



**Executive Committee Meeting
Minutes**

**Thursday, May 31st, 2012, 8:30 pm
By teleconference**

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Suher Zaher-Mazawi, Treasurer
Cathryn Gasztonyi, Secretary
Janet Turner, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large

1. Approval of Agenda

Agenda was approved.

2. Business Arising

New business to be discussed during reports.

3. President's Report

C. Gergich thanked everyone for their hard work during this difficult time. Three primary issues she wanted to handle during her presidency (pre-NADP cuts) included: streamlining internal processes through new website; streamlining membership process; 2013 conference. Hopes we can still accomplish some of this despite limited budget.

Post-NADP cuts, considering what will the AABC be moving forward.

New contracts have been sent to the contractors for review.

Due to current instability of budget and purpose, the Round Table meeting will be delayed until next year (likely January). This is possible since Contractor contracts have already been revised due to loss of NADP funding.

C. Gergich and S. Zaher-Mazawi proposed that a membership survey should be done, with the help of the membership committee, to help the executive better understand the needs of members at this time, so that priorities can be re-adjusted.

Discussion occurred regarding institutional memberships since many institutions AABC members only due to eligibility for NADP funding.

Proposed that some committees should re-define their terms of reference, particularly the Grants committee, whose purpose of administering NADP funding is now lost.

A long discussion regarding potential new sources of funding occurred including the restructuring of membership fees, the need to solicit donations, and approaching the Irving K. Barber Centre.

C. Gergich and J. Yuhasz agreed that they will approach Barber.
The AABC will move forward with the proposed 2013 conference as it will be a key source of revenue for the next fiscal year.
C. Gergich to send a communication to the AABC membership to update them regarding the current state of affairs once the contractors have signed their contracts.

4. Vice-President's Report

J. Yuhasz thanked everyone for their hard work during this difficult time.
J. Yuhasz reported that with the help of Jane Morrison, Jennifer Mohan, and S. Zaher-Mazawi, the contracts with David, Rosaleen, Kelly, and Karen had been revised and sent out to the contractors for review.
J. Morrison to join the Programs committee.

5. Treasurer and Finance Committee Report

S. Zaher-Mazawi thanked the Finance committee, Lara Wilson and Jane Morrison for their help with the new budget.
Library and Archives Canada's April 30th cutting of the National Archives Development Program caused an enormous budgetary crisis for the AABC.
S. Zaher-Mazawi reported that the AABC lost \$70,000 in funding.
The priorities for the revised budget are to preserve as many services as possible and particularly focus on those services which generate the most revenue for the AABC, such as courses in archival practice.
David's hours have been reduced, but he has stated that the hours budgeted will be enough to maintain MemoryBC, which is an important priority for the AABC executive, its members, and the public.
There was significant discussion regarding the solicitation of donations, particularly from institutions.
S. Zaher-Mazawi and finance committee examined the possibility of applying for a Community Gaming Grant (May 31st deadline), but the AABC was ineligible due to high financial reserves. This funding possibility will be re-examined next year.
Due to the timing of LAC's announcement, all other possible funding deadlines have passed.
Finance committee seeking a new member due to the resignation of M. McKeen.

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
AABC Executive letter regarding NADP cuts sent to the PM, Minister of Heritage and Official Languages, NDP Heritage Critic in both hard and soft copy, soft copy also sent out to various listservs.
Working on list of NADP funded projects for website, J. Turner to ask former Grants committee chair for basic documentation.
C. Gergich to send revised protest letter to current head of Library and Archives Canada.
PAAL Committee requires a new representative due to resignation of M. McKeen. C. Gasztonyi to attempt writing new terms of reference for the PAAL committee.

Leah Pearse has resigned as Newsletter Editor. Discussion regarding the future of the AABC newsletter occurred. C. Gasztonyi to contact D. Mattinson regarding website and blogging options in light of recent desktop publishing problems.

6.2 Grants & Nominations Committees

Grants:

J. Turner discussed developing a new Terms of Reference for the Grants Committee, due to NADP cuts.

Expressed desire to investigate how institutional membership will change since NADP grant eligibility was the primary reason for the existence of institutional memberships.

Reported that she had given a speech to the graduating SLAIS class.

Volunteered for future writing tasks.

Discussion about responses to NADP protest letters occurred.

6.3 Conference Committees

D. Brocklehurst contacted the Conference Committee Chair and forwarded him information about the idea of holding a joint conference with Northwest Archivists.

Discussion regarding the conference occurred, including the hope that it will be held in April/May.

7. **Adjournment**

Meeting adjourned at 9:50 p.m.

Next Meeting:

June 22nd, 3:30 pm



Executive Committee Meeting Minutes

Friday, June 22nd, 3:30 pm
By teleconference

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Suher Zaher-Mazawi, Treasurer
Cathryn Gasztonyi, Secretary
Janet Turner, Institutional Member-at-Large

Regrets:

Deidre Brocklehurst, Individual Member-at-Large

1. **Approval of Agenda**
Agenda was approved.
2. **Approval of Minutes of May 31st, 2012**
Minutes approved.
3. **Business Arising**
New business to be discussed during reports.
4. **President's Report**
C. Gergich reported that new contracts had been sent to the contractors. All had verbally agreed and signatures were to be verified in the coming few days. Closing of the former HSBC bank account and transfer to VanCity nearly complete. Working on a communication to the AABC membership was her first priority. The communication will cover a variety of relevant topics including new contractor contracts, the new budget, our communications to Hon. James Moore and Dr. Caron, membership survey, and the need for volunteers for various committees. Discussion about ad hoc committees and the need for terms of reference occurred. J. Turner volunteered to be the contact for the new PAAL committee if a volunteer Chair can be found.
S. Zaher-Mazawi to consult with Finance Committee about publicizing the new budget on the AABC website.
J. Turner to continue drafting letter to Dr. Caron.
Discussion about asking members for donations occurred, C. Gergich to include a general note about this in the communication to membership.

J. Morrison represented the AABC at the ACA conference where it was decided that provincial archives councils should be boycotting workshops offered by Library and Archives Canada.

J. Yuhasz and C. Gergich to approach Barber about possible funding opportunities.

C. Gergich discussed many opportunities other for AABC outreach and advocacy campaigns, stressing the need for a new PAAL committee.

J. Turner volunteered to write article for BC History.

Discussion regarding a membership survey occurred. C. Gergich moved that the survey should be delegated to the Membership Committee. Seconded by C.

Gasztonyi and carried.

C. Gergich proposed a half day planning face-to-face planning session on a Saturday in August to discuss committee terms of reference and future advocacy

opportunities. C. Gasztonyi to create a Doodle poll to determine the best date and time.

5. Vice-President's Report

J. Yuhasz reported that she had sent an update to the Programs committee.

Suggested that J. Morrison help with the approach to Barber about funding opportunities as she had investigated this possibility in the past.

Discussion occurred regarding contractors reports. J. Yuhasz to check with the programs committee about the documentation she should be receiving.

S. Zaher-Mazawi to forward financial reports to J. Yuhasz.

6. Treasurer and Finance Committee Report

S. Zaher-Mazawi reported that K. Blimkie's contract has been updated to include expenses which previously were drawn from the office budget.

She and C. Gergich to have a face-to-face meeting with K. Blimkie for orientation purposes to learn day-to-day Treasurer tasks.

Changed Contractor tracking sheets to reflect new contracts.

Stressed need to solicit donations.

7. Committee and Programs Reports

7.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

C. Gasztonyi reported that she had received a reply from Hon. James Moore stating that our letter had been forwarded to Dr. Caron.

Discussion regarding whether or not it was worthwhile to write to Dr. Caron was discussed. Decided that letter should be sent as a rebuttal to public statements that he has made since the NADP cuts.

Learned from J. Morrison that the website does have some blog functionality, will contact D. Mattison for details.

Suggested developing new Newsletter role with a new volunteer.

Will work on draft PAAL terms of reference for the August planning session.

7.2 Grants & Nominations Committees

J. Turner to draft new Grants Committee terms of reference for the August planning session.

Discussed need to meet with the Nominations committee about updating terms of reference.

Approached P. Johnson for details regarding procedures of the nominations committee and also got information regarding the Terms of Reference of other committees.

Will contact M. Wallace to see if she is available to help with the Nominations committee.

Volunteered to continue writing letter to Dr. Caron.

7.3 Conference Committees

C. Gergich volunteered to contact those involved with the Conference committee for an update.

8. Adjournment

Meeting adjourned at 4:30 p.m.

Next Meeting:

July 11, 3:30pm



**Executive Committee Meeting
Minutes**

**Saturday, August 18th, 2012, 10:45am
North Vancouver Archives**

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Suher Zaher-Mazawi, Treasurer
Cathryn Gasztonyi, Secretary (via Skype)
Janet Turner, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large
Rita Mogyorosi, Co-Chair, AABC Membership Committee
Patrick Ansah

1. **Approval of Agenda**
Agenda was approved.
2. **Approval of Minutes of July, 2012**
Minutes approved.
3. **Business Arising**
New business to be discussed during reports.
4. **President's Report**
C. Gergich reported that she had met via teleconference with the Provincial Archivist of BC. This discussion spanned a variety of topics including:
 - The significant role the CCA will play in the archival community moving forward
 - The dismal situation of culture and heritage funding in BC, which is the lowest in Canada, especially since the cuts to the NADP, which now means that all heritage organizations in BC will be competing for the same small pool of money
 - He also provided some advice about possible partnerships, things to focus upon going forward, marketing (particularly in professional development courses), and volunteer retention
 - ICA membership could be beneficial to the AABC due to potential marketing opportunities for our courses and workshops

C. Gergich also reported on recent CCA developments:

- Final agreement has been made between the CCA and LAC regarding the termination of the NADP. The provincial and territorial councils should receive some compensation for Advisory Services once the agreement is finalized
- The current status of the provincial and territorial councils and changes made based on the termination of the NADP
- Future CCA plans including the potential development of an advisory service

Reported that Kelly Stewart turned down the AABC's offer of partial funding for attending the ICA conference in Brisbane.

5. **Vice-President's Report**

J. Yuhasz reported that she had met with the Programs Committee in order to work on new committee terms of reference.

Investigated streamlining electronic recordkeeping practices through the AABC website. There have been problems in the past with succession and new executive members not receiving proper documentation from their predecessors. It has been suggested that using the website for records sharing and management could help to rectify some of those problems.

Asked whether or not D. Mattinson should continue working on approving all MemoryBC entries and should individual users be able to publish final entries themselves. Concerns were raised about the standardization of MemoryBC entries without some kind of quality assurance process, but no decision was made.

Discussed earlier meeting with C. Gergich about possible partnerships with other organizations and stakeholders. C. Gergich and J. Yuhasz will begin setting up meetings with appropriate groups and individuals.

6. **Treasurer and Finance Committee Report**

S. Zaher-Mazawi announced that Terra Dickson has joined the finance committee.

Discussed options for fundraising and donations. Created a donation form and investigated the possibility of using <http://www.canadahelps.org/> to collect donations. It was suggested that both options could be used in order to provide supporters with options. The issue of the collection of personal information was raised and R. Mogyorosi suggested that it is possible to provide various options for how much or little personal information a supporter can choose to provide.

Motion to use <http://www.canadahelps.org/> tabled, seconded and approved.

S. Zaher-Mazawi pointed out that the Community Gaming Grants program will be accepting applications between February 1st and May 31st of 2013. She suggested that this is something we should definitely prepare in advance since it is currently one of the AABC's only significant funding options.

Reported that the AABC received a significant GST refund, but it is for the previous year.

HSBC banking account has been fully closed.

We have received about \$300 in donations in the current financial year, which is good progress, but the organization requires more funding.

Discussion occurred regarding teleconferencing expenses and a consensus was reached that the executive will try meeting in person and over Skype more often since teleconferencing is expensive.

S. Zaher-Mazawi updated the executive on each line of the current budget and stated that, with the exception of the Executive budget, the AABC was on target for spending this fiscal year. The Executive budget was not really workable and only \$100. In a vote before the meeting, it was decided to increase the Executive budget line to \$800.

7. Committee and Programs Reports

7.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
C. Gasztonyi had nothing new to report for the executive meeting. Drafted new terms of reference for the Public Advocacy and Communications Committee for the later planning session.

7.2 Grants & Nominations Committees
Nominations: J. Turner reiterated that Terra Dickson had joined the Finance committee.
Grants: Announced that the Terry Rexton Award (Friends of the BC Archives) was given to the Sunshine Coast Museum and Archives. With this small grant of \$1000, the organization plans to purchase microfilm of a local newspaper and digitize it.

7.3 Conference Committee
P. Ansah gave a brief report on the status of the joint AABC/NWA conference:

- The Northwest Archivists group is very enthusiastic about the conference. They would like to hold the conference over 2 days in Vancouver and are flexible about dates
- Efforts to recruit volunteers have so far been unsuccessful. C. Gergich noted that volunteer roles should be clearly defined before serious recruitment attempts are made
- The Irving K. Barber centre at UBC is willing to provide 2 rooms for the conference at no cost
- The AABC executive is to review the proposed conference theme: “Connecting Archival Spaces, Supporting Archival Causes.”

7.4 Membership Committee
R. Mogyorosi led a discussion regarding the proposed Membership survey, which the Membership Committee would like to hold before the end of this calendar year. Points discussed included:

- Types of questions that should be asked of the membership
- How the survey should be conducted
- The AABC Executive’s priorities, ie, what we would like to learn from the survey

There was also some discussion regarding restructuring AABC membership fees, but no final decisions were made.

8. Adjournment

Meeting adjourned at 12:30 p.m.

Next Meeting:

Sept 27th, 7:00 p.m.



Executive Committee Meeting Minutes

Thursday, September 27th, 2012, 7:00 pm
via Teleconference

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Suher Zaher-Mazawi, Treasurer
Cathryn Gasztonyi, Secretary
Janet Turner, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large

1. Approval of Agenda

Agenda was approved.

2. Approval of Minutes of September, 2012

Awaiting approval by C. Gergich

3. Business Arising

- Penticton Museum and Archives' Institutional Membership Application
 - Unanimously approved
- AABC's potential ICA membership
 - Discussion occurred as to whether or not the AABC may be able to gain access to ICA resources through the CCA and if membership is necessary, as it is quite expensive.
 - C. Gergich to follow up with L. Wilson, and a decision will be made at a later date
- October Executive meeting plans
 - Meeting time set for 7 pm, October 23rd at the Jewish Museum and Archives

4. Vice President and Programs Committee Report

J. Yuhasz met with C. Gergich last week about potential partnerships with other, similar groups that may share the AABC's interests.
Along with C. Gergich, had a productive meeting with L. Best and P. Ord from the BCMA
Tried contacting P. Van Garderen and C. Mumma at Artefactual Systems Inc., but has not heard back from them
Met with J. Teasley from the BC Digitization Coalition and has agreed to take over Teasley's role as the AABC's representative in the Coalition.

Teasley also had a question for the AABC executive on behalf of the BCDC. The organization plans to start collecting and uploading digital archives in the near future and wanted to know if they could use the AABC-developed BC Thesaurus as the basis for a controlled vocabulary for subject indexing.

J. Turner, who developed the BC Thesaurus, gave a brief history of the project and a discussion about subject indexing followed. J. Turner stated that the BCDC were welcome to use the BC Thesaurus as a starting point, but she believed that it will require significant review and adjustment to be useful.

J. Yuhasz stated that she had contacted D. Mattinson, K. Stewart and R. Hill and asked them to provide the executive with their wish lists for programs delivery in the upcoming year. Their deadline for response is mid-October.

Also discussed the future of the Programs Committee. In a committee meeting, members discussed whether or not the Programs Committee might take over developing new programs from the Contractors, as this was a large item that had to be excluded from this year's budget. J. Mohan suggested that the AABC raise money to allow K. Stewart and R. Hill to develop new programs and workshops.

5. **Treasurer and Finance Committee Report**

S. Zaher-Mazawi discussed some minor AABC banking issues that were quickly resolved.

Sent a draft Terms of Reference for the finance committee to the other committee members and is waiting for approval. It is based on the premise that the Finance Committee's primary role is as an advisory body.

A lengthy discussion occurred regarding fundraising. At the Finance Committee's last meeting, J. Mohan stated that she believed that the AABC executive needed to move quickly in order to secure short term funding. C. Gergich argued that there is still no infrastructure in place to start a fundraising campaign and that this type of fundraising isn't sustainable, but agreed that there is need for money now.

C. Gergich stated that the AABC needs at minimum to begin a fundraising campaign: tracking documents (spreadsheet), a campaign letter and a thank you letter.

J. Turner to write campaign letters (one for individual members, one for institutional members) and thank you letter.

C. Gasztonyi to send R. Mogyrosi's contact information to S. Zaher-Mazawi so that membership lists can be obtained and used in the fundraising campaign.

Discussion occurred regarding some Membership committee issues, volunteer shortages and the PAAL committee. Details and action items to be included in appropriate report sections.

S. Zaher-Mazawi asked about how the AABC will go about collection the donations.

C. Gergich and C. Gasztonyi suggested that <http://www.canadahelps.org> should be used, since it was approved at the last executive meeting. Some discussion the occurred about the logistical aspects of online donations, reports and thank you letters.

It was agreed that letters should send potential donors to the AABC website, where they can download and send a form along with cash or a cheque or go to our page on <http://www.canadahelps.org> to donate.

C. Gergich stressed that this campaign must be positioned correctly – as an emergency campaign that will hopefully not reoccur in the near future.

J. Turner asked whether there should be a target amount, no final decisions were made and she stated that she would provide some options in her letter drafts for the approval of the rest of the executive.

6. Committee and Programs Reports

- 6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
C. Gasztonyi working on collecting AABC executive minutes to be added to the website.
C. Gergich asked about the role of Regional Representatives as perhaps there are resources there that the executive could utilize.
C. Gasztonyi to contact Regional Representatives to ascertain interest in further contributions and also to contact other Provincial and Territorial archives councils to obtain information on advocacy committees and activities.
T. Dickson and J. Baetz to contact C. Gasztonyi about interest in contributing to the newsletter project.
- 6.2 Grants & Nominations Committees
J. Turner had nothing to report. Stated that she would convene the Grants committee to discuss their new role in the organization.
- 6.3 Membership & Conference Committees
D. Brocklehurst had nothing to report.
C. Gergich announced that both Membership Committee co-chairs (J. Pecho and R. Mogyorosi) would be stepping down.
C. Gergich reported that P. Ansah is actively working on the conference. The Northwest Archivists group has reviewed the materials that we created. As reported earlier, P. Ansah has secured space for the conference, but there is some concern that more space may be required due to the joint conference.
C. Gergich has approached J. Morrison for records related to the last conference.
C. Gergich also stated that the Executive Committee should review the membership survey material provide via email by the meeting in October. It is hoped that the Executive will discuss and approve the materials so that the survey may be published in November.

7. President's Report

C. Gergich reported on CCA business, stating that final compensation from the CCA/NADP would be coming soon, that she made a brief report to the CCA on behalf of the AABC, and nominated Lara Wilson as chair.
C. Gergich reported that she and J. Yuhasz had met with members of the BCMA executive, L. Best and P. Ord. They discussed numerous topics including the possibility of a joint membership – C. Gergich commented that she believes there is a lot of opportunity for collaboration between the AABC and the BCMA.
Re-registered the AABC as a BC Charity.
Reported a discussion she had with K. Bossort about pulling together new Terms of Reference, policies and procedures, and various executive governance matters.

Contacted Michelle Maillet at SLAIS about volunteer ideas. M. Maillet suggested we contact the ACA Student Chapter. A discussion about possibilities of a partnership of some kind with the SLAIS ACA Student chapter followed. As they are such an active organization, the general current of the discussion was quite positive.

C. Gergich also raised the issue of the community gaming grants, wanting to be sure that the AABC would have everything in order to apply for the next fiscal year. J. Yuhasz offered to do that research.

Stated that the priority for October's meeting should be the Membership Committee survey.

8. Adjournment

Meeting adjourned at 8:40 p.m.

Next Meeting:

October 23rd, 8 p.m.



Executive Committee Meeting

Minutes

Tuesday, October 23rd, 2012, 8:00 pm
Jewish Museum and Archives, Vancouver BC

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Cathryn Gasztonyi, Secretary (via telephone)
Morgan Garipey, ACA Student Chapter representative

Regrets:

Suher Zaher-Mazawi, Treasurer
Janet Turner, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large

1. **Approval of Agenda**
Agenda was approved.
2. **Approval of Minutes of September, 2012**
Awaiting approval by C. Gergich
3. **Business Arising**
 - Meeting Schedule
 - November meeting should be scheduled, and at that meeting the Executive will decide whether or not there should be a meeting in December as most of the Executive will be away on vacation
 - Membership Survey
 - Upon further consideration, C. Gergich stated that she believes the survey needs work and explained that S. Zaher-Mazawi showed the membership survey documentation to the Finance committee and they had concerns (particularly J. Mohan) as it may require a lot of further work to make the survey worthwhile
 - C. Gergich stated that what is really important in this situation is engaging with our membership and attempting to learn what their current needs are. We may be able to assess this with something smaller and less extensive than a membership survey.
 - C. Gergich suggested a 5 question email survey to membership to see what kind of response we might receive. She stated that she would discuss it further with the BCMA executive to find out what worked for them and what did not.

4. Vice President and Programs Committee Report

- J. Yuhasz sat in on BCMA teleconference meeting. That organization is doing a major outreach to membership in 4 steps: membership survey, teleconference meeting, conference, General meeting.
 - Survey was very successful
 - Membership wanted more info on website, more networking opportunities, opportunities for professional development
- Has several upcoming meetings:
 - P. Van Garderen to touch base on Artefactual
 - Simon Meame about a possible grant from Barber
 - J. Yuhasz to look in to previous proposals for information
 - Caroline, director of SLAIS for possible collaboration on continuing education
- Met with J. Teasley about the BCDC
 - J. Yuhasz now AABC's representative on the Coalition
 - Discussion about the BCDC and its mission occurred
- Oral History workshop cancelled due to low enrollment (only 6)
 - Highlights the need for new programs development
- Contractor Wishlists
 - Asked current contractors for their wish lists on what they'd like to do over the next year.
 - About 10k higher than this year's budget, but they're wish lists, so that's what they're for.
- Some discussion about budget timelines occurred, including discussion about applying for Community Gaming Grants and what that process is like.

5. Treasurer and Finance Committee Report

- S. Zaher-Mazawi's report read by C. Gergich
- As mentioned earlier, provided draft membership survey to finance committee and general response was that it needed a lot of work
- Terms of Reference for the finance committee still being worked on
- Canada Helps for website going well
 - Requires a void check from K. Blimkie and David to put the links on the website.
- Approached the Membership committee chairs for membership lists so that fundraising letters could be sent:
 - J. Pecho had concerns about member privacy and soliciting for donations
 - C. Gasztonyi and J. Yuhasz did not agree with those concerns as we are only contacting our own members who have already shared their information with us
 - Attaching fundraising letter to membership renewal
- Conference
 - S. Zaher-Mazawi questioned whether or not we need a revenue sharing agreement with NWA
 - C. Gergich to have P. Ansah send something to NWA

- Budget and Accounting
 - Loss of revenue from cancelled workshop was significant
 - Highlights need for new workshop development

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

- C. Gasztonyi working on contacting councils with Newsletter/advocacy committees
- Contacted Regional Representatives looking for volunteers and received no response
- Had a few interested volunteers in the Newsletter, but after explaining that we were looking at the possibility of a blog or developing something new, they decided not to take it on
- Some discussion about newsletter formats occurred
- For January meeting, C. Gasztonyi is to create a simple sample newsletter in a word document or pdf.

6.2 Grants & Nominations Committees

- See attached report from J. Turner
- Some discussion regarding Community Gaming Grants occurred
 - J. Yuhasz stated that she has applied for one before and will look in to the process she followed to see how the AABC might benefit
 - Stated that the application is simple, but the financial aspects are tedious and difficult
 - C. Gergich stated that the AABC could hammer out next year's budget while working on the application at the same time
- Some discussion occurred regarding comments on the fundraising letter written by J. Turner, but no final decisions were made
 - Letter to be distributed with membership renewals
- Further discussions regarding donations and fundraising occurred

6.3 Membership & Conference Committees

- P. Ansah sent an update to C. Gergich
 - Approx. 100 attendees from the NWA
 - Want to stay on campus, so delaying conference to May as there are many guest accommodations on campus during the summer
 - C. Gergich stated that having the AABC AGM a little late should be fine

7. President's Report

- C. Gergich stated that the AABC currently needs to focus on partnerships, fundraising, conference, gaming grants, volunteer management
- Volunteer management and recruitment is a huge problem right now:
 - In May, we will need a new VP, a new treasurer, new members-at-large, and possibly a new Secretary (should C. Gasztonyi remain out-of-province)
 - Also, need committee chairs, newsletter, advocacy committee

- Wants to focus more upon records management
 - C. Gasztonyi stated that the AABC definitely needs succession procedures
- Some discussion regarding membership fees occurred and how they can be raised, etc...
- Received final money from CCA/NADP. C. Gergich suggested that this could be used for a roundtable meeting, as the contractors attending will need to be paid for their time
- Reported on the CCA General Assembly call – not much interesting here

8. Adjournment

Meeting adjourned at 9:45 p.m.

Next Meeting:

October 23rd, 8 p.m.

Institutional Member-at-Large report:

With the regard to the draft letter, I am happy to have folks finalize that – most of the comments were positive, and I think the only issue is adding a sentence regarding income tax receipts.

I did think of another approach to institutional members – one way for them to come to the aid of their Association is to sponsor volunteers and staff members to enrol in AABC courses – some may be unaware that these are an important revenue source. How this idea might be circulated is a matter for discussion. I think it should NOT be added to the letter, which should remain a single-purpose document.

At the last meeting, I said I'd look into the BC Gaming Grant process. Here's what I have so far:

- Province-wide organizations may apply for grants up to \$250,000
 - This amount may be limited, if the grant, together with other federal/provincial funding, would constitute more than 75% of total program cost
 - Remaining 25% of funding can be derived from fund-raising, program revenues, in-kind, etc.
- Application period for Arts and Culture organizations is from Feb 1 - May 31 with final notification coming August 31st
- We can submit one application per year, on-line or by e-mail.
- We certainly seem to be eligible – non-profit, operating primarily for community benefit, broadly based membership. We would need to do a good job of showing that our “programs benefit the community, and not solely its members’ interest”.
- The other issue, which prevented an application in 2012, is we are NOT eligible if we have more than 50% of our previous fiscal year’s operating expenses on hand, in the form of unrestricted cash and investments. I assume our 2012 expenses will leave us with an amount on hand of less than half the total of 2012’s expenses – Karen/Suher can assure us on this point, and we’ll certainly know where we stand by the time we can submit an application.
- We would apply under the Arts and Culture sector – “Programs that enhance the performing arts, media arts, visual arts, literature, heritage or culture in the community.



Executive Committee Meeting Minutes

Thursday, November 29th, 2012, 6:00 pm
Via Teleconference

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Suher Zaher-Mazawi, Treasurer
Cathryn Gasztonyi, Secretary
Janet Turner, Institutional Member-at-Large
Morgan Gariepy, ACA Student Chapter representative
Chelsea Shriver, ACA Student Chapter representative

Regrets:

Deidre Brocklehurst, Individual Member-at-Large

1. **Approval of Agenda**
Agenda was approved.
2. **Approval of Minutes of October, 2012**
Approved given changes requested via email
3. **Business Arising**
 - December Meeting
 - Due to vacation schedules, December Executive communications to be handled via email unless an emergency arises
 - Volunteers
 - The AABC is currently facing a serious problem regarding volunteer recruitment. Communications and newsletter, Conference committee and general conference volunteers are required. Also, several executive positions will be vacant in April.
 - Discussion about many aspects of this issue occurred. Decided that Conference committee and conference volunteers are first priority.
 - C. Gergich to email the listserv to recruit volunteers, hoping for help from SLAIS students as well. All Executive members to contact peers in the profession about potential volunteer opportunities or send contact information of potential candidates to J. Turner.
 - Regional Boundaries

- S. Adrian, regional representative for Kootenay-Columbia asked when the regional divisions were created and why some were geographically so large.
- None of the executive members were sure when the regions were divided, but there was consensus that it was likely done based roughly on population and existing regional divisions (and combining where necessary).
- Some discussion followed about the possibility of reviewing the divisions, but it was decided that given the AABC's current financial and staffing difficulties, it would be a very low priority issue at this time.

4. **President's Report**

- C. Gergich and J. Yuhasz met with Barber representative G. Yusko
 - It was a good meeting, got lots of information.
 - Essentially learned that the AABC will likely not get another large, unconditional grant. Their programs now are much smaller and more streamlined.
 - Need to assess costs as it will require some money to even put together a proposal. No final decisions made, this issue is still up in the air.
- Met with C. Haythornthwaite
 - Discussed opportunities for continuing education
 - SLAIS is planning to put together a committee to investigate possibilities in continuing education for both library and archival studies, but this is all at a very early stage. It is hoped that there may be room for a partnership there in the future.
- Met with P. Van Garderen from Artefactual
 - MemoryBC hosting costs may be increasing due to technical support issues. C. Gergich mentioned that this cost could be covered by a Barber grant.
 - No longer partnered with the ICA on the ATOM software project.
- BC has a new Lieutenant Governor
 - S/he is generally the AABC's patron, so due to the recent change, some paperwork and a letter are required.
 - Jane Morrison has volunteered to help with this.
- Fundraising email composed by C. Gergich has been approved and will soon be sent out to the listserv.
- Plans to meet with K. Bossort regarding Terms of Reference and new policies and procedures.
- Membership Engagement
 - The BCMA was able to obtain some pro-bono help from Volunteer Victoria to get some advice about recruitment, retention and other issues. C. Gergich approached Volunteer Vancouver, but they were not willing to offer pro-bono advice.
 - J. Yuhasz to approach the BCMA for their membership survey questions to see if they can be adapted.
 - C. Gergich suggested that the AABC could do something at the conference such as a plenary session.

- Roundtable Meeting
 - To be held in January. C. Gasztonyi to create Doodle poll for last 2 Saturdays in January
 - To be held at the North Vancouver archives, J. Turner to book space for both Saturdays
- Timelines
 - Discussion occurred regarding the AABC's timeline of activities for the first half of 2013
 - Decided that the Round table meeting will be held in January so that priorities can be established. Gaming grant applications will be put together in February, and contractor contracts will be finalized in March.

5. Vice President and Programs Committee Report

- BC Digitization Coalition
 - The beta of their web portal West Beyond the West is out. They are attempting to reach out to all heritage outlets to get digitized materials onto the portal.
 - They will be attending various conferences to advertise.
- Terms of Reference
 - Approached the Programs committee for help in designing a new Terms of Reference – the committee is currently working on this.
- Teleconference with the BCMA
 - BCMA is interested in partnering for a workshop at their next AGM. The keynote speaker is: Wade Davis
 - This idea was discussed in some detail. Given the keynote speaker, there was a good deal of enthusiasm, but it was generally felt that it was on short notice. It was agreed that there would be further discussion of this issue at the Round Table meeting.
- Adobe Connect
 - J. Yuhasz did some research on Adobe Connect as a possible replacement for Telus teleconferencing.
 - Was not able to find much useful information, but planning to ask L. Wilson for further details as she has used it before.
- Archives Week
 - Put together a poster with theme, but there were problems sending the information to the aabc list serv which delayed the announcement of the event.

6. Treasurer and Finance Committee Report

- Terms of Reference
 - Drafted, will send to the Finance committee for discussion and to K. Blimkie.
- Canada Helps
 - Button has now been added to the website, despite some early technical issues – it has actually been added to the main style sheet.
 - Now the letter must be sent out to membership

- Budget
 - Waiting for October statements
 - Donations are below target, but the campaign has not yet been advertised
 - Membership fees achieved
 - Workshop revenues behind due to cancellation
- Roundtable
 - S. Zaher-Mazawi remarked that the Executive must be very careful with expenses due to other shortfalls

7. **Committee and Programs Reports**

7.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

- Contacted other Councils with outreach/newsletter committees and only received a response from the ASA
- For January meeting, C. Gasztonyi is to create a simple sample newsletter in a word document or pdf.
- C. Gasztonyi also to contact L. Pearse regarding Sonya Nicholson and the possibility of her continuing to volunteer, and also to ask D. Mattinson to remove H. Inefuku from the list of AABC staff and officers.

7.2 Grants & Nominations Committees

- J. Turner reported that the Rexton award was given out in two \$1000 awards, as suggested via email by the AABC executive.

7.3 Membership & Conference Committees

- C. Gergich and S. Zaher-Mazawi met with P. Ansah about revenue sharing using the prior ARMA joint conference agreement as a template for cost-sharing and other issues.
- NWA group wanted a banquet, but the cost would be too high, thus there will be a cocktail reception.
- P. Ansah is searching for a venue for the cocktail reception – discussion about possible venues followed and several possibilities were mentioned

8. **Adjournment**

Meeting adjourned at 8:00 pm.

Next Meeting:

January 19, 1:00 pm



Executive Committee Meeting Minutes

Tuesday, February 26th, 7:00 pm
Via Teleconference

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Suher Zaher-Mazawi, Treasurer
Cathryn Gasztonyi, Secretary
Janet Turner, Institutional Member-at-Large

Regrets:

Deidre Brocklehurst, Individual Member-at-Large

1. **Approval of Agenda**
Agenda was approved.
2. **Approval of Minutes of January 2013**
Minutes to be approved at March meeting or via email
3. **Business Arising**
 - Application for institutional membership: Town of View Royal archives
 - Application approved
 - AABC budget, Conference budget, Conference cost-sharing agreement
 - To be discussed during Treasurer's report
4. **President's Report**
 - Budget meetings
 - Met with S. Zaher-Mazawi and created AABC budget forecasts for the next 4 years: reserve maintenance can continue for 3 years.
 - Met with Finance Committee and K. Blimkie to discuss the budget, which has been sent to the Executive for review and approval.
 - Met with S. Zaher-Mazawi and P. Ansah about the conference budget: some issues surrounding registration fees and the cost-sharing agreement with Northwest Archivists group will be discussed further with P. Ansah.
 - Conference
 - Jack Lohman, CEO of the Royal BC Museum is the AABC's potential keynote speaker.
 - The AABC AGM will be held on Saturday May 4th: C. Gasztonyi to get information from previous AGM from J. Pecho and to ask if J. Pecho

might be able to take minutes as C. Gasztonyi will probably not be able to attend the conference.

- There should be a session to review the membership survey to discuss the future of the AABC directly with membership.
- Gaming grants
 - Discussed AABC eligibility for Gaming grants and problems with financial reserves
 - Discussed potential activities and programs that should be funded
 - J. Yuhasz to send a sample application to the Executive so that decisions can be made regarding activities and programs
- BC Museums Association
 - Peter Ord, the incoming BCMA President wants to have further discussions about co-ordinating an event at the BCMA AGM, but it is scheduled for the same weekend as the ACA conference
 - C. Gergich mentioned the BCMA recently let go their Executive Director.

5. Vice President and Programs Committee Report

- Terms of Reference
 - Programs Committee terms of reference has been approved and added to the AABC website
 - Membership survey sent out – results to be analyzed soon
 - Will be starting Contracts for K. Stewart, K. Blimkie, R. Hill and D. Mattinson – they will be finalized after the budget is approved.
 - Some discussion occurred about memberships, membership fees, the current renewal period, and the possibility of restricting part of the website for members only.
 - J. Turner to write sample letter to go out with renewal notices

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

- C. Gasztonyi sent 2012 minutes to D. Mattinson to be uploaded to the AABC website.
- Contacted S. Nicholson, has not yet heard back.
- Started working on a sample newsletter and stated that Word will be sufficient to create one if a volunteer is ever found.
 - It was suggested that a Facebook page might be a better choice, but no final decision was made.
- Was unable to attend CCA Copyright webinar, but summarized the thoughts of some colleagues. C. Gasztonyi to send Presentation to Executive members.

6.2 Grants & Nominations Committees

- J. Turner researched the Community Gaming Grants – discussion occurred earlier in the meeting.

- Has not yet started contacting potential volunteers, but will do that before the next meeting.
- Received a call from a colleague working with the Archives Association of Ontario about suggestions for fundraising programs.

6.3 Membership & Conference Committees

- C. Gergich stated that she is doing her best to support P. Ansah in his efforts to coordinate the AABC conference as he does not have a committee.
- Details discussed in the President's report and the Treasurer's report.

7. Treasurer and Finance Committee Report

- Conference fees
 - S. Zaher-Mazawi stated that there is some conflict with the NWA about conference registration fees, as the AABC would prefer higher fees to potentially generate a small profit and to allow for any contingencies.
 - Discussion about the fees occurred and the draft fee schedule was revised to be sent to the NWA for approval.
- Cost-sharing Agreement with NWA
 - A brief discussion about the cost-sharing agreement occurred. C. Gergich is to update it and send it back to the NWA for approval.
- AABC Budget
 - S. Zaher-Mazawi went over the budget in some detail. The primary goal is to spend only \$20,000 from AABC reserves each year over the next three years, so the budget will be quite similar for the next few years unless alternative sources of funding are found.
 - Discussion about the AABC 2013 budget occurred.
 - The 2013 budget was approved by the Executive.

8. Adjournment

Meeting adjourned at 9:00 pm.

Next Meeting:

March 4, 7:00 pm via Teleconference (tentative)



Executive Committee Emergency Meeting Minutes

Monday, March 4th, 7:30 pm
Via Teleconference

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Suher Zaher-Mazawi, Treasurer
Cathryn Gasztonyi, Secretary

Regrets:

Janet Turner, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large

1. Approval of Agenda

Agenda was approved.

2. Business Arising

- Rosaleen Hill's resignation
 - Extensive discussion occurred regarding the resignation of R. Hill and the immediate future of the AABC's Preservation Program: Preservation Advisory services to be discontinued until further notice.
 - K. Stewart to take over Introduction to Archival Preservation workshop.
 - This fundamentally change budget and plans for grant applications. Decided to work out new contracts, revise budget and discuss at the Executive Meeting in late March.
- Budget Approval
 - Some general discussion occurred and the issue was delayed to the next meeting in late March to allow for further revisions
- Term Deposits
 - Some brief discussion occurred and the issue was deferred to the next meeting.
- Restricted/Unrestricted funds
 - Deferred to the next meeting.
- Membership Renewal: BC Historical Federation
 - Some discussion occurred regarding the benefits of membership. The Executive members were undecided and the issue was deferred to the next meeting.

- AGM Package
 - Deadline for report submissions set for March 29th
 - The AGM package must be made available to members of the website 30 days in advance of the meeting, so it will be compiled by C. Gasztonyi over the Easter long weekend.
- AGM Minutes
 - J. Pecho will be able to take the AGM minutes as C. Gasztonyi will not be able to attend the Conference/AGM.

3. Adjournment

Meeting adjourned at 8:30 p.m.

Next Meeting:

March 26th, 7:00 pm



Executive Committee Meeting Minutes

Thursday, March 21st, 7:00 pm
Via Teleconference

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Suher Zaher-Mazawi, Treasurer
Cathryn Gasztonyi, Secretary

Regrets:

Janet Turner, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large

1. Approval of Agenda

- Agenda was approved.

2. Business Arising

- BC Historical Federation Membership Renewal
 - Approved by the Executive
- Motions for the AABC Annual General Meeting
 - Discussion occurred regarding the motions that the Executive would like to table during the May AGM including membership fee increases, changes to the Executive structure and the future of the Newsletter.
 - C. Gasztonyi to contact D. Mattinson about updating some of the Newsletter information on the AABC website.
 - C. Gergich to send motions via email to be added to the AGM package.
- Financial/Budget issues
 - To be discussed during the Treasurer's report

3. President's Report

- Conference
 - Cost-sharing agreement with NWA completed and signed
 - Discussion occurred regarding the conference schedule, speakers, and potential problems with volunteer recruitment. C. Gergich also mentioned that the Archives Association of Ontario has already begun planning their 2014 Conference and suggested that the AABC should do this for next year as well.
- Nominations and Volunteer Recruitment
 - Contacted M. Garipey in the hopes that he may spread the word regarding upcoming Executive nominations.

- Email from Brenda Richmond
 - Discussion occurred regarding an email sent to C. Gergich by B. Richmond regarding the possible formation of a Digital Preservation working group or committee.
 - Executive agreed that due to volunteer recruitment problems and funding cuts, this type of initiative is not possible now or in the near future for the AABC.
- Fundraising/Donations
 - Sent out a letter for support on the AABC listserv and it was included in membership renewals mailout.
 - C. Gergich to coordinate thank you letters to donors

4. **Vice President and Programs Committee Report**

- Members Only website section
 - There was some discussion about creating a members only section on the AABC website in order to provide more value for membership.
 - Members of both the Finance and Programs committees were not in favour of this change to the AABC website.
- Website Administrator Extended Absence
 - D. Mattinson taking approximately 1 month off from April 8 to May 8. Some of his duties must be taken over by someone during this time.
 - Will discuss specifics with D. Mattinson and report to the Executive via email
- Contracts
 - Budget revised and K. Stewart's contract finalized – other contracts to be settled soon
 - Some additions to D. Mattinson's hours due to reshuffling

5. **Treasurer and Finance Committee Report**

- Term Deposits
 - As recommended by K. Blimkie, the AABC approved adding \$15,000 in to a 6-month term deposit account.
- Budget
 - S. Zaher-Mazawi described changes made in the budget due to the departure of R. Hill.
 - Budget was approved by the Executive.
- Motions
 - The AABC Executive agrees to make the restricted \$35,000 funds unrestricted so the AABC can increase the restricted amount.
 - The AABC Executive agrees to reserve the amount of \$55,000 as restricted funds in order to maintain a safe reserve to assist with dissolving the organization if required in light of the recent loss of federal government funding and other sources of revenue. This internally restricted amount is not available for unrestricted purposes without the approval of the Board.
 - Motions approved by Executive.

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

- C. Gasztonyi reported that reports for the AGM package were being sent steadily. Plans to compile the package over the Easter long weekend are still on track.
- C. Gasztonyi to discuss some changes to the website with D. Mattison, including the addition of the approved 2011 AGM minutes and some information about the AABC newsletter.

7. Adjournment

Meeting adjourned at 9:00 pm.

Next Meeting:

May 4th Annual General Meeting