



**Executive Committee Meeting
Minutes**

**Wednesday May 25, 2011 3:30 pm
By teleconference**

Present:

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

1. **Approval of Agenda**
Agenda was approved.
2. **Approval of Minutes of April 12, 2011**
Any changes will be sent to J. Pecho and revised minutes will be circulated via email for approval.
3. **Business Arising**
There was no business arising.
4. **Vice-President's Report**
C. Mumma reported that the BC Digitization Coalition was scheduling its next meeting for late June and she would report back to the Executive.
J. Morrison asked if C. Mumma had received April's tracking sheets from the contractors and advised her to get a tracking sheet from David Mattison if the ANS report wasn't enough.
5. **Treasurer and Finance Committee Report**
C. Gergich reported that she had met with Karen Blimkie regarding the Treasurer change-over and was starting to go through contractor invoices from April. She also reported that they were waiting on some information from the Conference Committee regarding catering costs between the conference and the workshops for the financial statements. J. Morrison pointed out that there should be clearer information regarding this division on the tracking sheets.
6. **Committee and Programs Reports**
 - 6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

J. Pecho asked for feedback regarding the draft submission policy submitted by Leah Pearse and the newsletter committee to be submitted to her via email.

With regard to PAAL, before the end of her term as AABC President, Janine Johnston had suggested following up on the Open Letter to Christy Clark. It was decided that J. Morrison and C. Mumma would consult with PAAL Chair Myshkaa McKeen on that follow-up reply.

6.2 Grants & Nominations Committees

Grants:

P. Johnson reported that there was not yet any firm information from the CCA on NADP funding applications.

J. Morrison said that funding needs to be in place get the RFP out for the new website.

P. Johnson also reported that the White Rock Museum and Archives were renewing their membership in order to be eligible for NADP funding next year.

Nominations:

There was nothing new to report.

6.3 Membership & Conference Committees

There was nothing new to report for either committee.

J. Morrison asked if D. Brocklehurst could get a conference debriefing from the Conference Committee.

7. **President's Report**

J. Morrison reported on the LAC Stakeholders' Meeting on May 17 and addressed some of the initiatives LAC is promoting coming out of this and the October 2010 meeting.

J. Morrison also reported that the Irving K. Barber Centre is not ready to move ahead with immediate funding of the proposed Digitization Institute due to their wish to discuss aspects such as audience capacity and content control further.

She also reported that the AABC should have a representative at the InterPARES meetings. C. Mumma volunteered to attend on behalf of the AABC.

J. Morrison will report on AABC activities at the provincial and territorial meeting at the ACA Conference in Toronto at the beginning of June and will attend a workshop on the NADP application process.

9. **Adjournment**

Meeting adjourned at 4:12 p.m.

Next Meetings:

Thursday June 16, 2011, 3:00 pm



**Executive Committee Meeting
Minutes**

**Wednesday June 16, 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
Deidre Brocklehurst, Individual Member-at-Large

1. Approval of Agenda

Some changes were made to the agenda before approval.

2. Approval of Minutes of May 25, 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

A brief discussion took place regarding the need to move ahead with scheduling the meeting in hopes it would take place on a Saturday in the early fall. The possibility of a Sunday meeting was also discussed if Saturday proved unworkable.

4. Vice-President's Report

C. Mumma reported that a response to the letter from Minister Stephanie Cadieux has been started by herself and J. Morrison, with input from the Programs Committee and Terry Eastwood. With an eye to initiatives such as the recent Open Government West meeting wherein the provincial government's commitment to Open Initiatives were reiterated, C. Mumma articulated the importance of clearly expressing funding and legislative needs for Archives in British Columbia to Minister Cadieux.

C. Mumma reported on the AABC's participation in Ask Archivists Day on June 9th which was a good way to promote archives and archival work. It was suggested that she send out information and links to the timeline from that day to the listserv.

C. Mumma also attended the SLAIS graduation on behalf of the AABC and reported that due to lack of funding InterPARES was currently suspended.

EAS: There was little new to report. Budget questions arising from the conference and workshops would be reviewed by C. Mumma, C. Gergich and J. Morrison for clarification.

APS: There was nothing new to report.

ANS: There was nothing new to report.

5. **Treasurer and Finance Committee Report**

C. Gergich reported that she was still waiting for signing authority to be resolved but believed it would happen shortly.

A brief discussion took place regarding how to handle the question of HST in the budget for this and/or next year. The Executive and Finance Committees will consult.

C. Gergich also reported that some amendments to the budget had been undertaken with Karen Blimkie and that the amended budget would be circulated to the Executive and Finance committees for consultation and approval.

6. **Committee and Programs Reports**

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

J. Pecho noted that the Spring 2011 newsletter had been posted to the website and would send a note to that effect to the listserv.

With regard to the newsletter submission policy, J. Pecho noted that any feedback should be sent to her via email.

She also noted that PAAL Chair Myshkaa McKeen would be available to consult on the letter to Minister Cadieux once she returned from holidays.

6.2 Grants & Nominations Committees

Grants:

P. Johnson reported that the NADP grants funding has been approved.

He also noted that the Terry Rekston fund assessment process is underway and he will be adjudicating on behalf of the AABC again this year.

J. Morrison reported briefly on the grants workshop at the ACA Conference this year.

Nominations:

There was nothing new to report.

6.3 Conference Committees

D. Brocklehurst reported that there would be debriefing with Corinne Rogers and the Conference committee in July.

J. Morrison reported that she had received an email from Trevor Bond of the Pacific Northwest Archivists group regarding the possibility of a joint conference. A joint conference in Vancouver this or next year was discussed briefly and it was decided that further discussion would be undertaken.

Membership:

J. Pecho reported that she had heard from Sarah Romkey regarding whether or not the revised Institutional Membership Application could be used by the membership committee. The revised application has not yet had executive approval and it was decided that the application would be circulated by the executive for information and comments.

7. **President's Report**

J. Morrison reported on the Council of Provincial and Territorial Presents' meeting at ACA. She reported that several provinces are launching ICA-AtoM imminently while others have plans to do so or are getting on board.

On behalf of the AABC, J. Morrison sent Simon Neame a message congratulating him on becoming Director of the Irving K. Barber Centre. In his reply he said he is looking forward to working with the AABC.

On a related note, J. Morrison asked C. Mumma to check in with Rosaleen Hill and Kelly Stewart before the BC Digitization Coalition meeting for details on digital initiatives.

9. Adjournment

Meeting adjourned at 3:52 p.m.

Next Meetings:

Tuesday July 12, 2011, 3:00 pm



**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



**Executive Committee Meeting
Minutes**

**Thursday, August 4th, 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
Deidre Brocklehurst, Individual Member-at-Large

1. **Approval of Agenda**
Agenda was approved.
2. **Approval of Minutes of July 14, 2011**
Minutes approved.
3. **Business Arising**
There was no business arising.
4. **Vice-President's Report**
C. Mumma had little new to report.
All the contractor reports had been received and Kelly Stewart and Rosaleen Hill have been informed about the changes to the budget due to HST recalculations.
5. **Treasurer and Finance Committee Report**
C. Gergich reported that Karen Blimkie has no done calculations up to October for the budget to account for the HST which changes the amount available for APS and EAS. A brief discussion ensued regarding spending allocations.
She also reported that the Conference budget breakdown between the workshop and conference had been confirmed by the Conference Committee.
C. Gergich reported that K. Blimkie has sent the 2010-2011 financial statement to EPR for the audit.
She also reported that AABC term deposits had been locked into a 1-year term without authorization. In consultation with the bank, it was established that a mistake had been made and that the AABC would not incur any penalties for rolling the deposits back into a 30 day GIC. It was decided that we should receive monthly statements from the bank.
Some discussion regarding eliciting donations occurred.

6. **Committee and Programs Reports**

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

J. Pecho had nothing new to report.

6.2 Grants & Nominations Committees

Grants:

P. Johnson reported that institutions were starting to hear back regarding their NADP grants.

He also reported that the Haney Heritage Museum was awarded the Terry Rekston fund this year.

Nominations:

There was nothing new to report.

6.3 Conference Committees

D. Brocklehurst had not yet heard from the Conference Committee regarding their latest meeting and had nothing new 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.

Membership:

All comments regarding the new Institutional Membership Application should be sent to J. Pecho who will discuss those comments with Deidre and Sarah Romkey for further examination.

7. **President's Report**

J. Morrison reported that the BC Digitization Coalition was trying to raise \$35,000 for its work and it was decided that the AABC would contribute \$200.00 from the General Fund to that end.

She also reported that she had been in touch with ACA President Loryl MacDonald regarding a Law and Archives workshop in Metro Vancouver in the fall, possibly coinciding with Archives Week.

J. Morrison reported that we had received 7 proposals from the website RFP and that 4 of them were in consideration. The executive committee was asked to go through the proposals and send their evaluations to C. Mumma by Monday August 8th. The vendors will be contacted as soon as possible thereafter.

9. **Adjournment**

Meeting adjourned at 4:01 p.m.

Next Meeting:

September 7th, 3:00 pm



**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



**Executive Committee Meeting
Minutes**

**Wednesday, October 5th, 2011 3:00 pm
By teleconference**

Present:

Jane Morrison, President
Courtney Mumma, Vice-President
Christine Gergich, Treasurer
Jennifer Pecho, Secretary
Deidre Brocklehurst, Individual Member-at-Large

Regrets:

Peter Johnson, Institutional Member-at-Large

1. Approval of Agenda

The Roundtable meeting and the Loryl MacDonald legal workshop was added to business arising.

2. Approval of Minutes of August 4, 2011

The Minutes for September 7, 2011 were approved.

3. Business Arising

3.1 Roundtable Meeting

Scheduled for Surrey Archives on November 5, 2011

An attempt will be made to finalize the new institutional membership form. We will discuss Kelly Stewart and Rosaleen Hill's priorities for the coming year(s).

3.2 Loryl MacDonald

Christine Gergich was still looking for a date and space for the Archives and the Law workshop by Loryl MacDonald coinciding with Archives Week

4. Vice-President's Report

Courtney Mumma reported that the AABC Website is currently frozen in anticipation of the launch of the new website in November. Everything that needs to be posted should be posted to the listserv. J. Morrison will make a general announcement to the listserv reporting this.

Training was scheduled for October 18th. Any executive members wanting training were welcome to inform C. Mumma and could receive training as well.

There was some question about whether it would be possible to have a demo of the new website at the roundtable meeting.

The BC Digitization Coalition meeting is scheduled for October 13th.

On October 25th J. Morrison and C. Mumma will meet with Simon Neame at the Barber Centre regarding funding opportunities.

C. Mumma will be attending the CCA Conference on the 21st and 22nd and a meeting about NADP funding.

There was little new to report from the contractors. K. Stewart will be trained on ICA-Atom 1.2 after the roundtable and give a RAD refresher course in Regina.

5. Treasurer and Finance Committee Report

C. Gergich reported that there would be schedule for the contractors' financial information.

Instructions at the bank have been changed for term deposits to automatically renew after 30 days. Because there have been consistent issues with this bank/branch, the Finance committee will look into the possibility of moving to another institution.

With regard to the new website, the Webhosting budget is currently not part of the contract since it is not funded by the NADP. It needs to be budgeted for next year.

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

J. Pecho will also follow up on dates for the newsletter and post a reminder to the listserv regarding upcoming deadlines. She and PAAL will also be planning for Archives Week in the coming month.

6.2 Grants & Nominations Committees

P. Johnson sent his regrets. There was nothing new to report.

6.3 Conference Committees

D. Brocklehurst had little new to report. J. Morrison reminded everyone that planning for next year's conference should begin and recommended getting in touch with Conference Chair, Patrick Ansah.

7. President's Report

J. Morrison reported that the website contract had been signed.

With regard to budgeting, J. Morrison report the desire to tailor EAS and APS services towards initiatives that could be funded by Barber instead of NADP.

She also reported that she had attended a Programs meeting to discuss financial planning for the services as well as for the website.

She hoped that in mid-November, a joint Programs and Finance committee meeting could be held in Victoria to further discuss funding and next year's budget.

J. Morrison also reported that the amendments to BC's Freedom of Information and Protection of Privacy Act had been posted. J. Morrison will draft an email to the listserv with the link to the commissioners' comments and a discussion of the AABC input last year.

With reference to Gaming Funding information that J. Morrison had circulated, J. Pecho will look into and report back.

9. Adjournment

Meeting adjourned at 3:54 p.m.

Next Meeting:

November 5th, after the roundtable



Executive Committee Meeting Minutes

Wednesday November 5th, 2011 2:15 pm
Surrey Archives after the Roundtable Meeting

Present:

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

7.1 Minutes of October 5th, 2011 meeting

Any changes will be sent to J. Pecho and the minutes will be circulated for approval

7.2 Vice-President's Report

C. Mumma had little to report beyond what had been discussed at the Roundtable meeting earlier in the day.

She reported on the Joint Programs and Finance Committee report that had taken place in October.

Drafts of Kelly Stewart and Rosaleen Hill's Menus for 2012 had been received which included plans for proposed project collaborations with the Barber Centre.

Because of a change in her job, C. Mumma reported that she could no longer be the AABC representative on the BC Digitization Coalition. A discussion took place about possible replacements and about the nature of the AABC's role on the Coalition.

7.3 Treasurer and Finance Committee Report

C. Gergich reported that for 2011-2012 there was little room left in the budget for Executive expenses or for further donations.

She proposed a motion for the AABC to change banks to VanCity and after a brief discussion about logistics the motion was passed unanimously by the Executive Committee.

With regard to a discussion that had taken place at the Roundtable meeting, it was decided that payment options for membership fees and renewals should be brought to the Programs and Finance Committee before the new membership year.

C. Gergich also reported that the second installment of NADP funding for services would be coming soon.

A brief discussion regarding NADP applications for 2012 took place and it was noted that the AABC, itself, did not have any substantial projects in the work for 2012.

7.4 Committee and Programs Reports

7.4.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

A brief discussion took place regarding the preparations for Archives Week. It was decided that J. Pecho would create a poster for the event using the BC Heritage Week Theme and circulate it as soon as possible so that it could be uploaded to the new website during Archives Week.

A brief discussion also took place regarding the new format of the newsletter once the blog functionality of the new AABC website was ready for use.

7.4.2 Grants & Nominations Committees

P. Johnson reported that with regard to the Nominations Committee there were several positions to be filled. Sarah Romkey would like to resign as co-chair of the Membership Committee so another co-chair is needed. A Vice President with experience with the AABC is needed. A brief discussion took place regarding possible nominations. A secretary and institutional-member-at-large are also needed.

With regard to the Grants Committee, although three vacancies have been announced, P. Johnson reported that there were three new members in mind. He also reported that NADP documentation had already been posted by the CCA and that a teleconference with the CCA would take place on Tuesday November 8th.

He noted a few changes to the applications this year. January 9th is the submission deadline to the AABC, and on February 10th the AABC will submit applications to the CCA.

P. Johnson reported that he would send out information to the listserv.

7.4.3 Conference Committees

D. Brocklehurst had nothing to report beyond what had been discussed at the Roundtable.

7.5 President's Report

J. Morrison had little to report beyond what had been discussed at the Roundtable meeting.

Gaming funding was discussed briefly. J. Pecho reported that the consultation process had ended before the AABC was able to give input but that a number of heritage organizations had participated. She said she would keep an eye out for further information on gaming funds.

J. Morrison also mentioned the need to buy a gift for Loryl MacDonald in thanks for her giving the legal workshop in November.

7.6 Adjournment

Meeting adjourned at 3:00 p.m.

Next Meeting:

December 2nd, 3:00 pm



**Executive Committee Meeting
Minutes**

**Friday December 2nd, 2011 3:00 pm
By teleconference**

Present:

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

1. Approval of Agenda

The agenda was approved

2. Approval of Minutes of August 4, 2011

The Minutes for November 5, 2011 will be circulated via email for approval.

3. Business Arising

There was no business arising.

4. Vice-President's Report

C. Mumma discussed the contractors' reports.

K. Stewart reported that 14 people were registered in the Oral History distance education course. Her work for the coming year would include several workshops and courses including Introduction to Archival Practice and Managing Photographs. The ICA-AtoM 1.2 update will be available soon. K. Stewart will also be updating content for the new website, updating the Managing Photographs course and conducting site visits in 2012. She and Rosaleen Hill would like to start developing a 3 year plan for their services.

Among the items in the APS menu were site visits, and developing a care and preservation of photographic media workshop with K. Stewart.

For ANS, Lisa Snider is prepared to finish her contract with the AABC. Her principle functions will transfer to David Mattison by mid-December. D. Mattison reported that updating MemoryBC authority records is not a priority at the moment while he is keeping up with descriptions. A discussion took place regarding the possibility of allowing repositories to publish their own descriptions. It was decided that D. Mattison should be consulted on this subject.

C. Mumma also reported on the progress with the new website. She discussed the need for a policy regarding the format(s) of material posted in the resources section. C. Mumma is working with Kathy Bryce regarding backend storage of these formats. YouTube and Flickr accounts will also be established in the new year. Some testing is still required including the new listserv address and subscriptions carryover. The need for an ICA-AtoM liaison from the AABC was also discussed.

5. Treasurer and Finance Committee Report

C. Gergich reported that the Loryl MacDonald workshop had gone well and that all registered participants had come.

There is currently no updated budget by Karen Blimkie is working on it with the Finance Committee.

C. Gergich has set up a meeting with VanCity to change banking over by the end of 2011.

She reiterated a point made at the November Executive meeting that a joint Finance and Programs Committee meeting should take place to discuss the business function of processing membership fees. She reported that it should be possible, at least, to include a manual credit card payment option included on the renewal forms for the 2012-13 membership year. The executive voted on that option and it was unanimously agreed that a credit card payment option should be included on the upcoming renewal forms.

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

J. Pecho reported that the winter newsletter had been delayed but would likely be published in December.

She also reported that one of the regional representatives had stepped down.

C. Mumma reported that Jill Teasley, the Regional Rep for Vancouver, would be taking over C. Mumma's role on the BC Digitization Coalition so would step down as Regional Rep. Other names were floated. Any vacancies should be forwarded to P. Johnson and the Nominations Committee.

6.2 Grants & Nominations Committees

Grants:

P. Johnson reported that he had sent a listserv notice regarding the updated conditions for NADP grants.

He has been trying to upload the "tip sheet" from the CCA to the website but has had some difficulties.

With regard to the Grants Committee meeting on January 21st to adjudicate applications, Jennifer Yuhasz will be in Cuba. She will prepare her reports and recommendations and Kelly Stewart will act as her proxy on the day of the adjudication.

Nominations:

P. Johnson reported that so far no one approached would like to take on the position of Vice President. There is one potential volunteer for the Secretary Position and it is possible that restructuring the business function of the Membership Committee might negate the necessity of a co-chair.

6.3 Conference Committee

D. Brocklehurst had little new to report. She is waiting to hear from Jill Teasley to get a report from last year's Conference Committee.

7. President's Report

J. Morrison reported that the revised Network Services contract is ready to be signed.

Regarding the CCAs advocacy statement which the AABC did not sign, J. Morrison has heard from other provincial associations who did not sign owing to the presence of their own advocacy groups and committees internally. The CCA has said it will be available to assist if necessary regardless.

J. Morrison reported on the LAC Stakeholder's Forum which she attended again this year. A brief discussion ensued about the different sessions and the participants.

C. Gergich asked a brief question regarding advertising on the AABC website and agreed to look into the possibility of finding more vendors to advertise there as a revenue source.

9. Adjournment

Meeting adjourned at 4:13 p.m.

Next Meeting:

TBA



**Executive Committee Meeting
Minutes**

**Thursday January 5th, 2012 7:00 pm
By teleconference**

Present:

Jane Morrison, President
Courtney Mumma, Vice-President
Christine Gergich, Treasurer
Jennifer Pecho, Secretary

Regrets:

Deidre Brocklehurst, Individual Member-at-Large
Peter Johnson, Institutional Member-at-Large

1. Approval of Agenda

The agenda was approved

2. Approval of Minutes of August 4, 2011

There were some comments for the Minutes for December 2nd, 2011 which will be circulated and the minutes reviewed via email for approval.

3. Business Arising

There was no business arising.

4. Vice-President's Report

Following up on the joint Finance and Programs Committee meeting, C. Mumma discussed that some comments from the meeting had been forwarded to the contractors for input.

C. Mumma then discussed the contractors reports.

EAS: K. Stewart reported that the ICA-AtoM training for version 1.2 will take place in April and the funds will have to be moved into the 2012-2013 budget. J. Morrison will look into the source of those funds and to rescheduling the dates. A venue for the Vancouver training is currently needed.

K. Stewart also reported that the Managing Plans and Drawings Course had been successfully delivered.

APS: There was little new to report.

ANS: C. Mumma reported that Lisa Snider's remaining contract items and duties have been transferred to David Mattison. J. Morrison will draft a memo regarding Lisa's contract. Raymond Frogner has agreed to write a policy for digital object

uploads to MemoryBC. The whole policy for MemoryBC will be developed to reflect changes to ICA-AtoM. Confirmation from the Executive committee is needed as to whether members will be allowed to publish content directly to MemoryBC.

C. Mumma also reported that C. Gergich has completed the first draft of the 2012-2013 budget which has been reviewed by C. Mumma and J. Morrison. It will be reviewed by Finance and Programs next.

The need for an ICA-AtoM liaison from the AABC was also discussed.

5. **Treasurer and Finance Committee Report**

C. Gergich reported that the AABC has opened a VanCity account although the money still needs to be transferred. She reported that it would likely be fully transferred by February.

She also reported that final payment was issued to Andornot for the work on the website redesign.

C. Gergich will be meeting with the Membership Committee in February to discuss alternative payment options for membership renewal.

She also recommended that attempts be made to increase advertising on the website for added revenue.

6. **Committee and Programs Reports**

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

J. Pecho reported that she had spoken briefly with Leah Pearse regarding the winter newsletter which was not completed but was in the works.

Correcting a mistaken statement from the December 2012 meeting, she reported that Erica Hernandez will be on leave from her position as Regional Representative for the Central Interior from January 2012-January 2013, but her colleague Ramona Rose would take over the position for that year.

Currently, there are no vacancies among Regional Representatives.

6.2 Grants & Nominations Committees

P. Johnson was absent from the meeting so nothing new was reported. J. Morrison asked J. Pecho to circulate the Secretary job description to the potential nominee for Secretary.

6.3 Membership & Conference Committee

Conference Committee:

A decision was made to have the AABC AGM on Saturday April 21st. The decision was made to have no conference this year but rather to plan for a full conference in 2012-2013.

Membership Committee:

Kathy Bossort had completed the self study guide review and report she had taken on at the Roundtable meeting. J. Morrison will forward it to D. Brocklehurst for review.

7. **President's Report**

J. Morrison reported that work on the website redesign was completed and that she was waiting for an updated manual for Umbraco from Andornot. In the meantime, she will send the existing manual to the executive for reference. D. Mattison has pointed out some policy issues relating to the new website. She reported that he

would also provided anyone on the Executive who needed one, a login to make changes.

J. Morrison also reported that she had not heard from the Irving K. Barber Centre regarding funding for any of the proposed projects for 2012-2013 or beyond.

9. Adjournment

Meeting adjourned at 7:47 p.m.

Next Meeting:

February 24 at 6:00 pm.



**Executive Committee Meeting
Minutes**

**Thursday February 23rd, 2012 1:30 pm
By teleconference**

Present:

Jane Morrison, President
Jennifer Pecho, Secretary
Peter Johnson, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large

Regrets:

Christine Gergich, Treasurer

1. Approval of Agenda

The agenda was approved

2. Approval of Minutes of January 5th, 2012

The minutes will be circulated by J. Pecho for approval via email.

3. Business Arising

There was no business arising.

4. Vice-President's Report

J. Morrison has taken on the Programs Committee portfolio. She reported on the contractor's reports for January.

EAS: K. Stewart has been working on the digital upload function for MemoryBC and preparing ICA-AtOM tutorials. She has also been updating the Archivists' toolkit on the website and the Oral History course.

APS: Rosaleen Hill is expected to use all of the APS funding by the end of March. She is currently updating the website, working on the Oral History course and undertaking site visits.

ANS: David Mattison is currently working on the update to MemoryBC. Raymond Frogner is working on a policy for digital object uploads. Currently only small objects can be uploaded to MemoryBC as the AABC cannot take on the cost of hosting larger digital files. This issue will be reconsidered in a year. David Mattison continues to identify any issues with the new website.

More generally, the AABC is still looking for a space in Vancouver for the ICA-Atom training. Peter will inquire with the City of Surrey and will speak with Kelly Stewart. Training in Victoria will take place at the University of Victoria.

5. **Treasurer and Finance Committee Report**

C. Gergich sent her regrets but J. Pecho received her report and reported on her behalf.

Money is being deposited into the Vancity account. AABC's annual GIC will mature in March so we should be able to close the HSBC account soon after. Karen Blimkie will confirm the timeline.

C. Gergich met with the Membership Committee in February. The current membership process was reviewed with Karan, Sarah Romkey and Rita Mogryoshi. She can forward meeting notes to everyone.

With regard to the 2012-2013 year, Finance were unsure if Rita could get access to the Membership database software on her computer, otherwise the AABC would need to buy it for her so she could continue to use the access database Sarah Romkey uses to send receipts and track members. Sarah Romkey will help Rita with the transition but will finish her term as Membership Chair this year. There is currently no co-chair for the membership committee.

Sarah and Rita are pleased members will have option to pay by credit card this year and Sarah will be modifying the form for this. Thank you to Karen Blimkie for looking into this and making it possible.

In the long term David Mattison will need to be approached to see if using a plugin and building the membership form on the website and storing membership information on the backend of the website is a viable option. We will need to produce receipts as well. C. Gergich can contact David Mattison about this for next year.

6. **Committee and Programs Reports**

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
J. Pecho spoke with Leah Pearse who has determined that the blog option for the newsletter would not work this month. The current edition is behind schedule.

6.2 Grants & Nominations Committees

Grants:

Reports from the Grants Committee had been sent the Executive to review. The total amount of funding provided by the NADP was less than originally anticipated. Some concerns regarding distribution of funding were discussed.

Nominations:

P. Johnson reported that the nominations season was now upon us. Our vacancies were primarily on the Executive where a new president, vice-president, secretary and institutional-member-at-large are needed. Courtney Mumma's resignation as Vice-president was submitted to J. Morrison and the Programs Committee. C. Gergich has been invited to nominate herself for President for 2012-2013 which will leave the treasurer position vacant.

6.3 Membership & Conference Committee

Membership Committee:

The White Rock Museum and Archives application for membership has been approved pending some clarification from their organization.

Conference Committee:

There have been no more inquiries regarding the conference since the information regarding the AGM was posted to the website.

7. President's Report

J. Morrison reported that the NADP applications for services were finished and sent out. As yet, the AABC has had no word from the Barber Centre regarding project funding. J. Morrison will inform Simon Neame that C. Mumma is no longer on the Executive committee.

9. Adjournment

Meeting adjourned at 2:47 p.m.

Next Meeting:

TBA