

**Executive Committee Meeting
Minutes – Tuesday, May 15th, 10:30am**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Cindy McLellan, President
Maxwell Otte, Vice-President
Sarah Jensen, Secretary
Scott Owens, Member-at-Large
Alexandra Wieland, Member-at-Large

Regrets:

Sarah Romkey, Treasurer

1. Approval of Agenda:

- Called meeting to order at 10:30am. Agenda was approved with an addition by Vice-President and addition by President of discussion of inclusion of digital objects in MemoryBC.

2. Approval of Minutes:

- Minutes of March 15th meeting approved.

3. President's Report

- C. McLellan reported sent thank you to Deloitte for hosting conference.
- Reported declined invitation to host Chinese delegation from All Americans Inc. but would invite them to attend digital symposium if AABC hosts one.
- Reported sent E. Lonie's TPP letter.
- Discussed Provincial Digital Library Symposium attended by C. McLellan and S. Romkey. Reported the structure is still undecided but if they proceed with a spoken hub, recommends inclusion of MemoryBC.
- Reported on discussion with S. Romkey about allowing digital objects in MemoryBC for a small fee. Requested Provincial Database Committee investigate this. S. Owens agreed to discuss with L. Snider. A. Wieland and M. Otte in favour but they had a few questions that were discussed by executive including cost. C. McLellan mentioned the surplus spoken about by S. Romkey at AABC conference.
- Reported on logistical issues involved in setting up a meeting with the heads of BCLA and BCMA in Victoria. M. Otte agreed to take this on in the fall.

- S. Owens mentioned his discussions with D. Gillean regarding bottlenecks at BCANS coordinator level.
- Mentioned Provincial Territorial meetings at this year's ACA will take place by teleconference. Written reports will be submitted.

4. Vice-President and Programs Committee Report

- M. Otte added to the agenda that he received a congratulatory email to the AABC from LAC for a successful DHCP application.

5. Treasurer and Finance Committee report

- S. Romkey circulated February and March financial statements for executive approval via email.
- M. Otte moved to approve the financial statements. S. Owens seconded the motion. Motion carried.

6. Committee and Program Reports

- Communications Committee
 - S. Jensen discussed recurring monthly meeting date and time. Executive agreed to third Tuesday of each month at 10:30am.
- Grants & Nominations Committee
 - Discussed contacting R. Gallagher for documentation relating to Member-at-Large position.
- Membership & Conference Committees
 - A. Wieland questioned where to send a cheque she received from ARMA for their vendor table at the AABC conference.
 - Discussed contacting H. Dean for documentation relating to Member-at-Large position.

7. Business Arising

- S. Owens discussed convening the Conference Committee in the fall. M. Otte mentioned L. Wilson's interest in having a joint conference with ARMA VI or the BCMA, possibly in Victoria.
- C. McLellan agreed to investigate hosting the AABC monthly conference call.

8. Adjournment

- Meeting adjourned at 10:57 am.

Next meeting: Tuesday,
June 21st, 2016, 10:30am

Executive Committee Meeting
Minutes – Tuesday, June 21st, 10:30am

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Cindy McLellan, President
Sarah Romkey, Treasurer
Sarah Jensen, Secretary
Scott Owens, Member-at-Large
Alexandra Wieland, Member-at-Large

Regrets:

Maxwell Otte, Vice-President

1. Approval of Agenda:

- Called meeting to order at 10:33am. Agenda was approved.

2. Approval of Minutes:

- Minutes of May 17th meeting approved.

3. President's Report

- C. McLellan confirmed that a fall and spring UBC Roundtable session moderated by L. Glandt were approved.
- Reported that as discussed at AGM, president will work with J. Morrison to write letter to NPTAC notifying chair that RM in BC government is not under BC Archives.
- Discussed signing petition and writing letter on behalf of AABC about closure of reading room at Musée de la civilisation du Québec.
- Discussed successful DHCP applications. S. Romkey recommended waiting on further communication about CCA collaboration and mentioned importance of stressing to AABC membership that funds are being contributed to CCA project. A. Wieland suggested making announcement at end of year.

4. Vice-President and Programs Committee Report

- No report.

5. Treasurer and Finance Committee report

- S. Romkey reported Finance Committee met with volunteer member for financial review (B. Dykes). Currently preparing statement for membership that finances are in order.
- Mentioned a few months behind in financial statements but K. Blimkie has nearly completed April and May.
- Reported will aim to develop a cost neutral proposal to host digital objects in MemoryBC modelled on ARCHEION - costs passed on to institutions. This will be ready for discussion prior to the Fall Roundtable where it will be finalized. S. Romkey will consult with S. Owens on proposal.

6. Committee and Program Reports

- Communications Committee
-No report.
- Grants & Nominations Committee
-No report.
- Membership & Conference Committees
-S. Owens reported contacted ARMA VI representative who is interested in bringing joint conference proposal forward to ARMA VI executive. If approved, next steps will include setting up a preliminary meeting to discuss dates and venue and then a joint call for committee members.
-S. Owens provided Provincial Database Committee update: touched base with L. Snider; roles need to be delineated; more members required. Agreed M. Otte would place call for additional members. K. Stewart is no longer with the committee.
-Discussed Chilliwack Museum and Archives full institutional membership application. Reported Membership Committee recommends executive approval. S. Owens moved to approved the motion, seconded by C. McLellan. Motion carried.
-Discussed Membership Committee's request for project feedback. For discussion at next executive meeting.

7. Business Arising

- A. Wieland mentioned archival knowledge gap (preservation, arrangement and description, etc.) between ARMA and First Nations groups raised by the First Nations Public Service Secretariat. For discussion at next executive meeting.

8. Adjournment

- Meeting adjourned at 11:04 am.

Next meeting: Tuesday,
July 19th, 2016, 10:30am

**Executive Committee Meeting
Minutes – Tuesday, July 19th, 10:30am**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Cindy McLellan, President
Sarah Romkey, Treasurer
Sarah Jensen, Secretary
Scott Owens, Member-at-Large
Alexandra Wieland, Member-at-Large
Maxwell Otte, Vice-President

1. Approval of Agenda:

- Called meeting to order at 10:30am. Agenda was approved with the following changes: Provincial Advisors' meeting moved under Other Business; addition of approval of April and May financial statements under Treasurer and Finance Committee report; addition of update by L. Glandt under Vice-President's report. S. Romkey moved to approve agenda, seconded by S. Owens.

2. Approval of Minutes:

- Minutes of June 21st meeting approved. C. McLellan moved to approve minutes, seconded by S. Owens.

3. President's Report

- No report.

4. Vice-President and Programs Committee Report

- M. Otte discussed request by L. Glandt re: "Intro to Archival Practice": If waitlist forms, could she accept more students and work more hours? S. Romkey agreed if the numbers work out. Executive agreed.
- Reported additional teaching and site visit requests: Bowen Island and UVIC. Would generate additional \$200 per visit.
- Discussed DHCP clinics: coffee break funding. S. Romkey mentioned yearly budget allocates funds for coffee breaks. Will forward information to M. Otte.

5. Treasurer and Finance Committee report

- S. Romkey reported K. Blimkie prepared joint April and May financial statements. Not much notable. Conference revenue slightly higher than projected but conference costs slightly higher so overall revenue slightly

lower than projected. Moved to approved April and May financial statements. Motion carried. Financial statements approved.

- Discussed DHCP: Enrolment strong for DPM workshop; waitlist. One spot reserved for L. Glandt and one for student volunteer. Discussed numbers and possible venues.

6. **Committee and Program Reports**

- Communications Committee
 - No report.
- Grants & Nominations Committee
 - For grants, A. Wieland reported in contact with Friends of BC Archives re: adjudicating Terry Reksten Award. Winner will be announced in September.
 - For nominations, no report.
- Membership & Conference Committees
 - S. Owens reported meeting has not been scheduled with ARMA VI. Has been in communication with D. Young. Board is getting organized. A preliminary meeting will be set shortly. Joint conference planning committee will be set up but likely not until September.
 - Reported still trying to gain access to Google Drive for membership documentation. Suggested he contact L. Snider.

7. **Business Arising**

- A. Wieland discussed contacting First Nations Public Service Secretariat, Christa Williams, about archival knowledge gap between ARMA and First Nations groups. C. McLellan agreed this was a good first step.
- S. Romkey discussed EAS request re: CCA Provincial Advisors' meeting in Toronto. Executive agreed L. Glandt should attend provided travel costs are in line with her predictions.
- S. Romkey mentioned planning upcoming Roundtable in October. S. Jensen agreed to work with her. Proposed Sunday October 23rd as a possible date so S. Owens could attend. Doodle polls will be sent out this summer.

8. **Adjournment**

- Meeting adjourned at 11:15 am.

Next meeting: Tuesday,
September 20th, 2016, 10:30am

Executive Committee Meeting
Minutes – Tuesday, September 20th, 10:30am

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Cindy McLellan, President
Sarah Romkey, Treasurer
Sarah Jensen, Secretary
Scott Owens, Member-at-Large
Alexandra Wieland, Member-at-Large
Maxwell Otte, Vice-President

1. Approval of Agenda:

- Called meeting to order at 10:40am. Agenda was approved.

2. Approval of Minutes:

- S. Romkey moved to approve minutes of July 19th meeting , seconded by S. Owens.

3. President's Report

- C. McLellan mentioned AABC membership benefits document. S. Owens is handling this.
- Stated J. Morrison will transport preservation equipment from UVIC to L. Glandt.

4. Vice-President and Programs Committee Report

- M. Otte discussed UBC Irving K. Barber teaser video circulated to executive. Will communicate with L. Glandt re: executive endorsement.
- Provided EAS update: clinics in Kelowna (September 12-13) and Terrace (September 26-27); DPM workshop activities including GiftTool registration. Feedback requested re: DPM activities over the next year. S. Romkey said AABC would promote learning (summaries and blog posts). A. Wieland volunteered to assist L. Glandt.
- Executive discussed L. Glandt's request for an extra 70 teaching hours = \$3,675.00. Additional students accepted into Introduction to Archive Course which generated additional revenue. C. McLellan moved to approve motion, seconded by S. Romkey.
- Confirmed DPM workshop in Victoria is booked and notices sent out.

5. Treasurer and Finance Committee report

- S. Romkey reported on July financial statements. Nothing notable. Moved to approve financial statements, seconded by A. Wieland.

6. Committee and Program Reports

- Communications Committee
 - Discussed reimbursing AABC Roundtable travel costs for invitees from the island. Travel costs approved; carpooling/transit encouraged.
 - Notified executive that SVIRG representative, Emma Hughes, stepped down. Action item to solicit new SVIRG volunteer.
- Grants & Nominations Committee
 - For grants, no report. Terry Reksten Memorial Fund wrapped up.
 - For nominations, no report.
- Membership & Conference Committees
 - S. Owens reported on communication with D. Young. ARMA VI selected candidate for joint planning committee. D. Young is searching for a location. S. Owens will place call for volunteers by October 15th. M. Otte mentioned importance of determining fee structure.

7. Business Arising

- C. McLellan queried if any executive members would be able to attend student awards at UBC, October 1st.
- Discussed 2 documents from Membership Committee (list of membership benefits and lapsed membership policy). S. Owens will circulate both for discussion at October meeting.
- C. McLellan agreed to see if BCIT library available for Roundtable. If so, S. Jensen agreed to send out Doodle poll re: location (BCIT library or Artefactual offices).

8. Adjournment

- Meeting adjourned at 11:07 am.

Next meeting: Roundtable, Sunday, October 23rd, 10:00am.

**Executive Committee Meeting
Minutes – Sunday, October 23rd, 2016**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Cindy McLellan, President
Sarah Romkey, Treasurer
Sarah Jensen, Secretary
Scott Owens, Member-at-Large
Alexandra Wieland, Member-at-Large
Maxwell Otte, Vice-President

1. Approval of Agenda:

- Called meeting to order at 1:10pm. Agenda was approved.
- K. Blimkie provided executive summary of new BC Societies Act (in effect end of November 2017). More transparent and open. Impact: 1) Documentation database (constitution and bylaws). 2 year deadline to complete but secretary should aim to complete by January or February 2017. Members will be able to consult all documentation. 2) Change from $\frac{3}{4}$ to $\frac{2}{3}$ majority. To be passed at AGM. Wording can be neutral “as per relevant provincial legislation”. 3) Completion of sign off by directors when elected acknowledging responsibility. K. Blimkie will send S. Jensen an example.
*Secretary to consult email sent annual report to and last page of executive summary.

2. Approval of Minutes:

- S. Owens moved to approve minutes of September 20th meeting, seconded by A. Wieland.

3. President’s Report

- Discussed draft MOU BCMA, BCLA, AABC. NADP no longer relevant but everything else looks good. After DPM workshop, C. McLellan will review and circulate.
- Discussed AABC social activities. Greater Vancouver and SVIRG have done some but due to logistics often difficult. Encourage EAS to suggest social activities when doing clinics. Next Barber Roundtable also a good opportunity.

4. **Vice-President and Programs Committee Report**
- M. Otte provided DHCP update. Clinic to be held in Victoria (Oct. 27th 10:30 to 12:00).
 - Discussed applying for DHCP funding for this cycle (possible topics: needs assessment for Indigenous Archives, updates to web site and Archivists' toolkit (collaborate with other provinces)?
 - A. Wieland mentioned gaps with regards to digital training. Proposed following up on DPM training. Possibility of Archivemata Camp (similar to one in Ann Arbor last summer)?
 - Need to bring ideas to Programs Committee.
 - Discussed Canada 150 "My Canada" - Archives Week.
 - S. Owens mentioned born digital appraisal as a potential workshop topic. Pragmatic appraisal?
5. **Treasurer and Finance Committee report**
- S. Romkey reported on September financial statements. C. McLellan moved to approve financial statements, seconded by M. Otte.
6. **Committee and Program Reports**
- Communications Committee
 - New SVIRG representative, J. Seeman.
 - No response to call for Facebook administrator. S. Romkey proposed SLAIS student. Will follow-up and communicate with M. Parker re: a volunteer.
 - Grants & Nominations Committee
 - For grants, no report. Will investigate Canada 150 grants for archives and try to link to Archives Week.
 - Upcoming vacancies (treasurer, secretary, member-at-large, vp). Call for nominations in January.
 - Membership & Conference Committees
 - S. Owens provided conference update. Reported there is a 6-7 member committee (even split between ARMA VI and AABC). D. Young is looking for a venue. Waiting to hear about co-chairs.
 - M. Otte reiterated importance of determining costs. S. Owens reported will present cost and revenue sharing agreement at November meeting (50/50 split; for AABC workshop - 100%).
 - Discussed poster session and additional volunteer.
 - Discussed Lapsed Members Report (Membership Committee to develop a policy - bylaw changes not required).
 - Discussed Membership Benefits document (environmental monitoring; digital object storage for a fee - not yet); remove reciprocal agreement - Foothills agreement is over; awards may work but requires further investigation).
 - S. Owens will connect with Programs Committee re: Provincial Database Committee (clarity on how MemoryBC is populated; database needs to be cleaned up).

7. **Business Arising**

8. **Adjournment**

- Meeting adjourned at 2:37pm.

Next meeting: Tuesday, November 15th, 10:30am.

**Executive Committee Meeting
Minutes – Tuesday, November 15th, 2016**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Cindy McLellan, President
Sarah Romkey, Treasurer
Sarah Jensen, Secretary
Scott Owens, Member-at-Large
Alexandra Wieland, Member-at-Large
Maxwell Otte, Vice-President

1. **Approval of Agenda:**
 - Called meeting to order at 10:35am. Agenda was approved with the following changes: S. Romkey - remove October financial statements; addition of CCA AGM under Business Arising.

2. **Approval of Minutes:**
 - A. Wieland moved to approve minutes of October 23rd meeting, seconded by S. Owens.

3. **President's Report**
 - C. McLellan reported MOU with BCLA and BCMA moving along nicely: includes members rights to conferences; agreement will be signed soon; conference call end of November.

4. **Vice-President and Programs Committee Report**
 - M. Otte provided Programs Committee update: Reported on meeting two weeks ago, aim to hold quarterly meetings. Discussed DHCP and options for upcoming application cycle. Will bring proposals to executive for approval shortly.
 - Discussed DPM workplan circulated to executive via email. Agreed looked good. S. Romkey commented on the Lower Mainland centric nature of follow-up meetings. Proposed shifting to more inclusive online follow-up meetings (in addition to in person meetings). M. Otte will mention to L. Glandt.

5. **Treasurer and Finance Committee report**
 - No report.

6. **Committee and Program Reports**

- Communications Committee
 - Discussed role of UBC SLAIS representative: event promotion to students and solicit volunteers. S. Jensen agreed to follow-up with SLAIS representative re: Facebook administrator. Will invite M. Parker to next executive meeting.
- Grants & Nominations Committee
 - No report.
- Membership & Conference Committees
 - S. Owens reported on discussions with Membership Committee and list of current membership benefits. Membership Committee agreed to work on a formal policy. C. McLellan suggested including membership benefits on web site under Membership section.
 - Reported date for conference not set; draft agreement with ARMA VI nearly ready for circulation to executive and D. Young.

7. Business Arising

- S. Romkey reported attended CCA AGM. Discussed DHCP grant import/export AtoM function. Each province provided update. Several planning Canada 150 activities. AAO preparing milestone anniversary. Proposed AABC could look at a similar event. Mentioned reviewing how CCA membership fees are charged.

8. Adjournment

- Meeting adjourned at 11:00am.

Next meeting: **Tuesday, December 13th, 10:00am.**

**Executive Committee Meeting
Minutes – Tuesday, January 17th, 2017**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Cindy McLellan, President
Sarah Jensen, Secretary
Scott Owens, Member-at-Large
Alexandra Wieland, Member-at-Large
Maxwell Otte, Vice-President

Regrets:

Sarah Romkey, Treasurer

1. Approval of Agenda:

- Called meeting to order at 10:30am. Agenda was approved with the following additions: open house update (A. Wieland); conference and membership update (S. Owens); DHCP and advisor update (M. Otte); addition under Business Arising of response to SLAIS School of Journalism merger; sponsorship for ACA@UBC symposium (C. McLellan).

2. Approval of Minutes:

- C. McLellan moved to approve minutes of November 15th meeting, seconded by S. Owens.

3. President's Report

- C. McLellan reported updated AABC website.
- Discussed updating association information for Grey House publishing. Executive agreed not to.
- Confirmed Webex issues at BCIT resolved.
- Reported on continuing collaboration with BCMA and BCLA.

4. Vice-President and Programs Committee Report

- M. Otte submitted DHCP reporting with assistance of S. Romkey and K. Blimkie. End of year report due end of March 2017.
- Reported L. Glandt's DHCP clinics successful. 2 site visits: Emily Carr and Bowen Island Archives. 3 more clinics scheduled throughout the year. CCI workshop application circulated to executive has been submitted. February 23rd next Roundtable - talking with Aboriginal Archives- requested assistance from executive.
- Pre-conference workshop topic still to be determined.

5. Treasurer and Finance Committee report

- No report.
- C. McLellan discussed sponsoring ACA Symposium@UBC. Would like to approve \$100.00.

6. Committee and Program Reports

- Communications Committee
 - Discussed developing guidelines for new Facebook administrator, Lea Edgars; discussed student Facebook volunteer found by M. Parker.
- Grants & Nominations Committee
 - No report for grants portion.
 - Discussed upcoming nominations and empty offices, potential candidates, and circulating call for nominations.
- Membership & Conference Committees
 - S. Owens reported call for conference papers has gone out on relevant listservs.
 - Conference date set: April 27th (preconference workshop), 28th (conference); contract with D. Young not yet signed, waiting on location; executive discussed possibility of full day workshop.
 - Will have BCANS coordinator post membership benefits on website.
 - Will circulate lapsed membership draft for next meeting. Won't be able to attend next meeting.

7. Business Arising

- A. Wieland discussed SLAIS town hall re: SLAIS merger with UBC School of Journalism. M.Otte added his perspective; asked about AABC response. Agreed to draft letter for circulation to executive for comment by Tuesday, January 24th. M. Parker provided student perspective.

8. Adjournment

- Meeting adjourned at 11:15am.

Next meeting: **Tuesday, February 21st, 10:30am.**

**Executive Committee Meeting
Minutes – Tuesday, February 21st, 2017**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Cindy McLellan, President
Sarah Jensen, Secretary
Alexandra Wieland, Member-at-Large
Maxwell Otte, Vice-President
Sarah Romkey, Treasurer

Regrets:

Scott Owens, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 10:30am. Agenda was approved.

2. Approval of Minutes:

- C. McLellan moved to approve minutes of January 17th meeting, seconded by M. Otte.

3. President's Report

- C. McLellan mentioned agreement with BCMA & BCLA re: using member rates at AABC conference. Agreed to send this information to J. Morrison.
- Discussed AABC, BCMA, and BCLA MOU signing event in Surrey in March. Hopes to attend but may need another AABC executive to attend if not available.
- Reported L. Glandt's question re: AABC interest in Archives week 2017: provincial advisors planning to coordinate multi-provincial online 150 event. Ask an Archivist (Facebook and Twitter).
- Reported both Vancouver Regional Rep(s) resigning.
- Discussed email re: comprehensive archiving project of the Songhees nation. Offered suggestions but AABC is unable to partner due to finances.
- Reported Department of Canadian Heritage conducting 2017 Government of Canada Survey of Heritage Institutions early spring 2017. Asked AABC to help with promotion.

4. Vice-President and Programs Committee Report

- M. Otte provided EAS update: discussed forming a committee for Archives week; reported L.Glandt has partial budget details for Copyright workshop; awaiting news end of March on CCI workshop.
- Working on year 1 report for DHCP clinics.
- Discussed Programs Committee query re: finding alternate uses for extra DHCP funds. Executive agreed too late for this, especially for 1 year projects.

5. Treasurer and Finance Committee report

- January financials approved.
- Discussed optimistic nature of AABC budget: concerned if workshop revenue removed there could be losses. Discussed reducing contractors' administrative hours.

6. Committee and Program Reports

- Communications Committee
 - Discussed circulating draft guidelines for new Facebook administrator.
 - Reported technical issues uploading bylaws to Societies database but process is nearly complete.
- Grants & Nominations Committee
 - Reported will assist L. Glandt with upcoming webcast Roundtable.
 - S. Romkey asked about upcoming nominations. C. McLellan offered to take on Vancouver regional representative position.
- Membership & Conference Committees
 - No report.

7. Business Arising

- Discussed draft survey circulated by S. Romkey re: Digital Objects hosting in MemoryBC. Agreed with S. Owens suggestion re: clarifying costs.

8. Adjournment

- Meeting adjourned at 11:02am.

Next meeting: **Tuesday, March 21st, 10:30am.**

Executive Committee Meeting
Minutes – Tuesday, March 21st, 10:30am

Executive of the Archives Association of British Columbia

Location: teleconference

Present:

Cindy McLellan, President

Sarah Jensen, Secretary

Maxwell Otte, Vice-President

Sarah Romkey, Treasurer

Scott Owens, Member-at-Large

Regrets:

Alexandra Wieland, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 10:30am. Agenda was approved.

2. Approval of Minutes:

- C. McLellan moved to approve minutes of February 21st meeting, seconded by S. Romkey.

3. President's Report

- C. McLellan discussed request for letter of support for the Vancouver Japanese Language School and Japanese Hall in their bid for National Historic Site Designation Status. Executive agreed to support this.
- Reported drafted thank you letter to MIT for Digital Preservation Management Workshop. Reviewer - J. Teasley.
- Will attend and speak at MOU signing event March 24th at Surrey Central Library. Announcement on list-serv. Public invited.
- Discussed formation of collaborative advisory committee (AABC, BCLA, BCMA) – one member from each organization. 3 year agreement with possibility of renewal. AGM agenda item.
- Discuss revitalizing MemoryBC during Digital Objects Hosting results portion at AGM.

4. Vice-President and Programs Committee Report

- M. Otte discussed DHCP reports.
- Discussed mailing contracts for 2017-2018 year.
- Selected Copyright workshop option: CCA and N. Marelli. Will ask L. Glandt to finalize it.

5. Treasurer and Finance Committee report

- S. Romkey moved to approve February financial statements, seconded by C. McLellan.
- Discussed Final 2017-2018 budget. Increased numbers for BCIT catering costs - Copyright workshop. S. Romkey moved to approved budget, seconded by M. Otte.
- Discussed digital objects hosting summary package. Include in AGM package and as agenda item.

6. Committee and Program Reports

- Communications Committee
 - Due date of annual reports for AGM package.
 - Facebook administrator guidelines not yet reviewed by executive.
- Grants & Nominations Committee
 - No report.
- Membership and Conference Committees
 - Discussed upcoming conference and contract with ARMA VI.

7. Business Arising

- Discussed transfer of signing authority from S. Romkey and C. McLellan to M. Otte.
- C. McLellan mentioned BCLA and BCMA members entitled to member rates at AABC conference.

8. Adjournment

- Meeting adjourned at 11:19am.

Next meeting: TBD