



**Executive Committee Meeting
Minutes**

**Wednesday, September 7th, 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 August 4, 2011**
Minutes will be circulated by Jennifer Pecho and approved via email.

3. **Business Arising**
There was no business arising.

4. **Vice-President's Report**
C. Mumma had little new to report.
Kelly Stewart will be paid for prep time for her participation on the ICA-AtoM panel which will take place at ACA in Whitehorse in 2012.
ICA is going to undertake a review of ICA-AtoM but few details are available as of yet.
C. Mumma will be meeting with the programs committee regarding the website redevelopment and clarify some questions and details from Andornot.

5. **Treasurer and Finance Committee Report**
C. Gergich reported the AABC GICs back to 30 days terms and that the bank would be instructed to automatically renew for 30 day terms upon maturity. The need to look at more banking options was discussed.
She reported that the July financial statements reflected changes with the HST.
There will be further need to adjust the budgets since the referendum did not pass but it will remain in place until 2013.

The decision has been made to stay with EPR as our auditors. That will be reported at the AGM in 2012 and in the Treasurer's report.

With regard to NADP funding, funds have been received for ANS but we are still waiting on BCAPS and EAS funds.

Currently hosting the website is not included in this year's budget. It needs to be included for next year and from where needs to be decided. Currently, we have agreed to six months of hosting with Andornot.

C. Gergich can email J. Johnson regarding where the hosting budget can go.

Decisions also need to be made regarding where the catering budget for the AGM Workshops will go in future. It will be left in the general file for this year.

There were no updates to the website budget in the past week.

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

J. Pecho reported that she and D. Brocklehurst had not yet had a chance to discuss the new membership form but that she would be in touch with her and the membership committee in the near future to discuss questions/changes.

J. Pecho will also follow up on dates for the newsletter and post a reminder to the listserv regarding upcoming deadlines.

6.2 Grants & Nominations Committees

Grants:

P. Johnson reported he was inquiring with the Grants committee members regarding membership in the following year.

Nominations:

There was nothing new to report.

6.3 Conference Committees

D. Brocklehurst could not attend the meeting and thus had nothing to report.

P. Johnson noted that he is still attempting to get in touch with someone from the Pacific Northwest Archivists Group regarding a joint conference in 2013.

J. Morrison noted that recruiting needed to begin for the committee for the mini-conference in 2012 and she would speak to D. Brocklehurst.

7. President's Report

J. Morrison asked whether anyone was interested in coordinating the Law workshop with Loryl MacDonald. C. Gergich agreed to check with Myshkaa McKeen regarding the venue and organizing it.

She reported that \$200 had been donated to the BC Digitization Coalition by the AABC.

C. Mumma and J. Morrison met with Kathy Bryce from Andornot and have talked about budgeting and hosting. In the initial contract the budget for hosting was \$45 per month. We have agreed to 6 months of hosting by Andornot.

With regard to basics and optional features for the website, there has been some discussion of having David and Lisa add optional features down the road. Everything can be added by systems administration to which David will have access.

She reported that some research is still being done into email accounts which will be further explored before the next programs meeting.

There will be additional details and information regarding the website redesign in the coming weeks but the timeline is good for launch with Archives Week.

9. Adjournment

Meeting adjourned at 3:45 p.m.

Next Meeting:

October 5th, 3:00 pm