

Executive Committee Meeting
Minutes – Tuesday, March 21st, 10:30am

Executive of the Archives Association of British Columbia

Location: teleconference

Present:

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

Regrets:

Alexandra Wieland, 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 February 21st meeting, seconded by S. Romkey.

3. President's Report

- C. McLellan discussed request for letter of support for the Vancouver Japanese Language School and Japanese Hall in their bid for National Historic Site Designation Status. Executive agreed to support this.
- Reported drafted thank you letter to MIT for Digital Preservation Management Workshop. Reviewer - J. Teasley.
- Will attend and speak at MOU signing event March 24th at Surrey Central Library. Announcement on list-serv. Public invited.
- Discussed formation of collaborative advisory committee (AABC, BCLA, BCMA) – one member from each organization. 3 year agreement with possibility of renewal. AGM agenda item.
- Discuss revitalizing MemoryBC during Digital Objects Hosting results portion at AGM.

4. Vice-President and Programs Committee Report

- M. Otte discussed DHCP reports.
- Discussed mailing contracts for 2017-2018 year.
- Selected Copyright workshop option: CCA and N. Marelli. Will ask L. Glandt to finalize it.

5. Treasurer and Finance Committee report

- S. Romkey moved to approve February financial statements, seconded by C. McLellan.
- Discussed Final 2017-2018 budget. Increased numbers for BCIT catering costs - Copyright workshop. S. Romkey moved to approved budget, seconded by M. Otte.
- Discussed digital objects hosting summary package. Include in AGM package and as agenda item.

6. Committee and Program Reports

- Communications Committee
 - Due date of annual reports for AGM package.
 - Facebook administrator guidelines not yet reviewed by executive.
- Grants & Nominations Committee
 - No report.
- Membership and Conference Committees
 - Discussed upcoming conference and contract with ARMA VI.

7. Business Arising

- Discussed transfer of signing authority from S. Romkey and C. McLellan to M. Otte.
- C. McLellan mentioned BCLA and BCMA members entitled to member rates at AABC conference.

8. Adjournment

- Meeting adjourned at 11:19am.

Next meeting: TBD