

**Executive Committee Meeting**  
**Minutes – Monday, May 26<sup>th</sup>, 1:00PM**

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Executive of the Archives Association of British Columbia  
Location: teleconference

**Present:**

Caroline Posynick, President  
Emily Lonie, Vice-President  
Sarah Romkey, Treasurer  
Sarah Jensen, Secretary  
Ryan Gallagher, Institutional Member-at-Large  
Jane Morrison, Individual Member-at-Large

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**1. Approval of Agenda:**

-called meeting to order at 1:00PM. The agenda was approved.

**2. Approval of Minutes:**

- Discussion of March 18th executive meeting minutes postponed until next meeting.
- Discussed posting of unapproved minutes on AABC website; July 16<sup>th</sup>, 2013 are the last approved minutes. Decision to discuss further at next meeting.

**3. Business Arising**

- ACA conference: June 26<sup>th</sup>-28<sup>th</sup>, Victoria, BC.
  - J. Morrison outlined president's responsibility to attend June 25<sup>th</sup> Council of Presidents meeting to provide update on last year's activities.
  - Topics to cover with other provincial and territorial representatives include: effects of NADP cuts, online workshops, membership rates etc.
- Recordkeeping:
  - Discussed establishing a central location to maintain documentation. Concept of Google Drive introduced; Google Calendar a possibility for keeping track of important dates (C.Posynick).
  - J. Morrison raised backend portion of AABC web site as a possible location to store documentation. David Mattison should be contacted for login credentials. User manual will be checked (J. Morrison).
  - J. Morrison informed executive that BC Archives holds the AABC's archives but transferred records must be at least 10 years inactive. Every few years there is a weeding project, a call for executive papers, and transfer of contractors' records. J. Morrison confirmed there is no permanently established central place for records storage before transfer to BC Archives.
  - C.Posynick will check out back portion of website.
  - S.Jensen reported she has contacted past secretary for documentation and is awaiting response.

**4. President's Report**

- Covered under business arising
- Needs to orient self to position prior to moving forward. Crucial issues are deadlines/dates; committee work; ACA participation; and posting AGM's goals to website. Wants to build program and is open to ideas.

## 5. **Vice-President and Programs Committee Report**

- Raised committee membership issue. How do we know who is on what committee (E. Lonie)? Decision by executive to connect with person who had role previously for knowledge transfer/passage of organizational memory.
- Course evaluations – modifications: discussed email evaluations used by Kelly Stewart (30-50% response rate). E. Lonie suggested more anonymous approach such as Survey Monkey or Fluid Survey (J. Morrison). C. Posynick suggested limiting open-ended questions; using scales; and leaving space for comments at bottom of screen.
- S. Romkey informed executive that Kelly Stewart reports hours on a monthly basis. She is currently compiling survey results. We need to ensure suggested revisions to survey do not take up too much of her administrative time.
- ACA online training survey (sent by Jennifer Mohan to executive). Discussion about course topics in ACA's online training survey. Actions to be taken include: determining if any of the proposed course content has been developed (E. Lonie to talk to Jill Teasley) and commitment to follow up with ACA regarding proposed collaboration.

## 6. **Treasurer and Finance Committee report**

- Some donations with membership renewals reported by Karen Blimkie to S. Romkey. S. Romkey will draw for prizes in June instead of May.
- Past fiscal year documents will be electronically transferred to ERP by Karen Blimkie.
- Bank signing authority (C. Posynick will visit VanCity branch in Victoria).
- S. Romkey will complete outline of work involved in compiling monthly finances.
- Discussed Gary Mitchell and Trevor Livelton's suggestion at AGM: Year-end financial review by 2 senior archivists. S. Romkey suggested using a finance committee member or former treasurer.

## 7. **Committee and Program Reports**

### 7.1 **Communications (Newsletter/Regional Representatives/ PAAL)**

- Discussed AABC Facebook presence (Kelly Lau manages it). S. Romkey/J. Morrison will send S. Jensen further information. Kelly Lau has guidelines regarding content to post.
- Discussion of regional representatives: E. Lonie and C. Posynick now have presidential responsibilities so replacements will have to be found. Caroline reported she has 99 people on the S. Vancouver Island list. R. Gallagher reported the Fraser Valley has been quiet for years. E. Lonie reported food

bank initiative was successful but if certain numbers are required or if there are fees people may not attend.

**7.2 Grants & Nominations Committees**

- R. Gallagher will consult Janet Turner.

**7.3 Membership & Conference Committees**

- Discussed 2015 AABC conference. E. Lonie volunteered Coquitlam Archives as a location. If the conference is on the weekend, a security guard would need to be hired. She suggested a one day conference and a public day. E. Lonie will put a call on list serve for chair/assistants. J. Morrison informed executive that typically conferences are 2 days (generally EAS and/or Preservation contractor gives a workshop the day before). Discussed conference theme.
- Adding value to membership: E. Lonie mentioned her discussion with Foothills Systems. Gaylord will offer 10% discount on supplies to both institutional and associate members. They requested a membership list. Executive discussed how to negotiate this. Permission from membership would be required. One possibility would be to publicize this on the AABC website and members could contact if interested.

**8. Adjournment**

Meeting adjourned at 2:10PM.

Next meeting: June 2014.

**Executive Committee Meeting**  
**Minutes – Tuesday, June 17<sup>th</sup>, 1:30PM**

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Executive of the Archives Association of British Columbia  
Location: teleconference

**Present:**

Caroline Posynick, President  
Emily Lonie, Vice-President  
Sarah Romkey, Treasurer  
Sarah Jensen, Secretary  
Ryan Gallagher, Institutional Member-at-Large  
Jane Morrison, Individual Member-at-Large

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**1. Approval of Agenda:**

- Called meeting to order at 1:30PM. The agenda was approved.

**2. Approval of Minutes:**

- Minutes approved.
- Approval of March 18th executive meeting minutes postponed until next meeting.

**7.2 Grants & Nominations Committees**

- R. Gallagher had to leave the meeting at 2:00pm so he reported first.
- R. Gallagher reported connecting with Janet Turner.
- Discussed the following grant options: BC Gaming grant, BC Arts Council, BC 150 grant, Irving K. Barber grants (S. Romkey). Will continue to explore funding options. Executive agreed BC 150 grant may be a good option. At this time, AABC is not eligible for BC Gaming and BC Arts Council grants.
- Reported speaking to E. Lonie about Conference Committee and sponsors. R. Gallagher will assist with this process.

**3. Business Arising**

- Covered under President's report.

**4. President's Report**

- C. Posynick reported AABC website does not have capacity to store documents or have a calendar so proposed using Google Calendar.
- Reported on CCA conference call which discussed membership rates and sliding scale based on previous NADP funding. Executive discussed the type of support provided by CCA: advocacy/advisors, national and provincial catalogues, national network, committees, etc. Mentioned AABC does not receive provincial support. Executive agreed on need to reasonably explain reasons for fee reduction.

- Reported will attend Council of President's meeting at ACA. Will circulate report to executive for feedback prior to meeting.

## **5. Vice-President and Programs Committee Report**

- E. Lonie reported on discussion with Jill Teasley about ACA online survey group. Jill is part of a special online educational task force which is distinct from the ACA online survey group. She will recommend the task force consult with provincial councils.
- C. Posynick reported that during the CCA conference call online courses (workshops and webinars) were a topic of discussion.
- Reported will follow-up with K. Stewart later in July regarding Fluid Survey and Survey Monkey.
- Executive agreed on need to effectively communicate/publicize AABC's course offerings, stressing they are a major revenue stream.
- Reported Jennifer Yuhasz gave access to Dropbox and some physical records.
- E. Lonie placed call for volunteers for conference committee; already received a good response. Lara Wilson will chair committee. Sent proposed theme to committee for feedback. Will aim for April conference date.
- Foothills discount will be posted later in July to AABC website. Members will be asked to email for code.

## **6. Treasurer and Finance Committee report**

- S. Romkey discussed signing authority documentation from J. Morrison which should be sufficient for transfer of signing authority.
- Donation list discussed; prizes will be announced by sending to AABC list-serve.

## **7. Committee and Program Reports**

### **7.1 Communications (Newsletter/Regional Representatives/ PAAL)**

- S. Jensen reported contacted Brenda Richmond and Kelly Lau for information. Gained access to previous secretary's Dropbox.
- Discussed volunteer interested in archival outreach who proposed creating video/blog posts on archives/archivists in BC or Canada (K. Lau). E. Lonie mentioned Carleton University's podcasts which report on the activities of graduates. Executive agreed this is a great way to publicize the activities of archivists and archives. If volunteer opts to blog, the AABC website would work. D. Mattison could create an account for the volunteer.
- Discussed AABC's Facebook presence, managed by Kelly Lau.

### **7.3 Membership & Conference Committees**

- J. Morrison discussed member-at-large's role on this committee.
- J. Morrison reported pleased E. Lonie is spearheading conference. Member-at-large will be on committee as necessary.

- Reported no activity on memberships. Upcoming meeting with Sarah Rathjen so will report on this at next meeting.

**8. Adjournment**

Meeting adjourned at 2:30PM.

Next meeting: mid-August 2014.

**Executive Committee Meeting**  
**Minutes – Thursday, August 14th, 2:00PM**

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Executive of the Archives Association of British Columbia  
Location: teleconference

**Present:**

Caroline Posynick, President  
Emily Lonie, Vice-President  
Sarah Romkey, Treasurer  
Sarah Jensen, Secretary  
Ryan Gallagher, Institutional Member-at-Large  
Jane Morrison, Individual Member-at-Large

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**1. Approval of Agenda:**

- Called meeting to order at 2:00PM. The agenda was approved.

**2. Approval of Minutes:**

- Minutes of June 17<sup>th</sup> meeting approved.

**3. Business Arising**

- C. Posynick reported still resolving transfer of signing authority.
- Discussed Google Accounts. Still determining its functionality but executive agreed we should have one central place to store/access documents.
- Discussed backend of AABC website as possible document storage space. J. Morrison will look into this option.
- Discussed advertising of workshops. J. Morrison commented they are widely advertised through listservs. C. Posynick suggested incorporating Facebook, social media etc.

**4. President's Report**

- Reported on Council of Presidents' meeting at ACA. Financial support from provincial governments, archives, and lottery funds varies widely, revealing BC is a 'without' province. Information and statistics from this meeting may encourage the AABC and/or other provincial associations to advocate for more support; share strategies as funding models change; and advocate more assertively the public relevancy message. The BC reality is likely the harbinger of the financial challenges all regional organizations will face.
- Discussed UBC iSchool letter AABC sent July 22nd regarding UBC SLAIS graduate competencies.
- C. Posynick discussed fielding requests to president's email address. Examples: Genealogical presentation request. Executive agreed not part of our mandate and AABC funding not available for this. It should be handled by a referral to an appropriate organization or executive member may

volunteer independently; request to advertise a small business to the AABC community. S. Romkey will look into rates to advertise on AABC website.

## **5. Vice-President and Programs Committee Report**

- E. Lonie reported on discussion with K. Stewart regarding online/anonymous course survey. She is in agreement but stressed it is not her place to evaluate her own work. Survey should be completed by end of December to coincide with completion of next course. J. Teasley and L. Wilson may share content from another Fluid Survey.
- Reported on number of inquiries regarding Foothills discount (13) which has been sent out on the list-serve 2 times. J. Morrison will check membership directory for one organization that requested discount.
- Discussed ACA's professional learning committee. E. Lonie contacted Duncan Grant; committee will not be formalized until mid/end September. ACA is sensitive to revenue streams of provincial associations.
- Discussed AABC web statistics and updating website: 9/10 web hits are for Archivist's Toolkit and Job Board. R. Gallagher reported some links are inactive. J. Morrison mentioned contractors were responsible for maintaining site; last reviewed a few years ago.
- Discussed upcoming meetings: Roundtable meeting (October); Joint in person Finance and Programs Committee meeting (October); K. Stewart's plans for 2015 will be ready by October; budget review meeting (February 2015).

## **6. Treasurer and Finance Committee report**

- S. Romkey discussed approving monthly finance statements at each executive meeting. All agreed.
- Reported finances in good shape. We have achieved half of our fundraising goal for scholarships etc.
- Monthly financial statements for June approved. Seconded by E. Lonie.
- Discussed customizing Canada Helps donation page by adding logo and text. Could have fundraising drive for AABC scholarship.
- Discussed rebranding of Grants and Fundraising committee. R. Gallagher will look into this. Waiting for files from past committee chair.
- J. Morrison suggested sending a list-serve message to solicit volunteers for fundraising side of committee.
- T310: filing pending birth date of past executive member (required for Canada revenue filing).

## **7. Committee and Program Reports**

### **7.1 Communications (Newsletter/Regional Representatives/ PAAL)**

- S. Jensen questioned process for posting approved minutes to AABC website. (Response: Send to D. Mattison).
- Discussed UBC SLAIS volunteer interested in archival outreach (E. Chicorli). She will discuss her ideas and solicit volunteers with ACA@UBC students this month and will report back.



## **7.2 Grants & Nominations/Elections Committees**

- R. Gallagher discussed role in adjudicating Terry Reksten Memorial Fund which provides annual grants to assist local and community archives. Friends of BC Archives will announce the recipients and dispense the funds.

## **7.3 Membership & Conference Committees**

- Discussed AABC conference in Coquitlam. Executive agreed that although there is a cost associated with using the facilities, the location is still desirable.
- Reported a conference committee teleconference is scheduled for the end of August/September. Conference will occur April or early May to avoid overlap with BCLA.
- J. Morrison reported met S. Rathjen regarding memberships. Should be able to deliver membership report at next meeting.
- Discussed setting Roundtable date with contractors (a full day meeting is budgeted for them). Meeting generally occurs on a weekend in Vancouver. Discussed October 18<sup>th</sup>. Agreed Surrey is convenient. Secretary responsible for organizing the meeting. R. Gallagher will organize food. Invitees include: Contractors (Kelly Stewart, Karen Blimkie, David Mattison), Committee chairs (Jen Zerkee and Sarah Rathjen), regional representatives (Jane Hutton, Deborah Champman, Jean Eiers-Page, Val Billesberger, Sue Adrain, Erica Hernandez); and Executive.
- Secretary to schedule executive meetings up to December 2014. 2<sup>nd</sup> or 3<sup>rd</sup> Thursday of each month.

## **8. Adjournment**

Meeting adjourned at 3:09PM.

Next meeting: mid-September 2014.

**Executive Committee Meeting**  
**Minutes – Wednesday, September 17th, 2:00PM**

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Executive of the Archives Association of British Columbia  
Location: teleconference

**Present:**

Caroline Posynick, President  
Emily Lonie, Vice-President  
Sarah Jensen, Secretary  
Ryan Gallagher, Member-at-Large  
Jane Morrison, Member-at-Large

**Regrets:**

Sarah Romkey, Treasurer

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1. **Approval of Agenda:**
  - Called meeting to order at 2:00PM. The agenda was approved.
  
2. **Approval of Minutes:**
  - Minutes of August 14th meeting approved.
  
3. **Business Arising**
  - Speaker found for Cobble Hill event.
  
4. **President's Report**
  - E. Lonie will handle upcoming ACA call on online and distance education. Date not yet determined.
  - Reported BCMA (BC Museums Association) would like to partner with AABC on a joint event such as a conference.
  - Discussed SLAIS representative who introduced self to C. Posynick via email. Secretary will respond to this. E. Lonie suggested representative could volunteer for conference.
  - Discussed email to president's account regarding partnership/collaboration proposal. Executive agreed this is not part of our mandate.
  
5. **Vice-President and Programs Committee Report**
  - Discussed D. Mattison's question about charging for statistics (Google analytics) from MemoryBC. One member has requested this information.
  - J. Morrison suggested this could be a benefit of full institutional membership. Executive agreed to investigate further. E. Lonie will contact D. Mattison to determine amount of work involved
  
6. **Treasurer and Finance Committee report**
  - C. Posynick reported for S. Romkey.

- Monthly July financial statements approved.
- Travel expense question for S. Romkey to be addressed at next meeting.
- Reported T310 sent to Ottawa for 2013 fiscal year. Proof of delivery received.
- Discussed fundraising idea: selling vouchers for AABC courses and conference registration.

## 7. **Committee and Program Reports**

### 7.1 **Communications (Newsletter/Regional Representatives/ PAAL)**

- S. Jensen reported invited regional representatives to Roundtable. No responses to date.
- Discussed Roundtable secretary responsibilities in addition to preparation of agenda.

### 7.2 **Grants & Nominations/Elections Committees**

- R. Gallagher discussed informal survey he conducted on archival funding provided by other provincial governments. Resources are compiled and he is ready for advocacy; for example, speaking to MLAs about issues around procuring BC Arts Council funding for archives.
- J. Morrison suggested a call for advocacy on Archives BC list serve in order to draw the attention of all our members.
- J. Morrison requested R. Gallagher circulate results of his informal survey. He is still waiting for information from Manitoba, Quebec, and PEI.

### 7.3 **Membership & Conference Committees**

- J. Morrison reported on activities of Membership Committee by summarizing their June 20<sup>th</sup> meeting minutes:
  - Renewals good; membership directory should be completed by early fall.
  - One member resigned - position needs to be filled.
  - Challenges continue to be retention and recruitment of individual and institutional members.
  - Planned tour of SLAIS to promote AABC to new students.
  - Draft of terms of reference almost ready for executive review
  - Reported S. Rathjen will attend Roundtable.
- Executive discussed leveraging MemoryBC for retention and recruitment of individual and institutional members.
- C. Posynick commented we have a large membership compared to other provinces. Need brainstorming session on benefits of full institutional membership.
- E. Lonie reported on Conference Committee teleconference on Monday, September 15<sup>th</sup>. Discussed partnering with other organizations such as BCMA or ARMA or hosting the conference alone. Consensus is to explore partnerships. The proposed Coquitlam Archives location may have to be changed to accommodate a larger joint conference.
- Spoke to K. Stewart about delivering a conference workshop. She was in agreement.

- Conference location, theme, and date to be determined based on partnership discussion at Roundtable meeting.

**8. Adjournment**

Meeting adjourned at 2:50PM.

Next meeting: October 25<sup>th</sup>, 2014 (Roundtable meeting).

**AABC Roundtable Meeting**  
**Minutes – Saturday, October 25th, 1:00pm**

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Archives Association of British Columbia Roundtable  
Location: Surrey Archives

**Present:**

Caroline Posynick, President  
Emily Lonie, Vice-President  
Sarah Romkey, Treasurer  
Sarah Jensen, Secretary  
Ryan Gallagher, Member-at-Large  
Jane Morrison, Member-at-Large

**7. Executive Meeting**

**7.1 Minutes of September, 17<sup>th</sup>, 2014 meeting**

- Called meeting to order at 1:00PM
- Send out minutes for approval at next meeting.

**7.2 Vice-President's report**

- Reported pleased decision reached to hold AABC only conference this year.
- Discussed education roundtable at UBC: a big success owing to topic. Should be easier to get topics and participants next time.
- Discussed exploring anonymous course evaluations. C. Posynick mentioned she may have a sample.
- Reported 15 members have used code for archival supplies discount. No issues yet.

**7.2.1 Special Committee to Review PIPA**

- J. Morrison discussed with E. Lonie whether to contact larger institutions for comments on changes to legislation and offer to funnel responses through AABC; reviewed legislation and suggests AABC not make any submission.

**7.3 Treasurer's report**

**7.3.1 Financial process disclosure agreements**

- K. Blimkie made some suggestions to circulated draft.
- Executive asked to review for next meeting.

**7.3.2 CCA fee waiver form**

- Discussed CCA membership fee.
- S. Romkey moved a motion to lower the CCA fee since BC receives no provincial archival funding; E. Lonie seconded the motion.
- C. Posynick will bring motion forward at General Assembly phone conference, October 29<sup>th</sup>.

**7.4 Committee and Program reports**

#### **7.4.1 Communications**

- Reported SLAIS student is forming a group to work on outreach project.

#### **7.4.2 Grants and Nominations and Elections**

- R. Gallagher discussed lack of provincial archival funding in BC. Nearly all provinces receive something; will raise this with MLAs.
- Agreed need to frame case by offering services to members and public i.e. Memory BC.
- Discussed BC Arts Council funding - annual report states Museum and Archives societies receive funding. C. Posynick has contacted them about AABC's eligibility for funding. No response received. She will be meeting with them this week.
- R. Gallagher reported BC Arts Council told him they just support archival functions of museums.
- Executive agreed we need to build a case that articulates AABC's need for government funding.
- Discussed gaming grants. This could be an option if our financial position worsens.
- S. Romkey stressed need for advocacy. We should reach out to new vice president of archives with a formal letter. Draft will be circulated and ready for November 5<sup>th</sup> SVIRG meeting. Peter Ord will be in attendance.
- R. Gallagher mentioned upcoming anniversaries such as 2016, 2021 BC anniversaries and the 2017 national anniversary. E. Lonie mentioned 125<sup>th</sup> anniversary in Coquitlam.
- E. Lonie reported exploring one corporate sponsorship.
- J. Morrison mentioned sharing past ideas from proposals to Irving K. Barber Centre.
- Discussed VP nominee and other executive openings.

#### **7.4.3 Conference**

- Discussed during morning meeting.

#### **7.5 President's report**

- Collaboration/partnerships discussion (build provincial relationships first; focus on province and memory institutions such as BC museums, libraries, ARMA).
- Advocacy role
- BC Arts Council funding

### **8. Adjournment**

Meeting adjourned at 2:00PM.

Next meeting: November 19<sup>th</sup>, 2014.

**Executive Committee Meeting**  
**Minutes – Wednesday, November 19th, 2:00PM**

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Executive of the Archives Association of British Columbia  
Location: teleconference

**Present:**

Caroline Posynick, President  
Emily Lonie, Vice-President  
Sarah Jensen, Secretary  
Sarah Romkey, Treasurer  
Ryan Gallagher, Member-at-Large  
Jane Morrison, Member-at-Large

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**1. Approval of Agenda:**

- Called meeting to order at 2:00PM. The agenda was approved.

**2. Approval of Minutes:**

- Minutes of September 17<sup>th</sup> meeting and roundtable meeting minutes approved.

**3. Business Arising**

- No update.

**4. President's Report**

- C. Posynick discussed General Assembly phone call - LAC present on the call and tone was positive.
- Reported received acknowledgement for thank you letter sent to Irving K. Barber Learning Centre for hosting AABC Roundtable.
- Reported sent letter from AABC to Peter Ord.

**5. Vice-President and Programs Committee Report**

- Discussed educational vouchers - pre-registering for courses up to a year in advance. Action items include updating course registration page and sending a list-serv notice. J. Morrison suggested testing this for the AABC conference/K. Stewart's course.
- BCANs coordinator job posting – E. Lonie reported job description forwarded to her from J. Morrison. She and S. Romkey will work on this. Agreed to prepare posting for January, hire in February, and cross-train in March. S. Romkey suggested reframing position to include a promotional component and include management of list-serv.
- MemoryBC – Reported upgrading is starting for clients. Will default to Dominion theming if one of three options with varying price tags (\$500.00, \$1500.00, \$3000.00) is not selected. S. Romkey suggested West Beyond the West theming. Executive agreed to minimize cost and retain look and feel of

AABC site. S. Romkey mentioned timeline for upgrading clients is December but there is no rush for AABC. E. Lonie suggested upgrade could be part of new BCANS coordinator's responsibility.

- List-serv software and hosting – Discussed issues Mailman list-serv software is causing Andornot. E. Lonie researched freeware called L. Soft which could be an option. J. Morrison will investigate whether University of Victoria will host AABC's current Mailman list-serv.
- Course evaluations – for January completion.
- Discussed placing a call for committee members from the president. Led to discussion about which committees require more members and how the committees should be organized.

## **6. Treasurer and Finance Committee report**

- Monthly financial statements to be approved via email.
- Approval of financial process disclosure agreements deferred until next meeting.

## **7. Committee and Program Reports**

### **7.1 Communications (Newsletter/Regional Representatives/ PAAL)**

- No update.
- Discussed setting 2015 executive monthly meeting dates 3<sup>rd</sup> Wednesday, 2:00pm. January date will need to be polled since there are vacation conflicts.
- C. Posynick reported new SVIRG representative, Chance Dixon, was announced at SVIRG meeting, November 5<sup>th</sup>, 2014.

### **7.2 Grants & Nominations/Elections Committees**

- R. Gallagher reported BC Arts Council feedback encouraged as part of program review.
- Contacted BC Arts Council to see if they will issue a report on feedback received.
- E. Lonie reported gave feedback on BC Arts Council Review letter which was submitted by deadline. K. Stewart will be notified this has been done.
- S. Romkey suggested uploading AABC executive letters (pdf format) to AABC website. D. Mattison would coordinate this.
- C. Posynick reported on BC Arts Council meeting she attended in Victoria. General consensus was why wouldn't archives be eligible for funding?
- Discussed *Royal Society of Canada Report*. J. Morrison mentioned there are many strong points that should be included in advocacy letters. For example, letters to be sent to ministers could cite the Report.
- R. Gallagher reported should have some meetings with MLAs lined up soon.

### **7.3 Membership & Conference Committees**

- Discussed revised membership form. E. Lonie had some suggestions that will be incorporated into document prior to sending back to Membership Committee.



- Discussed fact there is no method for auditing current institutional memberships.
- C. Posynick suggested including an institutional membership application checklist at the beginning of the document.
- She also suggested the membership renewal notice should include a statement that promotes regional groups. S. Romkey suggested including the names of regional representatives.
- J. Morrison suggested including slips and conference notifications in membership renewal package. Agreed to discuss at December executive meeting.
- Conference update – Coquitlam Public Library is booked. Decision required on how many rooms to reserve in order to determine cost. Dates: April 23-25.
- J. Morrison agreed to investigate how many attendees at previous conferences. Average seems to be approximately 60 people.
- Discussed offering SLAIS students a reduced fee. Executive agreed important to encourage this group to attend.
- Call for papers will be sent to executive to review prior to sending out. Completion by Friday, November 21<sup>st</sup>, 2014.
- Reported K. Stewart suggested a full day RM workshop at conference.
- S. Romkey mentioned Artefactual could likely hold a presentation about ATOM 2.x updates.
- Discussed Peter Ord as keynote speaker. AABC can offer a speaker's gift.
- Agreed to open registration March 1<sup>st</sup>. Early bird registration would be first two weeks in March.

## **8. Adjournment**

- Meeting adjourned at 3:10PM.

Next meeting: December 17<sup>th</sup>, 2014

**Executive Committee Meeting**  
**Minutes – Wednesday, December 17th, 2:00PM**

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Executive of the Archives Association of British Columbia  
Location: teleconference

**Present:**

Caroline Posynick, President  
Emily Lonie, Vice-President  
Sarah Jensen, Secretary  
Sarah Romkey, Treasurer  
Ryan Gallagher, Member-at-Large  
Jane Morrison, Member-at-Large

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1. **Approval of Agenda:**
  - Called meeting to order at 2:00PM. The agenda was approved.
  
2. **Approval of Minutes:**
  - Minutes of November 19th meeting approved with one change to wording under membership heading.
  
3. **Business Arising**
  - No update.
  
4. **President's Report**
  - C. Posynick mentioned call for committee members will be sent out in early 2015. New members required for Finance, Programs, and Grants & Fundraising committees.
  - Discussed change of coordinates and availability during working hours.
  
5. **Vice-President and Programs Committee Report**
  - E. Lonie reported she and S. Romkey met to discuss BCANS coordinator job posting. Agreed to use most current job description with addition of responsibility for list-serv maintenance. Job will be posted in mid-January, close early February, and position will start March 1.
  
6. **Treasurer and Finance Committee report**
  - S. Romkey reported will draft thank you letters for president to sign at year end. C. Posynick offered to forward thank you letter draft from last year.
  - Web advertising research: Mentioned work on packages for potential sponsors. Google Analytics supplied by D. Mattison should help set pricing by next executive meeting. Discussed advertising budget.
  - September and October financial statements approved.
  - Distance education revenue: Reported Managing Archival Photos course has space. Managing Archives is full. Decision made by executive not to run

popular courses concurrently. Bottom line may be affected – less money from distance education than budgeted for. May be offset by lower marking costs. Should have a better idea with January financial statements.

- E. Lonie will ask contractors for budget wish list half way through January.
- S. Romkey requested secretary set up a budget meeting including: executive, finance and programs committee members, and K. Blimkie. Proposed date: Saturday, February 14<sup>th</sup>. Proposed location: E. Lonie's place.

## **7. Committee and Program Reports**

### **7.1 Communications (Newsletter/Regional Representatives/ PAAL)**

- Reported on update from K. Lau on 1 year anniversary of AABC's Facebook page. Number of followers is strong.
- Confirmed January 28<sup>th</sup> as next AABC executive meeting date.

### **7.2 Grants & Nominations/Elections Committees**

- R. Gallagher reported results of BC Arts Council program review will be released early 2015.

### **7.3 Membership & Conference Committees**

- Conference update: E. Lonie reported call for papers sent November 28<sup>th</sup>; January 23<sup>rd</sup> deadline. Papers submitted to L. Wilson.
- Reported depending on the response to the call for papers, and community interest, Conference Committee may extend the conference to a second day of sessions.
- Reported J. Gilbert offered to host AABC AGM in Coquitlam council chambers. If the meeting is on a Friday, the mayor of Coquitlam may stop by.
- Reported T. Nesmith sent a pleasant note about using his "living archivally" as the AABC's conference theme.
- Memberships: application for full institutional membership form will be discussed at January executive meeting.

## **8. Adjournment**

- Meeting adjourned at 2:30PM.

Next meeting: January 28th, 2015

**Executive Committee Meeting**  
**Minutes – Wednesday, January 28th, 2:00PM**

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Executive of the Archives Association of British Columbia  
Location: teleconference

**Present:**

Caroline Posynick, President  
Emily Lonie, Vice-President  
Sarah Jensen, Secretary  
Jane Morrison, Member-at-Large

**Regrets:**

Sarah Romkey, Treasurer  
Ryan Gallagher, Member-at-Large

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1. **Approval of Agenda:**
  - Called meeting to order at 2:00PM. The agenda was approved.
2. **Approval of Minutes:**
  - Minutes of December 17<sup>th</sup> meeting approved.
3. **Business Arising**
  - Discussed time, location, and format of February 14<sup>th</sup> budget meeting.
  - Decided the February executive meeting will follow the budget meeting.
4. **President's Report**
  - C. Posynick reported received cheque for Societies office.
  - S. Jensen agreed to follow up with S. Romkey and K. Blimkie regarding submission of forms to BC Registry Services – Societies.
  - Reported P. Ord confirmed committed to supporting AABC in his capacity as Vice-President of Archives, Collections, and Knowledge at the RBCM, and as president of BC Museums Association.
5. **Vice-President and Programs Committee Report**
  - E. Lonie reported BCANS coordinator job posting closes February 2nd. J. Morrison responded to questions about the interview process.
  - Reported received a response to call for (program committee) volunteers.
  - Agreed that as a group we will be able to solicit additional volunteers.
6. **Treasurer and Finance Committee report**
  - December financial statements approved.
7. **Committee and Program Reports**
  - 7.1 **Communications (Newsletter/Regional Representatives/ PAAL)**

- Reported update from E. Chicorli – outreach project activities delayed. Still trying to solicit other volunteers to assist with project.

## **7.2 Grants & Nominations/Elections Committees**

- No report.

## **7.3 Membership & Conference Committees**

- Conference update: E. Lonie reported call for papers extended.
- Discussed proposals for potential sessions, as well as social activities.
- AGM will be held at the conference on Friday, April 24<sup>th</sup>, 2015.
- Memberships: J. Morrison moved to approve the revised application for full institutional membership, as submitted by the Membership Committee. Seconded by E. Lonie. Motion approved.

## **8. Adjournment**

- Meeting adjourned at 2:30PM.

Next meeting: February 14th, 2015

**Executive Committee Meeting**  
**Minutes – Saturday, February 14th, 2:00PM**

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Executive of the Archives Association of British Columbia  
Location: Vice-President's apartment

**Present:**

Caroline Posynick, President  
Emily Lonie, Vice-President  
Sarah Jensen, Secretary  
Jane Morrison, Member-at-Large  
Sarah Romkey, Treasurer

**Regrets:**

Ryan Gallagher, Member-at-Large

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1. **Approval of Agenda:**
  - Called meeting to order at 2:00PM. The agenda was approved.
  
2. **Approval of Minutes:**
  - Minutes of January 28<sup>th</sup> meeting approved.
  
3. **Business Arising**
  - Agreed to remove this item from subsequent agendas.
  
4. **President's Report**
  - C. Posynick reported thank you letters sent out for large donations.
  - Considered partnership opportunities.
  
5. **Vice-President and Programs Committee Report**
  - E. Lonie reported selected candidates will be interviewed for the BCANS coordinator position this week.
  - Discussed candidates for the position.
  
6. **Treasurer and Finance Committee report**
  - S. Romkey reported no financial statements to approve because meeting is too early in the month.
  - Discussed conference fundraiser/sponsorship opportunities. S. Romkey mentioned historical images (vintage botanical illustrations) printed on tote bags. E. Lonie suggested waiting to determine number of conference attendees.
  - Reported hopes conference will at least pay for itself.
  - Registration costs will be developed by Conference Committee. Ready for approval prior to next executive meeting.

## 7. **Committee and Program Reports**

### 7.1 **Communications (Newsletter/Regional Representatives/ PAAL)**

- Reported Kim Stathers has replaced Erica Hernandez as Central Interior-BC Northeast regional representative.
- Discussed strategies for reaching out to regional representatives. Suggestions included mentioning possibility of regional workshops to regional representatives and having them solicit regional archival community interest. Regional representatives could also connect with the Membership Committee to run a membership report.
- J. Morrison suggested preparing AGM package. It should be sent out by March 24<sup>th</sup> (one month in advance of conference). Reports for last year should be submitted by March 16<sup>th</sup>. This includes each executive member, committee chairs, regional representatives. Send out previous year's AGM package as guidance. This should be done as soon as possible.

### 7.2 **Grants & Nominations/Elections Committees**

- No report.

### 7.3 **Membership & Conference Committees**

- J. Morrison led discussion and brainstorming about candidates for the executive positions that will soon be vacant.
- Discussed awarding an honorary lifetime AABC membership. J. Morrison will figure out the process.
- Reported membership renewal season is underway. Advised Membership chairs that revised *Application for Full Institutional Membership form* has been approved.

## 8. **Adjournment**

- Meeting adjourned at 3:00PM.

Next meeting: March 18th, 2015, 2:00pm

**Executive Committee Meeting**  
**Minutes – Wednesday, March 18th, 2:00PM**

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Executive of the Archives Association of British Columbia  
Location: teleconference

**Present:**

Caroline Posynick, President  
Emily Lonie, Vice-President  
Sarah Jensen, Secretary  
Jane Morrison, Member-at-Large  
Sarah Romkey, Treasurer  
Ryan Gallagher, Member-at-Large

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1. **Approval of Agenda:**
  - Called meeting to order at 2:00PM. The agenda was approved.
  
2. **Approval of Minutes:**
  - Minutes of February 14<sup>th</sup> budget and executive meetings approved.
  
3. **Business Arising**
  - E. Lonie agreed to consult Robert's Rules regarding the purpose of this agenda item.
  
4. **President's Report**
  - C. Posynick discussed recent correspondence.
  - Discussed president's report for AGM; potential elections at AGM; and annual reports of regional representatives.
  
5. **Vice-President and Programs Committee Report**
  - E. Lonie reported BCANS coordinator position has been filled.
  - Discussed timing of announcing successful candidate.
  - Reported all contracts have been sent out to contractors.
  - Discussed invoicing/training for transition period between D. Mattison's contract (ends March 31<sup>st</sup>) and new BCANS coordinator (April 1<sup>st</sup>).
  - Provided conference update: reported list-serv message regarding registration sent out. There are already several registrants.
  - Reported sponsorships doing well.
  - Asked executive to look at list of sponsors and if we have any contacts, would we mind sending out sponsorship letters? All agreed.
  - Discussed possible social activity on Friday night.
  - R. Gallagher asked about conference schedule. Day 1: RM workshop with K. Stewart (9:00 to 5:00); Day 2: Conference (start time 9:15?).



## 6. **Treasurer and Finance Committee report**

- S. Romkey reported motion at 2014 AGM to stop external review of finances has saved us \$5,000/year.
- Discussed review of finances. Reported volunteer with accounting experience will lead the financial review (along with S. Romkey, K. Blimkie). Reported call for new finance committee member has been successful. J. Morrison mentioned this news should be sent out on list-serv.
- Motion to approve February financial statements. S. Romkey reported deficit going forward is less than anticipated. J. Morrison seconded motion. February financial statements approved.
- S. Romkey approved AABC financial practices document with J. Morrison's edits.
- S. Romkey made motion to approve two new finance committee members. Seconded by E. Lonie. Approved.

## 7. **Committee and Program Reports**

### 7.1 **Communications (Newsletter/Regional Representatives/ PAAL)**

- Discussed AGM package: clarified start time – 3:30pm; solicited cover photo from E. Lonie; reported on reports of regional representatives; asked about elections information.
- Instructed to add the following to the agenda: Other business – honorary memberships and EPR report.
- Agreed to send to D. Mattison by March 24<sup>th</sup>
- J. Morrison agreed to review package.
- Discussed possibility of April meeting prior to AGM. S. Jensen agreed to send email on April 1<sup>st</sup> to see if executive should meet on April 14<sup>th</sup>.

### 7.2 **Grants & Nominations/Elections Committees**

- R. Gallagher reported on nominations at AGM.
- Discussed potential vice-presidential candidates.
- Requested nomination forms.

### 7.3 **Membership & Conference Committees**

- J. Morrison discussed policy issues: question about lapsed institutional members recently came up. What is the grace period? How long before the institution has to reapply? S. Romkey suggested consulting past minutes in order to answer these questions.
- Reported one institution decided not to renew membership. What does this mean for MemoryBC descriptions? Agreed the descriptions won't be removed but they can't be updated. We need to publicize MemoryBC descriptions as a benefit of full institutional membership.

## 8. **Adjournment**

- Meeting adjourned at 3:00PM.

Next meeting: April 14th, 2015, 2:00pm??