

Executive Committee Meeting
Minutes – Tuesday, April 25th, 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
Alexandra Wieland, Member-at-Large

1. Approval of Agenda:

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

2. Approval of Minutes:

- S. Owens called for a motion to approve March 21st meeting minutes, seconded by S. Romkey. Minutes approved.

3. President's Report

- Discussed First Nations engagement ad hoc committee. S. Rathjen expressed interest but not as chair.
- Discussed Erica Hernandez-Read's request for a free one year associate institutional membership to any B.C. based Indigenous record-keepers recruited as full partners in the Task force. Approved by Executive and will notify members at AGM.
- Mentioned obituary G. Mitchell sent. At AGM will mention members that passed away.
- Agreed to have L. Snider post AABC, BCLA, BCMA MOU on AABC web site.

4. Vice-President and Programs Committee Report

- M. Otte reported contracts are done. L. Glandt to sign at conference.
- Reported signing authority appointment scheduled at VanCity. Will ensure A. Chirnside has signing authority.

5. Treasurer and Finance Committee report

- S. Romkey reported no financials this month. Next month, March financials will be ready for approval.
- Provided update on AGM financial documents.
- Reported focusing on transitioning to new treasurer.

6. Committee and Program Reports

- Communications Committee
 - Executive approved Facebook administrator information document.
- Grants & Nominations Committee
 - Discussed candidates for AGM election.
 - Optimistic Emma Wright will run for Vice President.
 - Other candidates: Angeline Chirnside (Treasurer), Daniel Collins (Member-at-Large), Robert McLelland (Secretary.)
- Membership and Conference Committees
 - Discussed resignation of J. Zerkee. S. Jensen agreed to contact S. Rathjen about Membership chair and committee.
 - S. Owens reported conference exceeded revenue targets. Workshop full. Social event also full and food budget increased.

7. Business Arising

- Discussed upcoming conference and AGM, including roles, responsibilities, and logistics.
- Reported D. Young will do the First Nations greetings; C. McLellan will introduce the speakers. S. Owens will provide speaker biographies.
- AGM action item: request a member strike the First Nations ad hoc committee (C. McLellan to contact J. Teasley).
- Discussed finding AABC member for a 3 year commitment to liaise with D. Alexander and D. Wood. AGM action item. Ideal candidate would be based in Victoria.
- Executive agreed minutes posted to web site 2 weeks after executive approval.

8. Adjournment

- Meeting adjourned at 11:16am.

Next meeting: To be determined

Executive Committee Meeting
DRAFT Minutes – May 16, 2017 10:30am

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

--Max Otte, President
--Emma Wright, Vice-President
--Angeline Chirnside, Treasurer
--Robert McLelland, Secretary
--Alexandra Wieland, Institutional Member-at-Large
--Dan Collins, Individual Member-at-Large

M. Otte called meeting to order at 10:32am

1. Approval of Agenda

The agenda was approved by consensus.

2. Minutes of April 25, 2017 meeting.

Minutes of the April 25, 2017 Executive meeting were approved by M. Otte and A. Wieland. Other members abstained.

3. Introductions

All members of the Executive introduced themselves.

4. CCA membership fee model

M. Otte explained the new CCA fee structure, that the British Columbia council were slated to pay \$400 along with Ontario and Quebec, despite not receiving funding.

A. Wieland suggested writing a joint letter requesting funding to assist with the increase in fees. M. Otte agreed and will move forward the idea.

5. Signing authority

M. Otte reported that he will have completed the steps to obtain signing authority for the President position by the end of the week, and that A. Chirnside will then sign the necessary documents for Treasurer at a Vancity homebranch in Vancouver.

6. First Nations Engagement Committee

The Executive discussed the current state of the planned First Nations Engagement Committee. M. Otte reported that an objective for the committee had yet to be established. E. Wright reported that, thus far, 11 people had responded to the call for volunteers with expressions of interest.

E. Wright also reported that a number of comments had been received expressing concerns that the AABC membership fees were a barrier for entry to First Nations professionals due to the limited availability of professional development funding, and that there were requests for membership fees to be waived to enable participation in the committee. E. Wright proposed waiving membership fees for First Nations professionals interested in participating in the committee. The Executive Committee unanimously agreed to the proposal. E. Wright will respond to commenters with affirmation of the fee waiver.

A. Wieland volunteered to chair the committee and will respond to the persons interested in joining regarding the establishment of goals for the committee. Committee will draft a Terms of Reference for the committee and submit it to the Executive for approval.

7. MOU Advisory Committee Representative

M. Otte reported that the AABC had signed an MOU with the BCLA and the BCMA to establish a joint advisory committee with the goal of increased cooperation. BCLA and BCMA have already put names forward for representatives in the committee and the AABC must do the same. D. Collins volunteered to represent the AABC on the committee and will be put in touch with the BCLA and BCMA representatives by M. Otte.

8. IKBLC Webcast Program -- funding model

M. Otte reported that the Irving K. Barber Learning Centre has changed its fee model and now requires a 50/50 split in costs for the AABC to conduct its Webcast Program. The Executive referred to a May 8, 2017 email from Lisa Glandt reporting on the fee model, and proposing 3 possible options. A. Wieland suggested that the second option was the preferable because of the success of the program. The second option proposed by L. Glandt calls for the AABC to host one webcast instead of two, and to use the money that would otherwise be spent on L. Glandt's work in organizing the second webcast to pay for the fees for the sole webcast.

It was suggested that an additional option could be to utilize a webinar software that is currently being piloted by the BCMA. Concern was expressed that the webinar software would be available to BCMA members only, and that the success of the AABC program was due to its availability worldwide. D. Collins will look into the feasibility of this option by bringing it to the members of the new Joint Advisory Committee.

The Executive Committee unanimously agreed to move forward with on webcast through the IKBLC in the meantime.

9. President's Report

M. Otte had nothing further to report.

10. Vice-President and Programs Committee Report

E. Wright reported that she will be following up with the Programs Committee regarding current business and had nothing further to report.

11. Treasurer and Finance Committee Report

A. Chirnside reported that she had contacted the Finance Committee and there was nothing for approval by the Executive at this time. Also reported that March financial report may not have been approved and will look into it further.

12. Committee and Program Reports

12.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
R. McLelland had nothing to report. M. Otte indicated that there was presently no Vancouver Regional Representative. R. McLelland will coordinate with Nominations Committee to fill the vacancy.

12.2 Grants & Nominations Committees

A. Wieland had nothing to report.

12.3 Membership & Conference Committees

D. Collin reported that he would be attending a Membership and Conference Committee meeting that night to discuss the 2017 conference.

13. Adjournment

Meeting adjourned at 11:05 a.m.

**Executive Committee Meeting
Minutes – June 20, 2017 10:30am**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

- Max Otte, President
 - Emma Wright, Vice-President
 - Angeline Chirnside, Treasurer
 - Robert McLelland, Secretary
 - Alexandra Wieland, Institutional Member-at-Large
 - Dan Collins, Individual Member-at-Large
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M. Otte called meeting to order at 10:32am

1. Approval of Agenda

The agenda was approved by consensus.

2. Minutes of May 16, 2017 meeting.

M. Otte asked for a change to the minutes of the May 16, 2017 meeting under item 4, in which the draft read “O. Otte.” instead of “M. Otte.” Minutes passed by consensus with change.

3. President’s Report

M. Otte reported that he has been working on reviewing documentation left by S. Romkey on developing a plan for digital objects storage and a database. He has also been working on S. Romkey’s draft for an engagement plan, and is hoping to share it with the rest of the board in the near future.

M. Otte also reported that he had spoken to Paula Wilson about the CCA membership fees, and she indicated that she would be happy to work on a joint letter for funding when the new government has stabilized.

A. Wieland asked whether there was still a database committee, saying that she thought that S. Owens was chairing it.

M. Otte will reach out to S. Owens regarding continued participation in database committee.

4. Vice-President and Programs Committee Report

E. Wright reported that Lisa Snider sent stats for the AABC website and MemoryBC and noted that interestingly, most visitors are from the United States, not Canada. The AABC most popular page is its historical photographs and archival resources pages, followed by its job board. For MemoryBC, new visitors comprise 80% of all visitorship, 50% are United States based. Page views are fairly evenly split between different subjects.

E. Wright met with Lida Glandt regarding distance learning and signed distance learning certificates. Reported that there was a successful session held in Kootenay region. Most attendees were anticipated than actually attended. Next clinics are planned for September 21st and November 9th.

There is an AV rental fee at BCIT that will cost \$114 for two days, the amount was not allocated for in the budget, Glandt is trying to determine whether the rental is needed.

E. Wright next reported that she had reached out to the members of the Programs Committee but that the committee has not yet met.

11. Treasurer and Finance Committee Report

March financial report approved by consensus.

A. Chirside reported that the annual financial review was completed on June 17th and that the process went well. The review was attended by Finance Committee reps and Barry Dykes, who is a former accountant and provided assistance. Minutes of the meeting were taken and are forthcoming.

12. Committee and Program Reports

12.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

R. McLelland reported the region rep from the Kootenay region wanted to express gratitude for the learning session held there. A. Wieland reported that no regional rep for Vancouver had been found yet.

12.2 Grants & Nominations Committees

A. Wieland reported that the Grants Committee was working on selecting a winner for the Terry Reksten Award, winner will be announced in September.

12.3 Membership & Conference Committees

D. Collins reported that feedback from the conference was positive, and that the collaborative environment was well received, thinks that collaborating with ARMA on a conference would be a good idea again.

D. Collins reported that feedback indicated that the location of the Conference was considered convenient, costs were reasonable, keynote speaker was well received.

D. Collins thinks that there may be problems running two simultaneous streams if the conference is hosted at the BC Museum.

D. Collins then reported on Membership Committee, a meeting had been fled regarding a joint symposium to be held October 3rd, themes were discussed and community engagement seemed to be the best liked as it was common across all fields. Joint membership fees or reduced membership fees for BCLA, BMA, and AABC were discussed to enable more interdisciplinary participation amongst professions.

A. Wieland reported that feedback had been received regarding two additional issues: accessibility and the institution of territorial acknowledgements during AABC events. The institution of territorial acknowledgements feedback will be passed on to L. Glandt and others to encourage its implementation. Accessibility needs will be inquired about on registration forms. All speakers and introducers will be gathered prior to the conference to discuss requirements and who to ask if assistance is needed. Feedback forms will be implemented after AABC events. M. Otte will forward all feedback to the executive committee.

13. Adjournment

Meeting adjourned at 10:58 a.m.

**Executive Committee Meeting
Minutes – July 18, 2017 10:30am**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

- Emma Wright, Vice-President
- Angeline Chirnside, Treasurer
- Robert McLelland, Secretary
- Alexandra Wieland, Institutional Member-at-Large
- Dan Collins, Individual Member-at-Large

Regrets:

- Max Otte, President
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E. Wright called meeting to order at 10:30am

1. Approval of Agenda

The agenda was approved by consensus.

2. Minutes of June 20, 2017 meeting.

A. Wieland requested that the spelling of the award discussed in 12.2 is “Reksten.”
Change minutes approved by consensus

3. President’s Report

E. Wright advised that because M. Otte was unable to attend, the president's report would be emailed to the executive committee, but that she did have some updates to provide on his behalf. E. Wright reported that AABC is waiting for ATOM 2.4, expected in 2017, to implement digital objects to MemoryBC, which also allows Lisa Snider time to get the manual on adding digital objects to MemoryBC completed. Wright added that there had been some discussion about how to accept digital object upload requests and suggested possibly adding information on the membership form, and that collect fees at the time of membership fee. Wright also felt that it would be good to have a form for institutions on the website that people could send in later in the year. Thus far, potentially 11 institutions were interested in using digital objects hosting and 8 have asked about costs, which Wright reported to be done in 5 gig increments at \$140 per 5 gigs. Wright suggested that when piloting the project, AABC should look into what it's charging, to make sure we're covering costs for storage and Lisa Snider's time, but Wright also felt that AABC could possibly make a little money to help cover funding deficits elsewhere.

D. Collins asked about other similar projects being conducted by other organizations. A. Wieland said the CCA may be, but was uncertain.

E. Wright also suggested that Square might be a possible work around to previous barriers to implementing credit card payments for membership dues.

Action Item: A. Chirnside will look into the possibility of using Square

4. Vice-President and Programs Committee Report

E. Wright reported that there were not many updates – analytics for memory BC look similar to last month. The programs committee hasn't met yet.

11. Treasurer and Finance Committee Report

A. Chirnside reported that she had decided that she wasn't going to report on the minutes of financial review, but will keep them on hand for executive committee members.

A. Chirnside stated that approval was needed for the financial statements for the months of April, May, and June that was distributed by her on June 26.

A. Chirnside moved to approval all three financial statements. R. McLelland seconded the motion. Motion **passed** with unanimous approval.

12. Committee and Program Reports

12.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

No updates.

12.2 Grants & Nominations Committees

No updates for Nominations Committee

A. Wieland reported that the Grants Committee had received twice as many applications as last year for Terry Reksten Memorial award – committee decided to revamp adjudication criteria and call for nominations to be more transparent.

12.3 Membership & Conference Committees

Conference committee had no updates.

D. Collins reported that the Membership Committee is hoping to get students, and needs a staff point of contact at UBC.

13. Other Business

R. McLelland advised that he would be communicating with the Executive Committee soon regarding a date for an in-person roundtable meeting.

14. Adjournment

Meeting adjourned at 10:57 a.m.

Executive Committee Meeting
Minutes – August 15, 2017 10:30am

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

-Max Otte, President
--Emma Wright, Vice-President
--Angeline Chirnside, Treasurer
--Dan Collins, Individual Member-at-Large

Regrets:

--Alexandra Wieland, Institutional Member-at-Large
--Robert McLelland, Secretary

M. Otte called meeting to order at 10:30am

1. Approval of Agenda

The agenda was approved by consensus.

2. Minutes of July 18, 2017 meeting.

The minutes were approved by consensus.

3. In-person Roundtable

M. Otte noted that AABC generally have two of these: one in February and one in October. These meetings are usually held in Vancouver but Victoria is a possibility for this year given the number of attendees based in Victoria. E. Wright mentioned potentially being able to book the Newcomb conference room depending on which city was decided upon.

4. President's Report

M. Otte reported that it has been a quiet August, a few inquiries about the website forwarded to L. Snider. Currently writing a thank you letter to donors, will be soon forwarding that to Karen (Financial Advisor).

4. Vice-President and Programs Committee Report

E. Wright also reported that a quiet August. Both Lisas sent through their stats, no big changes, there is a steady interest in Memory BC. The programs committee will be meeting in the fall.

11. Treasurer and Finance Committee Report

Nothing to report.

12. Committee and Program Reports

12.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

No updates.

12.2 Grants & Nominations Committees

No updates.

12.3 Membership & Conference Committees

D. Collins reported that he is meeting with a group from the GLAM sector. Said that there would be an afternoon meeting October 3rd, before BCMA. Looking for a new keynote speaker, as theirs fell through.

Membership committee - mentioned the aim of getting someone from UBC to act as a liaison for AABC.

13. Other Business

E. Wright asked to add the First Nations Committee to the regular agenda for future meetings.

14. Adjournment

Meeting adjourned by M. Otte at 10:42 a.m.

Executive Committee Meeting
Minutes – September 19, 2017 10:30am

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

-Max Otte, President
--Angeline Chirnside, Treasurer
--Dan Collins, Individual Member-at-Large
--Alexandra Wieland, Institutional Member-at-Large
--Robert McLelland, Secretary

Regrets:

--Emma Wright, Vice-President

M. Otte called meeting to order at 10:33am

1. Approval of Agenda

The agenda was approved by consensus.

2. Minutes of August 15, 2017 meeting.

The minutes were approved by consensus.

3. In-person Roundtable

After discussion, it was decided to hold the roundtable in Victoria on November 4, hopefully in the Royal BC Museum. October meeting will be rescheduled for Nov 4. Conference call is possible.

4. President's Report

M. Otte reported he had meeting with LAC for a quick update on each org's current initiatives. The LAC moving downtown to library and there will be an opening event in November. Details will be sent out, and M. Otte is hoping someone from the AABC will be there. Information will be passed on. A. Chirnside and R. McLelland both indicated interest in attending. M. Otte also suggested that the issue of foreign memberships should be tabled until the in-person Roundtable meeting on

November 4th. M. Otte reported on the digital objects pilot, stating that training material was being updated or created, and there will be more to report at the roundtable.

5. Vice-President and Programs Committee Report

E. Wright gave regrets but sent out her report in advance of the meeting in a September 12, 2017 email with the subject heading “Regrets.”

6. Treasurer and Finance Committee Report

A. Chirside sent July financial statements prior to the meeting in a September 5, 2017 email, and asked the board to approve the statement.

A. Chirside moved to approve the July Financial Statement. A. Wieland seconded the Motion. Motion passed with unanimous approval.

A. Chirside reported that donation receipts have been completed and that the T-3010 Registered Charity Information Return form CRA has been approved.

A. Chirside reported a planned Giving Tuesday fundraising drive will be happening, and that she report more at roundtable.

7. Committee and Program Reports

7.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

No updates on Communications Committee

8.2 Grants & Nominations Committees

Nothing to report on Grants and Nominations

9.3 Membership & Conference Committees

D. Collins reported that a GLAM sector MOU would be approved at the January/February roundtable, feedback is being solicited at BCLA in October. D. Collins reported that an iSchool representative has been obtained, and will hopefully joining membership committee.

D. Collins reported that the Conference Committee is hoping to hold the AABC Conference in Victoria again, and the Committee will be meeting soon to start planning.

10.4 First Nations Committee

Reported that the Committee members have been sharing resources over email for other committee members to review.

11. Adjournment

Meeting adjourned by M. Otte at 10:57 a.m.

Executive Committee Meeting
Minutes – November 4, 2017 2:30pm

Executive of the Archives Association of British Columbia
Location: Royal BC Museum, Victoria, BC

Present:

- Max Otte, President
- Emma Wright, Vice-President
- Angeline Chirnside, Treasurer
- Dan Collins, Individual Member-at-Large
- Alexandra Wieland, Institutional Member-at-Large
- Robert McLelland, Secretary

M. Otte called meeting to order at 2:43pm

1. Approval of Agenda

The agenda was modified to include an item for the approval of the agenda. The agenda was approved by consensus with changes.

2. Minutes of September 19, 2017 Executive Meeting.

The minutes were approved by consensus.

3. President's Report

M. Otte reported that the AABC had recently received a letter from the ACA@UBC requesting support from the AABC for the ACA@UBC annual symposium. M. Otte reported that he believes that AABC has budgeted to support symposium. A. Chirnside will confirm exact amount and M. Otte will respond to letter, offering the amount in support.

M. Otte proposed that minutes be approved by email instead of at the meeting.

M. Otte moved that minutes be approved electronically via email, and posted to the AABC website within two weeks of the meeting to which they pertain. A. Wieland seconded the motion. The motion passed with unanimous approval

4. Vice-President and Programs Committee Report

E. Wright reported that she and M. Otte had been invited to attend a meeting with head of LAC. E. Wright reported that the meeting had been productive, and that there was hope for an additional meeting with the inclusion of Vancouver-based GLAM sector professionals. Discussion at the meeting centred around the relationship between GLAM and government, which led to a discussion on accreditation for archives.

E. Wright also recommended that AABC start to consider the future of MemoryBC, and what that future should look like to best serve the needs of the British Columbia archival community.

5. Treasurer's Report

A. Chirnside moved to approve the financials, A Wieland seconded the motion. Motion passed with unanimous approval.

There was no Finance Committee Report.

A. Wieland asked if it was standard that the AABC Executive Committee move to approve the financials, or to only "receive" them. A. Wieland noted that it could result in additional liability to approve unaudited financials.

ACTION: R. McLelland to check Robert's Rules of Order and previous minutes for appropriate motion and report back to the executive at the November 21 meeting.

6. Communications Committee (Newsletter/Regional Representatives/PAAL)

M. Otte reported that Cindy McLellan volunteered to be Regional Rep for Vancouver.

M. Otte moved to approve appointment, A Wieland seconded the motion. Motion passed with unanimous approval.

7. Grants & Nominations Committees

A. Wieland reported that a Member-At-Large position, and the Vice President position are up for election at this year's Annual General Meeting and that candidates are needed. A. Wieland will send out an email, but asked for recommendations.

A discussion followed on reviewing the AABC strategic plan and possibly creating an action plan for coming year. It was decided that such a plan would need to be achieved by end of the year.

9. Membership & Conference Committees

Membership committee will be ramping up activities soon with S. Rathjen. Conference has a venue, a plan, and a conference committee is being organized.

Currently April 20th is being considered as the most viable date for the conference. The final date will depend on BCLA conference date. Tentatively, a one day conference is being planned, possibly workshop on Thursday, with social events scheduled for attendees.

10. First Nations Committee

Nothing to report.

11. Adjournment

Meeting adjourned by M. Otte at 3:22 p.m.

Executive Committee Meeting
Minutes – November 21, 2017 10:30 am

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Max Otte, President
- Emma Wright, Vice-President
- Angeline Chirnside, Treasurer
- Dan Collins, Individual Member-at-Large
- Alexandra Wieland, Institutional Member-at-Large
- Robert McLelland, Secretary

M. Otte called meeting to order at 10:33 am

1. Approval of Agenda

Approved by consensus

2. President's Report

M. Otte reported he attended the LAC opening event at VPL. Reported he has received a few emails from ACA@UBC regarding support and he has confirmed AABC budgeted \$100 for such purposes. Unfortunately, a table at the symposium to increase membership as discussed at the round table would cost more than \$100 and will therefore will not be possible. An invoice for the support is incoming.

GLAM Symposium - D. Collins sent along pricing for support levels. Providing support via a coffee break is \$433.65. Noted that it would be understandable if AABC didn't go in for sponsoring coffee because it is expensive.

A. Chirnside noted there is no real precedent for such an amount and it would be the only sponsorship AABC would be able to afford for the year if budgeted for.

D. Collins stated he feels AABC should be able to contribute in another way.

A. Wieland ask if there a line in the AABC budget for such support.

A. Chirnside stated AABC could budget for it and reallocate funds, but there is not a lot of room to move money around.

Board determined to look at other ways of supporting GLAM Symposium because amount may prevent AABC from doing things for its own members.

E. Wright noted that AABC should go back to GLAM with offer of something, because support is important.

- A. Chirnside will look into what amount will be possible.
- A. Chirnside asked what other ways we could do.
- E. Wright suggested providing speakers, volunteering to help facilitating event.
- D. Collins suggested AABC could potentially put out GLAM toolkit for feedback.
- D. Collins to follow up with GLAM.

3. Vice-President and Programs Committee Report

Updates from the L. Snider and L. Glant

L. Glandt reported that distance education plans and drawings have been finished. Working on course completion certificates. Next course will be Introduction to Preservation - 10 students so far. So far the number of students covers her teaching hours and costs of course, deadline is in December and she will be sending out reminders.

Reported that copyright workshop was excellent. Collecting survey results and feedback. hybrid webinar in person was good but was tough at times particularly for group activities.

Noted that C. McLellan was a great help.

Everything came in on budget, but two areas. The AV wasn't in budget but not expensive, workshop photocopying was \$25 over budget. Invoices incoming, final numbers in December.

M. Otte asked if we met estimated profit with overages, numbers will be reported in December.

L. Snider reported that she has had a busier year than expected, and AABC should look at shifting her work plan or will have to up hours.

M. Otte recalls that the amount of work wasn't this high last year.

E. Wright says there have been more emails, more job postings, is documented in a spreadsheet.

M. Otte noted AABC needs to hold firm on hours for budgetary purposes until next year..

A. Chirnside stated it would be good to know how many hours she'll be over if she sticks to basic tasks because it looks like she'll be over anyway.

E. Wright said it would be about \$1000 over with basic tasks. AABC board will provide more guidance on how to prioritize.

4. Treasurer's Report

R. McLelland reported that the norm in not-for-profit board of directors is for financials to be "received" not "approved. Executive determined it will receive financials instead of approving them.

5. Communications Committee (Newsletter/Regional Representatives/PAAL)

R. McLelland reported that C. McLellan had reported success in her organized social event and that he had passed on a message to Leag from A. Chirnside about posting a message regarding Giving Tuesday donations to AABC.

6. Grants & Nominations Committees

Nothing to report

7. Membership & Conference Committees

Report received from E. Wright regarding dates for the conference.

Proposed dates are April 26-27 or April 12-13. April 26-27 coincides with a library conference.

M. Otte thinks earlier dates make more sense.

Executive agreed on April 12-13 for dates.

E. Wright will speak with contact and D. Collins can review space.

D. Collins is trying to find committee members, will put out another email to listserv with firm dates.

8. First Nations Committee

Nothing to report.

9. Action Plan Discussion

M. Otte thinks that membership restructuring should be front and centre for Action Plan.

D. Collins thought there were a lot of good ideas about what membership meant and creating a clear statement about the benefits of AABC membership.

M. Otte stated it was good to focus on the restructuring of AABC membership sooner than later in advance of the AGM to present it to membership.

R. McLelland asked about when a report from S. Rathjen could be expected.

M. Otte stated it would be received fairly soon, but will touch base.

M. Otte noted there were many good ideas at roundtable, but how to prioritize and what will be pushed in the short term need to be determined by the Executive. Things that jumped out to him at membership, and advocacy, has started to write something up and will hopefully send it out soon. The final thing that jumped out to him was the DHCP, which will be a lot of work and should be prioritized.

E. Wright asked if there was a need for her to reach out to BCMA and BCLA regarding their funding structure.

Exec saw value in investigating this. E. Wright will action.

M. Otte will draft a broad plan for the three issues identified with goals:

- Membership - create outline for new structure for aGM
- DHCP - determine how this will be achieved
- Advocacy - volunteers for advocacy were identified at the round table, M .Otte will reach out to them.

9. Adjournment

Meeting adjourned by M. Otte at 11:23 a.m.

Executive Committee Meeting
Minutes – January 16, 2018 10:30 am

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Max Otte, President
- Emma Wright, Vice-President
- Angeline Chirnside, Treasurer
- Dan Collins, Individual Member-at-Large
- Alexandra Wieland, Institutional Member-at-Large
- Robert McLelland, Secretary

M. Otte called meeting to order at 10:30 am

1. Approval of Agenda

Treasurer's report moved to top of Agenda. Agenda approved with changes by consensus.

2. Treasurer's report

Financials received by consensus.

3. Online membership proposal

The Executive Committee discussed the proposal emailed on January 11 by A. Chirnside.

M. Otte reported that he thought the proposal was good, asked for input.

A. Weiland asked what approval would mean: immediately move towards online membership or a trial of the model.

A. Chirnside stated that if the board approves the proposal, there would be a review period see how it works this year, decide if we move forward with it in coming years thereafter. The reason for approval now is to decide if we do it so S. Rathjen can be trained.

E. Wright inquired about e-transfers.

A. Chirnside thought it was very possible.

M. Otte stated he was in favor of approval now and looking at vancity moving forward.

M. Otte moved to approve the online membership proposal, A. Weiland seconded the

motion. Motion passed with unanimous approval.

4. President's Report

M. Otte reported he has been investigating possible avenues for advocacy, and has discussed with previous AABC Executive Members what had worked in the past, as well as the ACA and their new Executive Director.

5. Vice-President and Programs Committee Report

E. Wright reported she had sent email on DHCP application for regional membership clinic, but will add piece on providing resources to indigenous information professionals. Application will be open as to how the clinics will be implemented. Draft will be done by end of the month for sharing it with the rest of the executive. E. Wright also reported that she had sent ARMA a message as they have done similar clinics, and they asked AABC just not to do one in May.

A. Wieland reported that she has gotten in contact with First Nations Committee for feedback and has given them to end of week to provide it.

E. Wright reminded the Executive that the due date is February.

A. Wieland will pass on feedback to E. Wright.

E. Wright reported she has asked contractor to provide wishlist for upcoming fiscal year and believes it will help establish an action plan which will help with approval.

A. Wieland talked with Lisa Glandt who suggested a few additions to the application to include a few expenses that weren't included last time, suggested touching base with L. Glandt to ask about these.

M. Otte asked whether there was an update on whether L. Snider's workload had stabilized?

E. Wright reported that L. Glandt has reprioritized her work and has added extra work to work plan moving forward.

6. Committee and Program Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

R. McLelland reported he will be sending out beginning of the year email to ask for ideas for regional reps for the year.

6.2 Grants & Nominations Committees

Nothing to report.

6.3 Membership & Conference Committees

D. Collins reported there was a conference committee meeting that night. On the agenda is to gain consensus on the Call for Papers as well as talking about the budget.

D. Collins recommended the creation of an ad-hoc committee to review membership structure.

D. Sollins moved to create the committee, M. Otte seconded, E. Wright and R. Mclelland voted "yea." A. Chirnside and A. Wieland abstained. Motion passed.

E. Wright asked about when he will be coming to see RBCM facility.

D. Collins agreed to visit the facility the following week.

8. Adjournment

Adjourned at 11:03

Executive Committee Meeting
Minutes – February 27, 2018 10:30 am

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Max Otte, President
- Dan Collins, Individual Member-at-Large
- Alexandra Wieland, Institutional Member-at-Large
- Robert McLelland, Secretary

Regrets:

- Emma Wright, Vice-President
- Angeline Chirnside, Treasurer

M. Otte called meeting to order at 10:35 am

1. Approval of Agenda

Agenda approved by consensus.

2. President's Report

M. Otte submitted the President's Report and VP's Report, as E. Wright gave her regrets. M. Otte reported that the AGM is rapidly approaching and will need to get reports from everyone else.

Sent in DHCP application, thanked E. Wright and A. Chirnside for work on it. Should hear back in May.

E. Wright had convo with L. Snider about hours, and everything is in order.

VP Report provided an update on delayed digital objects pilot in Memory BC. Project did not move forward because AABC decided to wait for AtoM update, which happened in November. In addition, a training manual has not yet been developed for the digital object pilot.

ACTION: R. McLelland to put together AGM announcement. Email out a deadline to everyone for reports.

4. Treasurer and Finance Committee Report

4.1 2018 Proposed Budget

A. Chirnside gave regrets, discussion of budget was deferred until end of meeting.

5. Committee and Program Reports

5.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

R. McLelland provided updates from regional representatives.

5.2 Grants & Nominations Committees

A. Weiland reported that AABC needs nominations for member-at-large and VP positions.

A. Weiland AV records roundtable is coming together and will be on March 7.

5.3 Membership & Conference Committees

D. Collins reported that renewals went out during the week and AABC has launched its pilot program for online renewal membership. Also reported that he had a meeting with S. Hart about institutional membership benefits changing. Decided to create a structure where institutional memberships are available to smaller institutions for a lower fee. Supporting institutions will be able to be members but without membership rights. A report for the Executive's consideration is pending.

M. Otte reported on conference committee meeting. Reviewed paper proposals and accepted all but one. Will be submitting the program to the executive soon. Also discussed costs, which must be approved by the executive. \$100.00 for members, \$50.00 for students, \$150.00 for non-members. L. Snider will put up the registration in march. Will go up with program and sponsorships. Sponsorships have been coming in at a good rate. Working on budget for conference, which will be sent out soon.

M. Otte move approve registration fee structure. A. Wieland seconded, passed with unanimous approval.

M. Otte opened the floor for comments on the agenda emailed to the Executive by A. Chirside. M. Otte moved to approve the proposed budget. D. Collins second, passed with unanimous approval.

January financials were received.

R. McLelland brought up Society Act update, which will require the AABC to transition to the new Society Act by November 2018.

ACTION: R. McLelland to engage in offline discussion with M. Otte about Act and send email to executive regarding bylaws.

6. Adjournment

Meeting closed 11:03.

Executive Committee Meeting
Minutes – March 20, 2018 10:30 am

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Max Otte, President
- Dan Collins, Individual Member-at-Large
- Robert McLelland, Secretary
- Emma Wright, Vice-President
- Angeline Chirnside, Treasurer

Regrets:

- Alexandra Wieland, Institutional Member-at-Large

M. Otte called meeting to order at 10:36 am

1. Approval of Agenda

Agenda approved by consents with changes to the By-Law Changes item, adding student memberships

2. President's Report

M. Otte informed the executive that most of his report would be covered elsewhere and that he would wait for relevant items.

3. Vice-President and Programs Committee Report

E. Wright reported that the Programs Committee had a bit of money left over from the LAC grant which was returned to LAC via check. E. Wright has been speaking with both L. Glandt and L. Snider regarding work plans. Both have work plans and E. Wright has gone through with both of them which items were approved, and is now working on drafting their contracts.

L. Snider found 2017-2018 was much busier, partly because her role was impacted by L. Glandt's training and outreach successes, more people were using Memory BC and therefore contacting her. E. Wright thinks it's something to be aware of that the more outreach we do, the greater impact it will have on other areas of service provided by AABC.

E. Wright also reported that she had been contacted by the incoming president for ARMA South Island and that they had reported that ARMA is working on the 2019 conference, possibly around the theme of records in democracy. E. Wright thinks there could be interesting areas of overlaps.

M. Otte stated that having the AABC conference on the Island three times in a row is a concern. Other issue is that the amount of money coming in from the 2018 AABC

conference looks good, and one of the reasons is that we are not splitting the money with ARMA. There would be a need to re-address the issue of 50/50 split of money because AABC brings in a lot more members.

D. Collins reported he was thinking of talking to the BCLA because their conference is around the same time, and they have around 700 members. Would need to think about it earlier, and it would be a bigger job.

4. Treasurer and Finance Committee Report

A. Chirnside thanked the Executive Committee for approving the budget and reported that there is a beneficial discrepancy between the conference budget and the conference projections.

All expenses that have not yet been submitted need to be submitted so that the year end expenses can be reported at the AGM.

Growth of EAS position needs to be sustainable. Workshop revenue needs to be able to pay for EAS position. Need to think about way to get extra revenue if it continues to grow.

5. By-Law Changes

D. Collins sent out report from Adhoc Committee to review memberships.

Recommended closing down Associate Member category, create a category for smaller institutions, and that will be full Institutional Membership. Also include supporting institutional membership, non-voting but will get discounts on AABC services. D. Collins reported that these changes were approved to go forward at last exec, and it will be voted on at AGM.

D. Collins also reported that the committee also wanted to attract more students to the AABC, and has proposed to make student membership free for the first year. Will need to vote on it at the AGM. D. Collins doesn't know if it will need to be included in bylaws

E. right recommended that there will be a need to update the by-laws to reflect the types of membership and what rights are afforded to them.

A. Chirnside inquired whether we have any idea how many institutions will benefit from lower membership fees for low budget institutions.

D. Collins said he would check how many institutions might benefit.

Motion: D. Collins moved to propose to membership that students get 1 year free membership. Seconded by M. Otte. Motion PASSED with unanimous approval.

6. Committee and Program Reports

5.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

-Twitter Account

R. McLelland reported on L. Edgar's idea to create a Twitter account. The Executive Committee agreed that Twitter would be beneficial to the association.

Motion: R. McLelland moved to create a Twitter account for the AABC in order to increase engagement with AABC membership and the rest of the archival community.

D. Collins seconded the motion. The motion PASSED with unanimous approval.

5.2 Grants & Nominations Committees

It was reported that Alysa Routtenburg interested in member at large.

5.3 Membership & Conference Committees

D. Collins reported that the Conference Committee is meeting tonight. Money is looking good, sponsorships have been coming in and he will be presenting at the GLAM committee.

M. otte Registration for conference is looking good. 50 so far, room for 70 more.

E. wright Workshop regnumbers are low, 3 so far but will be making more advertising. Idealy 15 but we cna see how it will go.

5.4 First Nations Committee

No report was recieved

6. Adjournment

Meeting closed 11:06.