

**Executive Committee Meeting
Minutes – Tuesday, February 21st, 2017**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Cindy McLellan, President
Sarah Jensen, Secretary
Alexandra Wieland, Member-at-Large
Maxwell Otte, Vice-President
Sarah Romkey, Treasurer

Regrets:

Scott Owens, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 10:30am. Agenda was approved.

2. Approval of Minutes:

- C. McLellan moved to approve minutes of January 17th meeting, seconded by M. Otte.

3. President's Report

- C. McLellan mentioned agreement with BCMA & BCLA re: using member rates at AABC conference. Agreed to send this information to J. Morrison.
- Discussed AABC, BCMA, and BCLA MOU signing event in Surrey in March. Hopes to attend but may need another AABC executive to attend if not available.
- Reported L. Glandt's question re: AABC interest in Archives week 2017: provincial advisors planning to coordinate multi-provincial online 150 event. Ask an Archivist (Facebook and Twitter).
- Reported both Vancouver Regional Rep(s) resigning.
- Discussed email re: comprehensive archiving project of the Songhees nation. Offered suggestions but AABC is unable to partner due to finances.
- Reported Department of Canadian Heritage conducting 2017 Government of Canada Survey of Heritage Institutions early spring 2017. Asked AABC to help with promotion.

4. Vice-President and Programs Committee Report

- M. Otte provided EAS update: discussed forming a committee for Archives week; reported L.Glandt has partial budget details for Copyright workshop; awaiting news end of March on CCI workshop.
- Working on year 1 report for DHCP clinics.
- Discussed Programs Committee query re: finding alternate uses for extra DHCP funds. Executive agreed too late for this, especially for 1 year projects.

5. Treasurer and Finance Committee report

- January financials approved.
- Discussed optimistic nature of AABC budget: concerned if workshop revenue removed there could be losses. Discussed reducing contractors' administrative hours.

6. Committee and Program Reports

- Communications Committee
 - Discussed circulating draft guidelines for new Facebook administrator.
 - Reported technical issues uploading bylaws to Societies database but process is nearly complete.
- Grants & Nominations Committee
 - Reported will assist L. Glandt with upcoming webcast Roundtable.
 - S. Romkey asked about upcoming nominations. C. McLellan offered to take on Vancouver regional representative position.
- Membership & Conference Committees
 - No report.

7. Business Arising

- Discussed draft survey circulated by S. Romkey re: Digital Objects hosting in MemoryBC. Agreed with S. Owens suggestion re: clarifying costs.

8. Adjournment

- Meeting adjourned at 11:02am.

Next meeting: **Tuesday, March 21st, 10:30am.**