancouver Museum and Archives, the United Church BC Conference Archives, the Anglican Diocese of New Westminster Archives, and to the Archives at Regent College.

As mentioned above, the major focus for the EAS this year has been training AABC members in using our new *MemoryBC* database and keeping our members versed in the latest versions of the Rules of Archival Description. This year Kelly offered ten RAD Refresher workshops paired with ICA-AtoM training. These were offered via classroom-style workshops and teleconferences. EAS has also coordinated a number of distance education courses with the Archival Preservation Services this year. These will be discussed below.

BC Archival Preservation Service

The Archival Preservation Services, coordinated by Rosaleen Hill, offers AABC member institutions access to a wide range of conservation services, including site visits, global facility assessments and a variety of on-site and distance workshops. This year, Rosaleen conducted site visits to Vancouver Island and in the Lower Mainland. She visited the Saanich Archives, the Duncan-North Cowichan Municipal Archives, the University of Victoria Archives, the Nanaimo Community Archives, the Delta Museum and Archives, the West Vancouver Museum and Archives and the Native Daughters of British Columbia-Hastings House Museum. Rosaleen also coordinated and delivered the distance education course *An Introduction to Archival Preservation*. It should be noted that the AABC's distance education courses are the only ones of their kind offered in Canada have included participants from across the country.

The workshops, *Managing Plans and Drawings* and *Oral History: from Theory to Practice* were offered in coordination with the EAS. One workshop, *An Introduction to Managing a Digitization Program* was offered this fall, but cancelled due to low registration. This workshop is being offered in April 2010

in coordination with the AABC's annual conference. As of writing this report, the workshop is filled to capacity with 30 participants.

Thank you to the Canadian Council of Archives' National Archival Development Program and the Irving K. Barber Learning Centre for their ongoing support in funding these valuable services.

Respectfully submitted,

Janine Johnston
Vice-President

4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)

Newsletter Committee

Earlier in 2009, Greg Kozak stepped down as AABC Newsletter editor and Leah Pearse accepted the position of editor, starting with the Spring 2009 edition. Two more Newsletter Committee members were recruited, a technical editor and an editorial committee member (Sonia Nicholson). Only the editorial committee member was able to stay on.

One change that was instituted under the 2009/2010 Newsletter Committee was changing the newsletter format. It remained a PDF document, but the graphics were updated with InDesign software and has been used as the template for the three issues that have come out from the Newsletter Committee: Spring 2009, Fall 2009, and Winter 2010. Without an experienced technical editor to do layout, the release of the three editions were delayed. The Newsletter Committee requests that a new technical editor with experience with InDesign be sought for the upcoming issues. Another change was moving from four issues a year to three issues.

The number and quality of submissions have been good, making for an interesting publication. More photos have been solicited to accompany articles, themed and non-themed issues have been created, and a new regular feature "Best Archives on the Web" highlighting archives-related websites was instituted by Sonia Nicholson and has appeared in all three issues to date.

Respectfully submitted,
Leah Pearse
Newsletter Committee, Chair

Public Awareness, Advocacy and Legislation

The PAAL chair position was vacant this year. In December, the AABC executive wrote to the President of the British Columbia Institute of Technology (BCIT) expressing concern over the closure of the BCIT Archives.

Respectfully submitted,
Jane Morrison (Portfolio Chair)

Regional Representatives

Central Interior-BC Northeast

For the 2009/2010 year, collaboration has once again been the key activity within the Central Interior – BC Northeast Region. In September 2009 the Aleza Lake Research Forest Society, the Prince George Railway and Forestry Museum, the Northern BC Archives & Special Collections and the Forest History Association of British Columbia hosted the *Exploring Our Roots: Forest History in Our Communities* Annual Conference of the Forest History Association of British Columbia. Over the course of three days participants from across the province participated in oral history workshops, tours, and conference sessions which explored the dynamic relationships between our forests and its peoples from industrial, environmental, aboriginal and sociological perspectives.

No other regional activity has been reported at this time.

Respectfully submitted,

Erica Hernández, M.A.S.
Regional Representative, Central Interior – BC Northeast Region

BC Northwest

There was no regional meeting this year, however members enjoyed taking the MemoryBC online workshops. Members are looking forward to meeting during 2010.

Respectfully submitted,

Jean Eiers-Page
Regional Representative, BC Northwest region

Thompson-Okanagan

There was no regional meeting this year; some members are participating in the MemoryBC Orientation and Training delivered by distance.

Respectfully submitted,

Deborah Chapman
Regional Representative, Thompson-Okanagan

Fraser Valley

The Fraser Valley position was vacant during the 2009-2010 year.

South Vancouver Island

The spring 2009 meeting was held at Saanich Archives and was attended by nineteen archivists and volunteers from the region. Caroline Duncan gave a presentation on Saanich Archives' recent move to a purpose-built facility and gave a tour of the new archives. Rosaleen Hill, Preservation Consultant with the AABC, gave a presentation on digitizing audio recordings and answered many questions on preservation and storage issues.

The fall 2009 meeting was held in September at the Royal Jubilee Hospital School of Nursing Archives and was attended by representatives of the Girl Guide Archives, Saanich Pioneer Society, Royal BC Museum & Archives, Saanich Archives, Anglican Archives of BC, St Margaret's School Archives, Sisters of St Ann Archives and the Greater Victoria Public Library local history section.

Bea Johnson of the RJH School of Nursing Archives gave a presentation on their oral history project which was followed by a talk by Liz Koolman on the history of the Pemberton Chapel. Attendees were given a tour of the archives and enjoyed tea in the garden.

Members are looking forward to the spring 2010 meeting which will be held at the Girl Guide Archives.

Other activities have included field trips to local archives and reference resources in the Greater Victoria area. Fall 2009 visits focused on map resources and included tours of the Land Title Office and the Surveyor General Division of the Land Title and Survey Authority of BC. Spring 2010 visits have focused on school archives with visits to St Margaret's School Archives and St Michaels University School Archives.

Respectfully submitted,

Caroline Duncan
Regional Representative, South Vancouver Island

Central and North Vancouver Island

There was no regional activity to report in the 2009-2010 year.

Respectfully submitted,

Jane Hutton
Regional Representative, Central and North Vancouver Island

Greater Vancouver

During the 2009/2010 year, the regional representative served as co-organizer of the 2010 AABC conference, provided classroom support at RAD Refresher and ICA-AtoM training in November, answered questions from the public regarding AABC Services, referred members of the public to the Education and Advisory Archivist, and promoted the values of AABC membership to individuals. Plans for the coming year include a site visit and a member meet and greet.

Respectfully submitted,

Jill Teasley
Regional Representative, Greater Vancouver

Kootenay-Columbia

The Kootenay-Columbia position was vacant during the 2009-2010 year.

4.3 Grants Committee

Grants Committee members for 2009/2010 were: Jennifer Baetz, Nadine Hafner, Krisztina Laszlo, Cheryl Linstead, Sylvia Stopforth, and Barbara Towell. The Grants Committee is primarily responsible for adjudicating institutional applications to the National Archival Development Program (NADP) within the province, and forwarding its recommendations for funding to the Canadian Council of Archives (CCA) and Library and Archives Canada (LAC) for final approval; it also promotes other grants and contribution programs available to AABC Institutional Members.

The funding allotment made available to BC through the NADP for 2008-2009 remained at the same level (\$117,112.00) with the majority of funds utilized by the AABC for its Education, Preservation, and Network programs, and services to members.

Ten institutional applications to the NADP were received with a funding request of \$68,449.34. On January 8th the Grants Committee met to review the applications and recommended six project proposals for funding to the CCA, at a total of \$43,877.34. Confirmation of these allocations is still pending.

The Grants Committee also compiled a set of recommendations for the CCA Secretariat in attempt to streamline the application and adjudication processes and clarify guidelines for the NADP. A review of these recommendations is pending.

Respectfully submitted,

Shaunna Moore,
Chair, Grants Committee & Institutional Member-at-Large

4.4 Membership Committee

For the 2009/2010 year, the Membership Committee members were Alaric Posey, Linda Nobrega (partial year), Andrea Lam, Paul MacDonnel, and Suher Zaher-Mazawi (partial year).

The Committee is responsible for

- managing the membership database;
- processing memberships (processing new memberships, membership renewals, issuing reminder notices and receipts, etc.);
- producing an annual membership directory;
- responding to membership queries from members and non-members;
- reviewing new applications for institutional membership utilizing the *Self-Study Guide for Institutional Membership* and then making recommendations to the Executive Committee; and
- working with other reports to other AABC committees, the Executive, and AABC contractors, as required.

The Membership Committee also began the process of reviews for institutional members and discussed revisions for the membership application process and criteria.

Membership statistics:

	2009-10	2008-09	2007-08	2006-07	2005-06	2004-05	2003-04	2002-03	2001-02
Institutional	74	71	93	92	87	96	94	96	101
Associate Institutional	32	40	57	53	46	49	50	43	41
Sustaining	2	6	6	7	7	7	7	10	11
Individual	62	58	68	64	70	89	85	78	87
Student/Volunteer	23	32	34	52	70	67	47	53	53
Honorary Life	2	1	1	1	6	7	8	7	7
Honorary Patron	1	1	1	1	1				

Total Members	196	209	260	270	287	315	291	287	300
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Presentations

A presentation was made to the first-year MAS/Dual students at SLAIS in conjunction with a presentation from a representative from the ACA. Every year at this presentation students are offered a free membership for their first year. Normally this presentation takes place in the fall semester, but this year it could not be arranged until February. Therefore the students' free memberships will be rolled over for the 2010/2011 membership year, accounting for the drop in student members this year.

Membership database and directory

The membership directory was maintained and updated throughout the membership year. The database was used to issue receipts for membership dues, to produce the full institutional list for grant application purposes, and to issue the membership renewal forms.

The membership directory was issued via post or email, according to member preferences, in March 2010.

New institutional members

The AABC welcomed the City of Burnaby Archives as a Full Institutional member. The City of Burnaby Archives was previously an Associate Institutional member. Congratulations to the City of Burnaby Archives!

The AABC welcomed three new Associate Institutional members in 2009/2010: Church of Our Lord Archives, Nicola Valley Museum and Archives Association and Sunshine Coast Museum and Archives. Welcome to all three institutions!

Plans for the 2010/2011 Membership Year

The Membership Committee has a number of activities planned for the 2010/2011 year. The current Full Institutional membership guidelines include a provision for a 5-year review. Because most institutions were grandfathered into the current institutional requirements, almost all institutions are due for review. The membership committee has been working with the Executive to develop documentation and procedures for this process.

Feedback from membership has also made it clear to the Membership Committee that the institutional membership application requires review. The Membership Committee plans on using the data from the institutional reviews and to study the membership requirements of other provinces to help propose changes to the membership application form and procedure.

Welcome and thanks

Rebecca Pasch and Jen Stevenson-Zerkee have agreed to join the Membership Committee for the 2010/2011 year. Welcome Jen and Rebecca!

This year Linda Nobrega, Paul MacDonnell and Andrea Lam resigned from the Membership Committee. Thank you to all three for your service to the Committee.

The Membership Committee would also like to thank Anthea Seles for acting as our liaison until her resignation from the Executive, and to thank Jane Morrison for acting as our liaison until a replacement Individual Member-at-Large is elected.

Respectfully submitted,

Sarah Romkey
Chair, Membership Committee

5. Election of Executive Committee Members

5.1 Nominations Committee

Vacant Positions

The following positions on the AABC Executive are now open for nominations:

- Vice President (2 year term, with second year as President)
- Secretary (2 year term)
- Institutional Member-at-Large (2 year term)
- Individual Member-at-Large (interim 1 year term)

A selection of candidates will now be presented and additional nominations will also be accepted from the floor.

2010 Nominations

- I would like to present the nomination for **Jennifer Pecho** to serve as **Secretary** for the Archives Association of British Columbia for the 2010-2012 term.
- I would like to present the nomination for **Peter Johnson** to serve as **Institutional Member-at-Large** for the Archives Association of British Columbia for the 2010-2012 term.
- I would like to present the nomination for **Corinne Rogers** to serve as **Individual Member-at-Large** for the Archives Association of British Columbia for the remainder of the 2009-2011 term.

I would like to thank all nominees for allowing their names to stand and for their commitment to the Archives Association of British Columbia and its membership. Thank you all!

The following positions on the Standing & Ad Hoc Committees are open:

- Chair and member, PAAL Committee
- Technical Editor, Newsletter Committee

2010 Update on Regional Representatives

The following regions currently require regional representation:

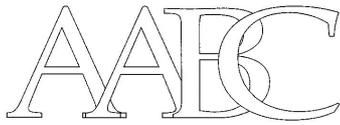
- Kootenay-Columbia

- Fraser Valley

Please contact Melanie Wallace if you are interested in acting as regional representative for one of these areas.

Respectfully submitted,

Melanie Wallace
Chair, Nominations and Elections Committee



Archives Association of British Columbia

Honorary Patron: The Honourable Steven L. Point, OBC, Lieutenant Governor of British Columbia

PROXY VOTING FORM
ANNUAL GENERAL MEETING

(Please complete this form if you are unable to attend the AGM)

Saturday April 17, 2010
2:30 to 4:00 p.m.

Irving K. Barber Learning Centre, University of British Columbia
Vancouver

The undersigned, being a member in good standing with the Archives Association of British Columbia, hereby nominates, constitutes and appoints:

_____ of _____
(Name of Proxy) (Address)

to attend, act, and vote on behalf of the undersigned at the Annual General Meeting of the Archives Association of British Columbia on Saturday April 17, 2010 Vancouver, BC.

Dated this _____ day of _____, 2010

Member Signature

Member Name (Print)

Each member present at a vote may cast no more than one proxy vote on behalf of an absent member.

Please present this proxy to the Secretary at the time of each vote.