

**Executive Committee Meeting**  
**DRAFT Minutes – May 16, 2017 10:30am**

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Executive of the Archives Association of British Columbia  
Location: teleconference

**Present:**

--Max Otte, President  
--Emma Wright, Vice-President  
--Angeline Chirnside, Treasurer  
--Robert McLelland, Secretary  
--Alexandra Wieland, Institutional Member-at-Large  
--Dan Collins, Individual Member-at-Large

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M. Otte called meeting to order at 10:32am

1. Approval of Agenda

The agenda was approved by consensus.

2. Minutes of April 25, 2017 meeting.

Minutes of the April 25, 2017 Executive meeting were approved by M. Otte and A. Wieland. Other members abstained.

3. Introductions

All members of the Executive introduced themselves.

4. CCA membership fee model

M. Otte explained the new CCA fee structure, that the British Columbia council were slated to pay \$400 along with Ontario and Quebec, despite not receiving funding.

A. Wieland suggested writing a joint letter requesting funding to assist with the increase in fees. M. Otte agreed and will move forward the idea.

5. Signing authority

M. Otte reported that he will have completed the steps to obtain signing authority for the President position by the end of the week, and that A. Chirnside will then sign the necessary documents for Treasurer at a Vancity homebranch in Vancouver.

6. First Nations Engagement Committee

The Executive discussed the current state of the planned First Nations Engagement Committee. M. Otte reported that an objective for the committee had yet to be established. E. Wright reported that, thus far, 11 people had responded to the call for volunteers with expressions of interest.

E. Wright also reported that a number of comments had been received expressing concerns that the AABC membership fees were a barrier for entry to First Nations professionals due to the limited availability of professional development funding, and that there were requests for membership fees to be waived to enable participation in the committee. E. Wright proposed waiving membership fees for First Nations professionals interested in participating in the committee. The Executive Committee unanimously agreed to the proposal. E. Wright will respond to commenters with affirmation of the fee waiver.

A. Wieland volunteered to chair the committee and will respond to the persons interested in joining regarding the establishment of goals for the committee. Committee will draft a Terms of Reference for the committee and submit it to the Executive for approval.

#### 7. MOU Advisory Committee Representative

M. Otte reported that the AABC had signed an MOU with the BCLA and the BCMA to establish a joint advisory committee with the goal of increased cooperation. BCLA and BCMA have already put names forward for representatives in the committee and the AABC must do the same. D. Collins volunteered to represent the AABC on the committee and will be put in touch with the BCLA and BCMA representatives by M. Otte.

#### 8. IKBLC Webcast Program -- funding model

M. Otte reported that the Irving K. Barber Learning Centre has changed its fee model and now requires a 50/50 split in costs for the AABC to conduct its Webcast Program. The Executive referred to a May 8, 2017 email from Lisa Glandt reporting on the fee model, and proposing 3 possible options. A. Wieland suggested that the second option was the preferable because of the success of the program. The second option proposed by L. Glandt calls for the AABC to host one webcast instead of two, and to use the money that would otherwise be spent on L. Glandt's work in organizing the second webcast to pay for the fees for the sole webcast.

It was suggested that an additional option could be to utilize a webinar software that is currently being piloted by the BCMA. Concern was expressed that the webinar software would be available to BCMA members only, and that the success of the AABC program was due to its availability worldwide. D. Collins will look into the feasibility of this option by bringing it to the members of the new Joint Advisory Committee.

The Executive Committee unanimously agreed to move forward with on webcast through the IKBLC in the meantime.

9. President's Report

M. Otte had nothing further to report.

10. Vice-President and Programs Committee Report

E. Wright reported that she will be following up with the Programs Committee regarding current business and had nothing further to report.

11. Treasurer and Finance Committee Report

A. Chirnside reported that she had contacted the Finance Committee and there was nothing for approval by the Executive at this time. Also reported that March financial report may not have been approved and will look into it further.

12. Committee and Program Reports

12.1 Communications Committee (Newsletter/Regional Representatives/PAAL)  
R. McLelland had nothing to report. M. Otte indicated that there was presently no Vancouver Regional Representative. R. McLelland will coordinate with Nominations Committee to fill the vacancy.

12.2 Grants & Nominations Committees

A. Wieland had nothing to report.

12.3 Membership & Conference Committees

D. Collin reported that he would be attending a Membership and Conference Committee meeting that night to discuss the 2017 conference.

13. Adjournment

Meeting adjourned at 11:05 a.m.