



Archives Association
of British Columbia

Archives Association of British Columbia

Honourary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia

AABC Annual General Meeting

Friday April 28, 2017, 4:30 p.m.

Mearns Centre for Learning/McPherson Library, University of Victoria,
Victoria, BC



Lillian Stewart rowing just below the E&N Rail Trail,
ca. 1920

Griffiths Collection
Town of View Royal Archives

PLEASE REMEMBER TO BRING THIS PACKAGE WITH YOU TO THE AGM



AGENDA

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AABC Annual General Meeting

Friday April 28, 2017

4:30 p.m.

**Mearns Centre for Learning/McPherson Library, University of Victoria,
Victoria, BC**

- 1. Approval of Agenda**
- 2. Approval of Minutes of April 15, 2016 Annual General Meeting**
- 3. Executive Reports**
 - 3.1 President
 - 3.2 Vice-President
 - 3.3 Treasurer and Finance Committee
-2016 Financial Statements
- 4. Committee and Program Annual Reports**
 - 4.1 Programs Committee
 - 4.2 Communications Committee & Regional Representatives
 - 4.3 Membership & Conference Committees
 - 4.4 Grants & Fundraising Committee
- 5. Election of Executive Committee Members**
 - 5.1 Nominations Committee
- 6. Other Business**
 - Summary of Proposal to host digital objects in MemoryBC
 - Memorandum of Understanding (BCMA, BCLA, AABC) Advisory Committee
 - New BC *Societies Act*
 - Engagement opportunities
- 7. Adjournment**

Attachments

- Summary of Proposal to host digital objects in MemoryBC
- 2016-2017 and 2017-2018 Budgets
- Financial review 2015-2016
- 2015-2016 Financial statements for approval
- Proxy Voting Form



2016 AGM Minutes

Archives Association of British Columbia
Annual General Meeting
Friday April 15, 2016

Draft – Not Approved

Deloitte, Vancouver, BC

1. Approval of Agenda

Emily Lonie called the meeting to order at 3:58pm.

There was a motion to approve the agenda and call for any additions to the agenda.

Lara Wilson moved to approve the agenda, seconded by Jennifer Yuhasz.

Call for vote to accept the agenda. Motion carried.

2. Approval of Minutes of April 24, 2015 Annual General Meeting

Motion to approve the minutes of the 2015 Annual General Meeting was made by Jennifer Mohan and seconded by Susan Hart.

Call for vote to accept the 2015 AGM minutes. Motion carried.

3. Executive Reports

3.1 President

Emily Lonie had nothing further to add to her report. She said it was a pleasure serving as the AABC's president. She called for a motion to approve the President's report.

Jane Morrison moved to approve the President's report, seconded by Alyssa Rootenberg.

Call for vote to accept the President's report. Motion carried.

3.2 Vice-President

Cindy McLellan added to her report the hiring of the new BCANS coordinator, Lisa Snider.

Call for motion to approve the Vice-President's report.



Lara Wilson moved to approve the Vice-President's report, seconded by Maxwell Otte.

Call for vote to accept the Vice-president's report. Motion carried.

3.3 Treasurer and Finance Committee

Sarah Romkey added that there was a surprise surplus to the preliminary financial statements due to underspending on contractors. She mentioned the actual financial statements will be slightly different at next year's AGM.

Jill Teasley moved to approve the financial statements of the AABC, for the year ending March 31, 2015. Seconded by Barry Dykes.

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

Call for motion to approve the Treasurer's report.

Jennifer Mohan moved to accept the Treasurer's report, seconded by Alexandra Wieland.

Call for vote to accept the Treasurer's report. Motion carried.

4. Committee and Program Annual Reports

4.1 Programs Committee

There were no additions to the Programs Committee report.

Call for motion to approve the Programs Committee report.

Susan Hart moved to approve the Programs Committee report, seconded by Maxwell Otte.

Call for vote to accept the Programs Committee report. Motion carried.

4.2 Communications Committee

There were no additions to the Communications Committee report.

Call for motion to approve the Communications Committee & Regional Representatives report.

Sarah Rathjen moved to approve the Communications Committee & Regional Representatives report, seconded by Jennifer Yuhasz.

Call for vote to accept the Communications Committee & Regional Representatives report. Motion carried.

4.3 Membership Committee



There were no additions to the Membership Committee report.

Call for motion to approve the Membership Committee report.

Jane Morrison moved to approve the Membership Committee report, seconded by Lara Wilson.

Call for vote to accept the Membership Committee report. Motion carried.

4.4 Conference Committee

Call for motion to approve the Conference Committee report in the absence of Heather Dean. Lara Wilson commented on the caliber of this conference and suggested endeavouring to partner with other groups such as ARMA or the BCMA for future conferences. She proposed holding the next conference in Victoria. Mentioned the success of L. Glandt's workshop.

Jill Teasley moved to approve the Conference Committee report, seconded by Jennifer Zerkee.

Call for vote to accept the Conference Committee report. Motion carried.

4.5 Grants & Fundraising Committee

Call for motion to approve the Grants & Fundraising Committee report.

Lara Wilson moved to approve the Grants & Fundraising Committee report, seconded by Luciana Duranti.

Call for vote to accept the Grants & Fundraising Committee report. Motion carried.

5. Election of Executive Committee Members

5.1 Nominations Committee

The following members have let their names stand for the following positions on the AABC Executive Committee:

- Vice President (2 year term, second term as President) **Maxwell Otte**
- Member-at-Large (2 year term) **Alexandra Wieland**
- Member-at-Large (1 year term) **Claire Gilbert and Scott Owens**



Ryan Gallagher presented the first two candidates and thrice called for additional nominations from the floor. No additional names were forwarded, and Maxwell Otte and Alexandra Wieland were acclaimed to their respective positions. Ryan congratulated the candidates and thanked them for allowing their names to stand.

Ryan Gallagher held an election for the Member-at-Large (1 year term). Scott Owens stated his interest in the position and his commitment to the archival profession and the AABC as demonstrated by his role on the 2016 Conference Committee and Provincial Database Committee. Claire Gilbert was not able to attend the AGM. Ryan Gallagher offered to deliver a statement on her behalf; this was not provided. An election was held. Ryan Gallagher counted the ballots. Scott Owens was elected. A recount was conducted by a non-member, Kelly Stewart, with the same results. Jill Teasley moved to destroy the ballots as per event based retention. Susan Hart seconded the motion. Motion carried.

Call for motion to approve the Nomination Committee's recommendations.

Lara Wilson moved to approve the Nominations Committee's recommendations and Luciana Duranti seconded the motion.

Call for vote to accept the Nominations Committee report. Motion carried.

6. Other Business

Jill Teasley moved that the AABC liaise with the Canadian Archives Steering Committee's (CAS) new sub-committee to track that sub-committee's recommendations and the federal budget's inclusion of funds for the archival community to address TRC recommendations. After the CAS Steering Committee's sub-committee issues its recommendations and/or considerations, liaise with that sub-committee to determine the best way forward for the AABC to address the TRC. Lisa Snider seconded this. Membership voted and motion carried.

Lara Wilson discussed the key activities of the Canadian Archives Steering Committee (CAS) working groups for 2016-2017 and 2017-2018 which include current and future needs of the archives work force. Public relations advocacy is crucial. She also mentioned the response to the TRC report, the CCA standards report, and digital records management (NPTAC - Archives of Ontario and LAC leading this). Jennifer Mohan mentioned RM in the BC government is not under the BC Archives. Agreed AABC would write to Ian Burnett, chair of the NPTAC, to remind them how the BC government is organized. The AABC could suggest the Chief RO be invited to the table.

Jennifer Mohan made a motion to extend congratulations to 2015/2016 academic year PhD candidates: Corrine Rogers, Elaine Goh, Jessica Bushey. Motion seconded by Jill Teasley. Motion carried.

Cindy McLellan, the 2016-2017 AABC president, moved to reinstate the ad hoc Provincial database committee (Kelly Stewart, Melanie Hardbattle, Scott Owens). Jill Teasley seconded the motion. Motion carried.



7. Adjournment

There was a call for motion to adjourn the meeting.

Jane Morrison moved to adjourn the meeting and Maxwell Otte seconded the motion.

Call for vote to accept the motion. Motion carried.

Meeting was adjourned at 4:58.



2016-2017 AABC Annual Reports

3.1 President's Report – Cindy McLellan

Another exciting year draws to a close for the AABC. I would like to thank everyone who helped me during my time as part of the AABC Executive - it's been an enriching experience. As a lone arranger I have valued working regularly with the archival community. The AABC relies on many volunteers to function and thrive - I truly appreciate everyone who has helped me and the AABC. Thank you to the dedicated Executive that served with me this year: Max Otte (Vice President), Sarah Romkey (Treasurer), Sarah Jensen (Secretary), Scott Owens (Member-at-Large), and Alexandra Wieland (Member-at-Large). A special thanks to everyone who served (and continue to serve) on a committees this year; Jen Zerkee and Sarah Rathjen (Membership Committee), the wonderful Lara Wilson, Jill Teasley, Jennifer Mohan, and Jane Morrison (Programs Committee), Lara Wilson and Rebecca Pasch (Finance Committee), Lea Edgar (Communications), Marisa Parker (ACA@UBC AABC Rep) and Scott Owens (AABC Provincial Database Committee).

Our biannual roundtable gatherings were well attended and productive. Thanks to everyone who came out or phoned in! This continues to be an important part of how the AABC plans for the future.

In early 2017 the AABC signed a Memorandum of Understanding with the BC Museum Association and the BC Library Association. This memorandum articulates our shared values; including respect and recognition of Indigenous peoples and cultures and a shared commitment to using our shared capacity for research and education for the betterment of BC communities. We are encouraging our members to participate in joint activities that will enhance learning opportunities and knowledge transfer among professionals and institutions. The MOU will support this by offering member rates to conferences among the three professional associations, encouraging joint activities and a plan to create new awards to acknowledge and celebrate exceptional professionals and projects. The agreement is set for a three year term at which time it will hopefully be renewed.

Thanks to Documentary Heritage Communities Program (DHCP) funding our Digital Preservation Management (DPM) workshop and follow-up activities were a success. When we wrote this application it was with the intent that this cohort would help each other with their digital preservation initiatives into the future and perhaps also be resources for institutions still getting to a stage where they can start planning digital preservation - as part of this cohort I am enjoying the support very much. To further aid AABC members in the future and extend the usefulness of running the DPM workshop our EAS Advisor, Lisa Glandt, was one of the students and she will be able to share and teach what she learned. Glandt has created a webpage of resources and tools to share widely.

Lisa Glandt continues to travel the province and run DHCP-funded clinics that include training, networking, site visits and general archival awesomeness. Clinics have revitalized the AABC's Regional groups and our Regional Representatives have enjoyed working with Glandt.



Members and non-members alike have greatly benefited from the British Columbia Archival Education and Advisory Service Coordinator once again traveling our vast and beautiful province bringing archival knowledge and enthusiasm. Thanks to the DHCP and those who wrote this application - it has been a great success.

The two Webcast Roundtable events hosted by the Irving K. Barber Learning Centre were again well received. In the fall of 2016 the theme 'Digital Preservation Management...Best Practices vs. Reality' was tied to the recently completed DPM workshop with great success. Experts from the City of Vancouver Archives, Simon Fraser University Archives and InterPARES answered questions and shared their experiences with those who are just starting the journey to digital preservation. The winter 2017 roundtable, 'Talking with First Nations Archives,' struck a chord with many. The discussions, led by colleagues who work in local First Nations Archives, Resource Centres and in Records Management programs, sparked there will be resonating for some time into the future.

Membership in the AABC continues to rise and we hope to see this trend continue.

Glandt delivered four distance workshops and dedicated some time to updating these. Distance education continues to be a valuable AABC contribution to the community. Glandt also lead several workshops in person.

I would like to thank our wonderful staff who bring their dedication and enthusiasm to their part-time commitment to the AABC. Thank you to our wonderful Financial Manager Karen Blimkie has been with us through it all and who's interest in and knowledge of the BC Societies Act is ever useful. As AABC Vice President I was involved in hiring both Lisas - I'm therefore extra pleased that they have both proven to be perfect fits. Thank you to Lisa Snider for a fabulous first year in her dual role of Website Administrator and British Columbia Archival Network Service Coordinator. Thank you to our British Columbia Archival Education and Advisory Service Coordinator Lisa Glandt for continuing to bring your knowledge and enthusiasm to everything you do with the AABC.

Following in the pattern of the last few conferences the AABC is continuing to try new things. This year we find ourselves outside the lower mainland in beautiful Victoria. It was delightful to partner with ARMA Vancouver Island. Thank you to everyone who helped to make this conference a success especially (and you will notice all of these names earlier in my report) Scott Owens, Jennifer Mohan, Jane Morrison and Lara Wilson.

Respectfully submitted,
Cindy McLellan
President, 2016/2017

3.2 Vice-President's Report – Maxwell Otte

Serving as Vice-President of the Archives Association of British Columbia has been a rich and rewarding experience. I would like to thank my colleagues on the Executive, our contractors and all our volunteers. I am particularly thankful for the dedication and hard work of the Programs



Committee (Jennifer Mohan, Jane Morrison, Jill Teasley and Lara Wilson). The AABC continues to thrive, in large part, because of its dedicated membership and volunteers.

This was an exceptionally busy year for the AABC. In addition to our normal programs, AABC received two DHCP grants. The first of these, Building Digital Preservation Capacity in British Columbia, brought the Digital Preservation Management Workshop led by instructors Nancy McGovern and Kari Smith to Vancouver. Following on the workshop, AABC hosted a webcast at the Irving K. Barber Center on the topic of digital preservation, conducted a series of follow-up meetings with workshop participants, had several software demonstrations and launched our first twitter chat. The grant also allowed us to update the Archivist's Toolkit to include a section on electronic records and digital preservation.

Our second DHCP grant, Community Archives Training and Development Clinics, completed its first year. In this first year, clinics were held in Kelowna, Terrace and Vancouver. The clinics were attended by 56 participants from 31 different institutions. The clinics also included site visits to member institutions.

Both grants relied on the hard work of EAS Coordinator Lisa Glandt. Lisa delivered clinics, conducted site visits, and coordinated and carried out the follow-up activities from the Building Digital Preservation Capacity in British Columbia grant.

AABC continued to offer regular programming through our education and advisory services. In 2016/2017 we were able to offer three distance education courses to 75 people across BC, Canada, and the globe. We also offered two webcast roundtables, with the generous support of the Irving K. Barber Centre.

In April 2016, AABC welcomed Lisa Snider as our new Network Coordinator. Lisa's hard work, expertise and enthusiasm have been a significant asset to the AABC.

As incoming President, I am looking forward to another year of strong programming by the AABC. Next year will be an exciting one and the AABC Executive, contractors and volunteers are looking forward to it.

Respectfully submitted,
Max Otte
Vice-President

3.3 Treasurer and Finance Committee Report – Sarah Romkey

Introduction:



2016-2017 has marked another year of financial stability for the AABC. Members may recall that our budget for this year projected a loss of approximately \$3,700. In large part, this deficit was projected due to our participation in a development project for improved import and export functionality in AtoM, co-funded and coordinated by the Canadian Council of Archives, the Documentary Communities Heritage Program and a number of other provincial and institutional partners. It is important that the AABC uses its relative financial stability to help our community achieve joint goals such as this one.

Having said this, due to higher than expected conference and membership revenues and expenses coming in slightly under expected, at the time of writing it appears that the loss at the end of the 2016-2017 fiscal year will be closer to \$1,000 rather than \$3,700.

As in previous years, donations exceeded expectations- thank you to all of our generous donors! When donations exceed \$1,000, as they did this year, we reserve the excess to go towards the student awards in the following year.

From an administrative point of view, we experimented this year with providing contractor payments and reimbursements via e-transfer rather than cheque. This was initially due to the possibility of a mail strike, but we continued to trial it even after the mail strike failed to materialize. Ultimately, after a couple of months we found that the restrictions on the amount and number of e-transfers allowed by the banking system created too high an administrative burden, and we went back to cheques.

Financial Statements:

A. Financial Statements for 2015-2016

As moved by the Membership at the 2014 AGM, we no longer have financial statements prepared by external reviewers until such a time that an external review is legally required. The Treasurer and Finance Committee met with volunteer Barry Dykes, archivist and former accountant, and Financial Manager Karen Blimkie in May 2016 to perform a review of the Association's finances. The Financial Manager provided the volunteers with all financial paperwork for the 2015-2016 fiscal year and provided us with an orientation to the paperwork, then recused herself for our review. The financial statements and report from the volunteers is attached to the AGM Package as Appendix A.

B. Financial Statements for 2016-2017

The current financial statements for the year ending March 31, 2017 are preliminary. They have not yet been finalized and reviewed at the date of the writing of the present report. A draft of these financial statements will be circulated at the AGM.

Budget for 2017-2018

Members of the AABC Executive, Programs and Finance committees met in February 2017 to discuss the budget for 2017-2018. Due to extra workshops proposed for 2017-2018, we project a modest surplus for the year. Educational Advisory expenses will be increased somewhat from



previous years, largely to account for the extra workshops, and the B.C. Network Services budget has received a modest increase as well. The projected surplus is \$1,391. The Executive approved the 2017-2017 budget on March 21, 2017. A comparison of the 2016-2017 budget and 2017-2018 can be found in Appendix A.

Contingency fund:

While significantly decreased deficits since the 2013-2014 fiscal year (when a deficit of over \$20,000 was projected) have renewed hope that the Association can be self-sustaining in the coming years, the Executive must still be prepared to wrap up the affairs of the Association if need be. A restricted contingency fund of \$55,000 remains in case of this outcome.

Thank you:

This AGM marks my last as AABC Treasurer (and I regret that I cannot attend in person!). It's been such a gratifying experience. As I have in previous years, I owe huge thanks to our Financial Manager, Karen Blimkie, to the members of the Finance Committee, Lara Wilson and Rebecca Pasch and now regular volunteer financial reviewer Barry Dykes.

For my last Treasurer report I would like to thank the membership at large. We have achieved a comfortable level of financial stability- some programs have been lost but other initiatives have been created, such as regional clinics through the generous funding of the Documentary Heritage Communities Program, and webcast roundtables through support of the Irving K. Barber Learning Centre. Through a number of years of change and growth, our membership numbers have not only been stable, but have grown, as have donations! Thank you all for putting your faith in the Executive of the AABC and staying the course. I believe that the AABC has a healthy future ahead.

Respectfully submitted,
Sarah Romkey
AABC Treasurer
Chair, Finance Committee

4.0 Committee and Program Annual Reports

4.1 Programs Committee Report

Jennifer Mohan, Jane Morrison, Jill Teasley and Lara Wilson served as members of the Programs Committee for 2016/2017. The Programs Committee has been crucial in securing funding for the AABC's offerings and in ensuring programs run smoothly. The Programs Committee's hard work on the AABC's DHCP programs has been particularly helpful.

BC Archival Education and Advisory Services



The BC Archival Education and Advisory Services, led by Lisa Glandt, remains the AABC's lifeblood, offering advice and educational services to our members. I want to thank Lisa for her dedication to the AABC and for her creativity and enthusiasm. Lisa successfully ran several distance education courses this year. She also planned and hosted two webcast roundtables at the Irving K. Barber Centre. These informative discussions, the first about digital preservation management, and the second about First Nations archives, helped the AABC extend its reach and provided our members with practical advice for addressing common archival issues. We look forward to another series of webcasts in the coming year. Lisa's work on our DHCP grants was also invaluable and received extremely positive feedback from membership.

Network Services Coordinator

This was Lisa Snider's first year as the AABC Network Services Coordinator. Lisa did a masterful job taking over from Dan Gillean, the former coordinator. Much of Lisa's time has been spent on activities relating to MemoryBC, which offers member institutions of all sizes the ability to upload their archival descriptions. In addition to MemoryBC, Lisa is also responsible for managing the AABC website. The Executive look forward to working with Lisa in the coming year to further improve and expand MemoryBC.

Respectfully submitted,
Max Otte,
Programs Committee Chair

4.2 Communications Committee & Regional Representatives

Report of Communications Committee and Regional Representatives

In January 2017, Lea Edgar took over management of the AABC Facebook page after several months with no posts. It is great to see Lea's interesting and informative posts which continue the tradition of engaging and informing members of the archives community. Thank you to Lea for her excellent work and thank you to Melanie Delva for her time as Facebook Administrator.

Strategies for reaching out to regional representatives continue to be a topic of discussion. Lisa Glandt's workshops and site visits are a positive start. I continue to be hopeful the upcoming year will lead to increased communication between the AABC and the regions. Jenny Seeman replaced Emma Hughes as the Southern Vancouver Island regional representative. A big thank you to Emma for her hard work.

For the past year, Marisa Parker has been the AABC representative for ACA@UBC. Her attendance and participation at the Roundtable meeting and at executive meetings has been appreciated.

On a final note, I would like to thank the Executive: Cindy, Sarah, Max, Scott, and Alexandra for their excellent work. It was been a pleasure to work with you. I must say I have enjoyed my time as secretary.

Respectfully submitted,



Sarah Jensen
AABC Secretary and Communications Committee Chair

Regional Representatives

Central and North Vancouver Island Regional Representative – Jane Hutton

There was no regional activity to report in the 2016-17 year.

South Vancouver Island Regional Representative – Jenny Seemen

There was no regional activity to report in the 2016-17 year.

Greater Vancouver Regional Representative – Jill Teasley and Jennifer Yuhasz

This year the Greater Vancouver regional group facilitated two events. Our first event, held May 28, 2016, was a tour of the “NANITCH: Early Photographs of British Columbia from the Langmann Collection” exhibit at Presentation House Gallery in North Vancouver. Thank you Miriam Kleingeltink for accommodating us and giving us a tour. Our second event, held July 9, 2016, was the Weird and Wacky tour at VPL’s Central Library. Thank you to all of the VPL staff for organizing such a great event and allowing such a large group of archivists attend. Thanks especially to Peter DeGroot with VPL’s Programming and Learning Department for leading one of the tours. Last but not least, a big thank you to everyone who participated in these events.

Respectfully submitted,
Jill Teasley
Jennifer Yuhasz

Fraser Valley Regional Representative – Val Billesberger

There was no regional activity to report in the 2016-17 year.

Thompson-Okanagan Regional Representative – Tara Hurley

This year I worked with Lisa Glandt, Education and Advisory Service Coordinator for the AABC, to host a workshop titled Managing Archives. Lisa and the AABC were able to offer this workshop free to members thanks to a DHCP grant through Library and Archives Canada. The workshop was held at the Kelowna Museums Society’s classroom at our Okanagan Heritage Museum location on September 13th. It was attended by eighteen members representing a variety of organizations from throughout the region. At the end of the workshop members stayed to participate in a Thompson Okanagan Regional Meeting. It was a great opportunity to catch up with members and share information and experiences.

Throughout the year I received a number of phone calls and emails from various members within the region. We discussed such topics as databases, conservation, arrangement and description, volunteer programs and storage solutions. As well, I received a few phone calls from the public who used the AABC website to contact me. These discussions have focused around copyright and access.



I look forward to continue to assist our regional membership however I can, organizing a Regional Meeting, working with Lisa again to host a Canadian Conservation Institute Workshop on Modern Information Carriers and Digital Preservation this fall and, as always, promoting the AABC within the Thompson Okanagan in 2017.

Respectfully submitted,
Tara Hurley

Kootenay-Columbia Regional Representative – Sue Adrain

There was no regional activity to report in the 2016-17 year.

B.C. Northwest Regional Representative – Jean Eiers-Page

In September 2016, members of the Northwest region were grateful to attend a two-day workshop, “Managing Archives,” hosted by Lisa Glandt, AABC Education and Advisory Services Coordinator. This was held at the Heritage Park Museum in Terrace B.C. This was the central location for members from Telkwa, Smithers, Kitimat, Terrace, Stewart, Prince Rupert, and Haida Gwaii. After the workshop, a regional meeting was held to discuss issues that affect all of us in northern B.C. Members reported that they would like to see more workshops offered in the north with ‘hands on’ training. Issues such as communication, sharing resources, policies, and thesaurus entries relevant to our region were also discussed.

The Prince Rupert Archives were fortunate to have Lisa Glandt do a site visit the day before the workshop. She was also able to view the “emergency kits” that were sent to regional representatives back in 1995/96 when the AABC received NADP funding. In 2016, the Archives were thrilled to accession 175 glass plate negatives from the McRae Bros., Ltd. and the DB/Textworks database was upgraded to the Archives Starter Kit from Andornot Consulting. The Archives continue to digitize negatives and hope to upgrade their website in the near future. Finding qualified staff for the Archives is an ongoing issue due to budget restraints and confirmation (March 31st) of annual budget requests make it difficult to pursue grant opportunities. One of the Archives’ past summer students took an AABC online course and is now doing her Masters in Archival Studies at UBC.

The Bulkley Valley Museum in Smithers launched their *Collections Online* website (<http://search.bvmuseum.com>) in April. This provides public access to over 4000 previously digitized historic photographs, as well as all of their artifact and archival catalogue records. The creation of this site was funded by the Library & Archives Canada Documentary Heritage Communities Program (DHCP). A second DHCP grant for 2016-2017 enabled them to hire Archivist Manda Haligowski in September 2016. Manda is the first trained Archivist to ever be hired by the BV Museum. During her two years with the Museum, Manda will be working to deplete approximately ten years of archival accessioning and data entry backlog, develop policy and procedures, and begin digitizing the Museum’s significant documentary heritage collections. The DHCP funding also enabled the Museum to purchase the optical character recognition (OCR) software Abby FineReader, and to integrate a PDF viewer to the *Collections Online* site.

The Kitimat Museum & Archives continues to prepare for their database upgrade by reviewing entries and eliminating duplicate records. They will be moving to the new DB/TextWorks Starter Kit shortly. Denise Pedro and Angela Eastman attended the AABC ‘Managing Archives’ workshop



in Terrace in late September. It was a good opportunity to share information and learn some new techniques. In October the Museum welcomed intern Magda Machula to their staff. Magda was hired under a Canadian Heritage Internship as a registrar to assist with the documentation and storage of collections. In January, Denise began the AABC Distance Education course ‘Managing Archival Photographs.’ Data entry continues as they attempt to manage their large photographic collections.

Respectfully submitted,
Jean Eiers-Page
Regional Representative, B.C. Northwest

Central Interior-BC Northeast Regional Representative – Kim Stathers

There was no regional activity to report in the 2016-17 year.

4.3 Membership & Conference Committees

Membership Committee members for 2016-2017 were Barry Dykes and Alaric Posey. The committee was co-chaired by Sarah Rathjen and Jennifer Zerkee. The executive liaison (Member-at-Large) was Scott Owens.

Responsibilities

The Membership Committee is responsible for:

- Managing the membership database
- Processing memberships (new, renewals, lapsed, arrears)
- Producing an annual membership directory
- Responding to membership-related queries from members and non-members
- Reviewing applications for institutional membership and making recommendations to the Executive
- Generating reports for other AABC committees, Executive members, and AABC contractors, as required

Membership statistics

	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009	2007-2008
Institutional	67	69	69	69	77	81	80	74	71	93
Associate Institutional	45	42	45	45	42	45	44	32	40	57
Sustaining	5	4	5	5	4	4	6	2	6	6
Individual	65	56	60	60	55	49	60	62	58	68
Student/Volunteer	50	41	37	36	30	30	31	23	32	34
Honorary Life	6	7	6	6	2	2	2	2	1	1
Honorary Patron	1	1	1	1	1	1	1	1	1	1
Total Members	238	220	217	216	211	212	224	196	209	260

New members



One new Full Institutional member joined the AABC this year: Chilliwack Museum and Archives. Two Associate Institutional members joined: Memorial University Libraries Archives and Special Collections and The University Women's Club of Vancouver. Sixteen individual members joined, as well as 13 students, 4 retired/volunteer, and 2 sustaining members.

Membership numbers in nearly every category have been steadily increasing over the past number of years, most notably in the various individual categories.

Projects and activities

Membership database and directory

The membership database was maintained and updated throughout the year. The membership directory was issued electronically in August.

Discussion of membership policies and benefits

The Membership Committee worked with the Executive to compile a current list of membership benefits, now available on the Membership page (www.aabc.ca/membership).

Outreach to SLAIS students

In the fall Jennifer Douglas at SLAIS provided AABC information to her MAS core class on the Committee's behalf, and shared our offer of a free first year membership. A number of students took advantage of this offer.

Plans for the 2017/2018 year

- Continue to work with the Executive to develop a lapsed-membership policy.
- Work with the BCANS Coordinator to develop policies and procedures for member use of MemoryBC.

Comments from Co-Chairs

Jennifer is stepping down from the Co-Chair position. She would like to thank Sarah for the productive partnership we have had over the past four years, and wish the committee the best for the future.

Sarah will be staying on as committee Chair for the coming year. She would like to extend a big thank you to Jennifer for her dedication and service to the committee since 2011. Jennifer has been a pleasure to work with and Sarah will miss the partnership we've had. Thank you, Jennifer!

Both co-chairs would like to thank our small but dedicated group of Membership Committee members. Your contributions to our projects have been valuable and we look forward to continuing to work with you. We are also grateful to the general membership for their continued support of BC's archival community.

Respectfully submitted,
Sarah Rathjen and Jennifer Zerkee
AABC Membership Committee Co-Chairs



Conference Report

Discussion around planning for the AABC conference began in the summer of 2016 and it was decided, based on a suggestion from the previous year, to have a joint conference with the Vancouver Island chapter of the Association of Records Managers and Administrators (ARMA VI) and to host the conference in Victoria. The committee was formed of AABC and ARMA VI representatives on October 19 after a call-out to the membership of ARMA VI and AABC via listservs. The theme chosen for the conference was “Dominion of the Digital” and the committee circulated a call for papers on January 4, 2017 with the call ending on February 3, 2017. The committee also arranged for a full-day workshop, “Records Management 101,” to be held one day prior to the conference, which will be run by Lisa Glandt.

Many thanks to this year’s planning committee: Jane Morrison (Co-chair), Chance Dixon (Co-Chair), Dan Collins, Jennifer Mohan, Linda Nobrega, Michael Stevens, Lara Wilson and Dave Young. The presenters also deserve thanks as well as the many sponsors and supporters of the AABC’s annual conferences. Suggestions are welcome regarding the theme and venue for next year’s conference.

Respectfully submitted,
Scott Owens, Member-at-Large (Membership and Conference)

4.4 Grants and Fundraising

The Grants & Fundraising Committee, chaired by a Member-at-Large is responsible for the adjudication of grant funding. No new source of grant funding to be distributed by the AABC was introduced, so the Committee did not meet in 2016-2017. The chair of the Grant Committee forms part of the adjudication committee for the Friends of the BC Archives’ Terry Reksten Memorial Award. The award was also publicized through AABC communications. The recipients of the award for 2016 were the Cortes Island Museum and Archives Society and the Bamfield Historical Society.

The recent signing of the Memorandum of Understanding with the BC Museums Association and the BC Library Association has opened the door to collaboration in finding joint funding ventures to strengthen the sector. I look forward to contributing to these advocacy efforts.

Respectfully submitted,
Alexandra Wieland, Member-at-Large

5.0 Election of Executive Committee Members

As of this report’s submission, the following candidates are nominated for open positions on the Executive.

These candidates will be presented to the AGM; additional nominations will also be accepted from the floor.

5.1 Nominations Committee



I am pleased to announce the following candidates have put their names forward for the vacant executive positions.

Current AABC Executive vacancies and nominees:

Position	Nominee
Vice-President	
Secretary	
Treasurer	Angeline Chirnside
Member-at-Large	Dan Collins

Respectfully submitted,
Alexandra Wieland, Member-at-Large

6.0 Other Business



Attachments - Appendix A

Summary of proposal to host digital objects in MemoryBC

Background

In March 2017, the AABC sent a message to B.C. heritage institutions via the archives-bc, BCLA, and BCMA list serves, asking both members and non-members to fill out a brief survey to express interest in hosting digital objects in MemoryBC. The proposal is that member institutions of the AABC would be able to purchase digital object hosting at a rate of \$120-\$160 per year for 5 GB of digital object storage.

The cost to the AABC of hosting digital objects would combine three factors:

1. We are currently grandfathered into a lower hosting rate for MemoryBC, which would end if we add complexity to the site, e.g. if we allow members to upload digital objects. This is an ongoing cost of \$600 per year.
2. The AABC would then be charged \$11.99/year/GB for digital object hosting, after the first 10 GB.
3. Additional time would be required from our Education Coordinator and Network Coordinator for training and troubleshooting issues related to digital objects.

Survey results

17 responses were gathered via the survey.

Type of institution

Of the respondents, 12 were Full Institutional members of the AABC, 2 were Associate Institutional members, and 3 are not currently members. Of the 3 non-members, 2 expressed interest in joining if it meant they would be able to host descriptions/objects in MemoryBC.

Interest in digital object hosting

Of the 17 respondents, 11 responded positively (10 “yes,” 1 “possibly”) to the idea of using a digital object hosting service through MemoryBC. Those who did not respond positively cited issues of cost, duplication of work with their own databases, or simply “no”.

Type and quantity of digital objects

Of those interested in this service, most would plan to upload images (including still images, maps, technical drawings, etc.). 8 institutions would also upload other types of material, including text (PDF), audio and video files.

Many institutions are not sure how many or what the size of their initial upload of digital objects would be. 3 institutions answered between 1-2 GB of material, one above 2 GB, and 1 below 500 MB.

Reaction to pricing model



Only a handful of institutions reacted to the proposed pricing model, but those who did largely thought it sounds reasonable. One institution responded that they would need to weigh the cost carefully against the cost of uploading to their own site. Another institution expressed that this service would need to include user access statistics to be of general use to them.

Conclusion

The AABC board will be moving ahead with a pilot project in 2017-2018 and will invite members to engage in this service at a rate of \$140/year for 5 GB of digital object storage. The initiative will be advertised through the same channels as the survey was distributed, and non-members will need to become Associate or Full Institutional members in order to engage this service.



Budgets: 2016-2017 and 2017-2018 years

<p>Budget 2016-2017 Approved February 23, 2016</p> <p>General Fund 2016-2017</p> <p>Revenues Membership Fees: \$17,500 Conference Sponsorship revenue: \$1,000 Conference Fees: \$4,300 Workshop Fees: \$32,875 Donations: \$1,000 Interest Income: \$450 GST Revenue- all funds: \$300</p> <p><u>Total Revenue: \$57,425</u></p> <p>Expenses Conference: \$1,200 Awards and Donations: \$1,000 Insurance Expense: \$3,500.00 Office and Clerical Expense: \$1,550.00 Admin – Internal Accounting: \$6,500.00 Membership Committee: \$400.00 Executive Committee: \$900.00 Programs/Finance Committees: \$200 CCA fees: \$525.00 Systems Support: \$2,299.00 Internal Program Funding- ANS: \$8,070 Internal Program Funding- BCEAS: \$30,985 Clinic coffee breaks: \$300 AtoM Bulk Upload Contribution: \$3,000 Advisor’s meeting: \$761.25</p> <p><u>Total Expenses: 61,190.25</u></p> <p>Expenses (Deficiency) of Revenues over Expenses: (\$3,765.25)</p>	<p>Budget 2017-2018 Approved March 21, 2017</p> <p>General Fund 2017-2018</p> <p>Revenues Membership Fees: \$18,000 Conference fees and sponsorship revenue: \$11,460 Workshop Fees: \$47,877.50 Donations: \$1,000 Interest Income: \$450 GST Revenue- all funds: \$300</p> <p><u>Total Revenue: \$79,087.50</u></p> <p>Expenses Conference: \$4,768 Conference revenue share to ARMA VI: \$3,346.05 Awards and donations: \$1,100 Insurance Expense: \$3,500.00 Office and Clerical Expense: \$1,450.00 Admin – Internal Accounting: \$6,630.00 Membership Committee: \$400.00 Executive/Programs/Finance Committee: \$1,100.00 CCA fees: \$525.00 Systems Support: \$2,866.00 Internal Program Funding- ANS: \$9,240 Internal Program Funding- BCEAS: \$35,820.50 Clinic coffee breaks: \$300 CCI workshop expenses: \$925 Copyright workshop expenses: \$5,725</p> <p><u>Total Expenses: 77,695.55</u></p> <p>Expenses (Deficiency) of Revenues over Expenses: \$1,391.95</p>
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Financial Review, 2015-2016

On May 28, 2016, Finance committee members Rebecca Pasch and Sarah Romkey met with volunteer reviewer Barry Dykes and Financial Manager Karen Blimkie. Karen provided the committee members with the financial documents for the year 2015-2016 and left us to commence our review.

The following summarizes the committee's findings:

1. Income statement
 - Verified actual to budget figures
 - o Advisory expenses and revenues were lower than projected and therefore cancelled each other out
 - o small surplus \$3,600 net income
2. Contractor invoices
 - checked total authorized to actual expenses
 - verified cheques cleared bank account
3. Bank reconciliations
 - checked that these were verified by the Treasurer
4. Conference expenses
 - verified back to source documents for reasonableness
5. Statement of revenue
 - examined and verified back to source documents for reasonableness and backup
6. DCHP files
 - examined files for completeness and reasonableness
7. Traced items on bank statements to source docs (cheques to contractors, IATS deposit summaries, deposit slips, expenses, Canada Helps)
 - Suggestion –for next year – Please print off approval emails from Treasurer and include them with the hard copy monthly file.
 - Question – Do you print off Canada Helps donation report monthly summary only if there is more than one deposit? Karen confirmed that if a month has more than one deposit, the report is printed.

Submitted by:

Sarah Romkey
AABC Treasurer, Chair Finance Committee

Rebecca Pasch
Finance Committee member

Barry Dykes
Volunteer financial reviewer



ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

STATEMENT OF REVENUE AND EXPENSES BY FUND (Unaudited)

FOR YEAR ENDING MARCH 31, 2016 - FINAL

	YEAR TO DATE	BUDGET (TOTAL YR)	VARIANCE (YTD)
REVENUES			
General Fund	\$52,812.92	\$52,220.50	\$592.42
Archival Network Services	\$7,730.65	\$7,807.50	(\$76.85)
DHCP	\$6,258.31	\$6,861.00	(\$602.69)
Education and Advisory Services	\$21,912.79	\$27,438.70	(\$5,525.91)
<u>TOTAL REVENUE</u>	<u>\$88,714.67</u>	<u>\$94,327.70</u>	<u>(\$5,613.03)</u>
EXPENSES			
General Fund	\$49,169.91	\$54,409.20	(\$5,239.29)
Archival Network Services	\$7,730.65	\$7,807.50	(\$76.85)
DHCP	\$6,258.31	\$6,861.00	(\$602.69)
Education and Advisory Services	\$22,004.63	\$27,438.70	(\$5,434.07)
<u>TOTAL EXPENSES</u>	<u>\$85,163.50</u>	<u>\$96,516.40</u>	<u>(\$11,352.90)</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>\$3,551.17</u>	<u>(\$2,188.70)</u>	<u>\$5,739.87</u>



ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

BALANCE SHEET (Unaudited)

AS AT MARCH 31, 2016- FINAL

ASSETS		
CURRENT ASSETS:		
		0
Bank – Van City Chequing account	\$88,716.91	
Van City Shares	\$5.73	
Term Deposits – VanCity	\$40,000.00	
GST Receivable	\$310.65	
TOTAL CASH:		\$129,033.29
Accounts Receivable		\$0.00
Prepaid Expenses		\$3,427.37
TOTAL CURRENT ASSETS:		\$132,460.66
TOTAL ASSETS:		\$132,460.66
LIABILITIES AND MEMBERS' EQUITY		
CURRENT LIABILITIES:		
Accrued expenses		\$98.83
Prepaid Donations - Restricted use		\$246.50
Prepaid Donations - Unrestricted		\$295.75
Prepaid Membership Fees		\$11,621.00
Prepaid Revenue – Other - EAS program		\$4,550.00
Prepaid Revenue – Prepaid Conference Fees		\$2,557.38
TOTAL CURRENT LIABILITIES:		\$19,369.46
EQUITY:		
Surplus – General (opening/beginning of year)		\$54,540.03
Surplus – Restricted		\$55,000.00
Current Earnings/Loss		\$3,551.17
TOTAL MEMBERS' EQUITY		\$113,091.20
TOTAL LIABILITIES AND MEMBERS' EQUITY		\$132,460.66



Honourary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia

PROXY VOTING FORM
ANNUAL GENERAL MEETING

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

Friday April 28, 2017

4:30pm-5:00pm

Mearns Centre for Learning/McPherson Library

University of Victoria,

Victoria, BC

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

(Name of Proxy)

of

(Address)

to attend, act, and vote on behalf of the undersigned at the Annual General Meeting of the Archives Association of British Columbia on Friday, April 28, 2017, Victoria, BC.

Dated this _____ day of _____, 2017

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.