



**Executive Committee Meeting
Minutes**

**Tuesday July 12, 2011 3:00 pm
By teleconference**

Present:

Jane Morrison, President
Courtney Mumma, Vice-President
Christine Gergich, Treasurer
Jennifer Pecho, Secretary
Peter Johnson, Institutional Member-at-Large

Regrets:

Deidre Brocklehurst, Individual Member-at-Large

1. **Approval of Agenda**
Agenda was approved.

2. **Approval of Minutes of June 16, 2011**
Any changes will be sent to J. Pecho and revised minutes will be circulated via email for approval.

3. **Business Arising**
 - 3.1 Roundtable meeting
J. Pecho will send out a “hold the date” message to all participants in the AABC roundtable meeting for November 5th.

4. **Vice-President’s Report**

C. Mumma reported that she had met with the Programs Committee and was updated on contractor menus and timelines. It was determined by the committee that C. Mumma and J. Morrison should set up a meeting with Simon Neame at the Barber Centre to try and find funding opportunities.

C. Mumma also reported on the BC Digitization Coalition meeting where a discussion took place of creating an expanded web portal using digital collections builder. C. Mumma volunteered to sit of the technical committee which affords an opportunity to advise on preservation and MemoryBC. There was no discussion of the Digitization Institute during the meeting.

EAS: There was nothing new to report.
APS: There was nothing new to report.
ANS: David Mattison had discovered that while some repositories are updating their own descriptions, they do not always update the MemoryBC site. A brief discussion

took place regarding the ease of updating descriptions, whether automatic updates were possible. C. Mumma will follow-up.

5. **Treasurer and Finance Committee Report**

C. Gergich reported that she now has signing authority for the AABC. Because Karen Blimkie is on vacation, Financial Statements will be forwarded in the future. Because there was still no resolution of the catering budget issue for the April conference, J. Morrison said she would separate and the Wednesday/Thursday and Friday/Saturday budget breakdowns to Corinne Rogers and Elizabeth Shaffer for confirmation of catering budget divisions.

A brief discussion took place regarding the question of HST in the budget for this year. The Finance Committee has agreed to Karen Blimkie's recommendations. The executive voted to accept the recommendations and implement them depending on the outcome of the HST referendum. A discussion will need to take place regarding the allocation of additional funds available to contractors created by applying the HST to the budget.

6. **Committee and Programs Reports**

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

J. Pecho noted that a message had been sent to the listserv regarding the availability of the Spring 2011 online.

She also noted that any feedback on the new submission policy should be sent to her via email.

A discussion took place regarding the letter to Minister Cadieux. Terry Eastwood was not available to consult. J. Pecho and PAAL Chair Myshkaa McKeen will consult on the letter in hopes of sending it before the end of the following week.

6.2 Grants & Nominations Committees

Grants:

P. Johnson reported that final approval of funding for the NADP grants funding has still not been approved.

He also noted that the five applications for the Terry Rekston fund would soon be circulated to him and the other adjudicators.

Nominations:

There was nothing new to report.

6.3 Conference Committees

D. Brocklehurst was absent and there was nothing to report from the Conference Committee.

J. Morrison hoped that we would speak to the Pacific Northwest Archivists group by next month's executive meeting regarding the possibility of a joint conference. C. Mumma said she would speak to Trevor Bond at SAA.

Membership:

It was decided that the goal would be to review the revised Institutional Membership Application by next month so it can be used by the membership committee. Comments should be sent to J. Pecho.

7. **President's Report**

J. Morrison reported that the website RFP went out on July 4th. She bcced Lisa Snider and David Mattison and had addressed some specific questions from interested parties. It was decided that the RFP would be posted to the website including some FAQs. A discussion took place regarding where else to post the RFP.

A discussion also took place regarding how the review would take place and who would be involved.

With regard to the AABC listserv, Erwin Wodarzszak is happy to continue as moderator but would like to have a second moderator as well. It was decided that any suggestions for who should be brought forward at the next meeting and possibly a request posted to the listserv. The possibility of adding it to the Web Administrator or ANS position was also discussed.

Further to the discussion of the Council of Provincial and Territorial Presents' meeting at ACA, J. Morrison stated that the EAS advisor for Yukon was stepping down and had discussed with Kelly Stewart the possibility of being EAS for both BC and Yukon. The possibility of joint BC/Yukon applications for NADP for advisory services was also discussed.

In addition, coming out of ACA J. Morrison reported that having an ACA Tax committee was discussed, as was the creation of opt-in advocacy protocols. As well, the possibility of having ACA in Victoria in 2014 was discussed.

9. Adjournment

Meeting adjourned at 3:57 p.m.

Next Meetings:

TBA