

**Executive Committee Meeting
Minutes – May 15, 2018 10:30 am**

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Emma Wright, President
- Alysa Routtenberg, Vice-President
- Robert McLelland, Secretary
- Angeline Chirnside, Treasurer
- Michelle Spelay, Institutional Member-at-Large
- Dan Collins, Individual Member-at-Large

E. Wright called meeting to order at 10:33 am

E. Wright welcomed all members, especially new members. Introductions were conducted.

1. Approval of Agenda

Agenda approved by consensus.

2. Welcome and Introductions

Welcome and introductions were conducted by E. Wright earlier in the meeting.

3. New Society Act

The new legislation changes were discussed as well as AABC's transition requirements. The AABC discussed to possibility of updating the bylaws vs. transitioning to the new act. E. wright suggested forming the Constitution and Bylaws committee to review the possibility of updating the bylaws before the transition vs. just filing for the new act now and doing changes to the bylaws later. A special meeting would be held in september, with a few months to make all changes and file by end of November.

The committee decided on the following course of action to determine the next steps towards the bylaw issue:

1. Form Constitution and Bylaws Committee
2. Hold vote on membership structure changes
3. Decide whether to make other changes
4. File or hold special meeting on recommendations of committee

4. Documentary Heritage Communities Program Grant

AABC won the grant, E. Wright will sign and send back required paperwork. There are guidelines for announcing the news, will be sent to communications committee.

E. Wright will draft email calling for volunteers for various positions.

E. Wright asked about the database committee, the committee will touch base with last known chair, Scott Owens.

5. President's Report

E. Wright reported that a letter had been received by Emily Lonie, saying that the AABC would need to request patronage again

E. Wright moved to request patronage from the Lieutenant Governor, D. Collins seconded the motion. Motion PASSED unanimously.

E. Wright reported that her and D. Collins had attended the GLAM symposium. Thanked D. Collins for facilitating it.

D. Collins reported there would be a meeting at the Museum for the GLAM succession committee, which he will be attending. D. Collins recommended finding case studies of GLAM collaboration.

E. Wright brought up advocacy for AABC to get support from government. BCMA and BCLA both receive funding but AABC does not. To get the support of government, AABC needs to show what work it is doing, financial stability, and planning. A result, E. Wright wants to form a planning committee to draft a strategic plan for presentation at the next AGM. Members would include E. Wright, A. Routtenberg and interested past presidents. Received positive feedback from the rest of the Executive Committee.

E. Wright moved to approve the establishment of a strategic planning working group. D. Collins seconded. Motion PASSED with unanimous approval.

Treasurer and Finance Committee Report

A. Chirnside reported that she is looking for more members of the finance committee and that the financial review will be happening in June. Also reported that an item came up during budgeting about reviewing contracts for contractors. Money has been set aside in budget, and AABC is currently looking for a lawyer to do the review. If it turns out that our contractors should be classified as employees, it will change the AABC's tax obligations.

A. Chirnside believes that we should go forward with it. E. Wright concurred, suggested to consult multiple people.

ACTION: E. Wright and R. McLelland to find contact information for possible reviewers.

6. Committee and Program Reports

5.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

R. McLelland Reported that L. Edgar will be stepping down and there is a need to find a replacement.

E. Wright suggested having a more visible face for the Executive and more communications about what the Exec is doing, which was agreed to by the rest of the committee.

5.2 Grants & Nominations Committees

M. Spelay reported that she was getting up to speed.

5.3 Membership & Conference Committees

D. Collins reported that the membership committee is meeting next week. First order of business to look at membership database upgrade. Currently is an access database on S. Rathjen's computer. Would like to update it, possibly to a cloud based service. D. Collins would like to push for special meeting.

D. Collins gave congratulations to everyone on the Conference Committee and thanks to all who participated. A lot of feedback was to have the conference off Vancouver Island. Asked about other organizations having interest in joining our conference with us.

E. Wright brought up Exec's previous concerns with having the conference on Vancouver Island again, and the revenue problems with sharing a conference.

ACTION: D. Collins Will look at possibility of partnering with larger organization, possibly BCLA or NW Archivists group.

5.4 First Nations Committee

M. Spelay has not received handover information from Alexandra.

E. Wright felt that it doesn't reflect well on the AABC that little has happened with the committee.

Goal by end of the year: terms of reference completed.

6. Adjournment

Meeting closed 11:39



**Executive Committee Meeting
Minutes – June 19, 2018 11:00 am**

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Emma Wright, President
- Robert McLelland, Secretary
- Angeline Chirnside, Treasurer
- Michelle Spelay, Institutional Member-at-Large
- Dan Collins, Individual Member-at-Large

Regrets:

- Alysa Routtenberg, Vice-President

E. Wright called meeting to order at 11:00 am

1. Approval of Agenda

Agenda approved by consensus.

2. CBC Archives Advocacy

Board discussed issue and resolved to find additional information before making a decision on advocacy.

Action: Michelle will contact SLAIS prof for contact information for person at CBC Archives.

3. President's Report

E. Wright reported she had submitted an application for patronage Her Honour, the Honourable Janet Austin.

Reported Karen Blimkie has started sending a letter to donors, which E. Wright drafted.

Reported that she has sent out an email asking for volunteers.

Reported there was an issue of changing bylaws and special meeting. Reported her and L. Glandt have had discussions about a privacy workshop, which would be in September, and that there is a possibility to tack on a special meeting to this for changing the bylaws. The workshop would be a presentation from a subject matter expert, and an open forum after.

D. Collins pointed out that the bylaws say membership can only be changed at an AGM, which precludes the idea of having a special meeting to change them.

Action:

Determine what is required for a special meeting and what each committee member would be like to change in the bylaws.

Strategic Planning Committee – followed up with L. Wilson and E. Lonie, heard back from E. Lonie who can't commit a lot of time. The current plan is to have E. Wright and A. Routtenberg draft things and have past presidents review.

Contacted lawyers for employees contractors review, will follow up prior to next meeting.

4. Vice-President and Programs Committee Report

A. Routtenberg will send update via email.

5. Treasurer and Finance Committee Report

A. Chirnside reported that some committee members were unable to rejoin this year. She has heard from an interested person for a new member and is hoping to hear from a few more.

Reported she has conducted financial review with Barry Dykes. Will be typing up a report and will be circulating it.

Committee discussed possibility of increasing fundraising from donations, possibly by increasing communications asking for donations.

6. Committee and Program Reports

- 5.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
-Social Media Volunteer

R. McLelland reported he has had a hard time finding someone. Asked For additional help from rest of committee. M. Spelay will reach out to ACA@UBC for student volunteers but it may not pan out until September.

- 5.2 Grants & Nominations Committees

Nothing to report.

- 5.3 Membership & Conference Committees

D. Collins has sent out a few emails to BCLA and NW Archives regarding possible conference collaboration.

R. McLelland and A. Chirnside will talk to contacts at ARMA Vancouver.

D. Collins brought up changing the bylaws for AGM notification to two weeks before AGM.

Chloe Powell has been taking over database duties from Sarah Rathjen.

Sent out e-registration survey. Waiting for results and will report back.

- 5.4 First Nations Committee

Nothing to report.

6. Adjournment



**Executive Committee Meeting
Minutes – July 17, 2018 10:30 am**

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Emma Wright, President
- Alysa Routtenberg, Vice-President
- Robert McLelland, Secretary
- Angeline Chirnside, Treasurer
- Michelle Spelay, Institutional Member-at-Large
- Dan Collins, Individual Member-at-Large

E. Wright called meeting to order at 10:30 am

1. Approval of Agenda

Agenda approved by consensus.

2. BC Arts Council Funding

E. Wright reported that her previous understanding was that AABC was not eligible for BC Arts Council Funding, because BC Arts Council does not fund archives only institutions. However, E. Wright messaged the BC Arts Council to verify this, and received a response that said that AABC was eligible because we aren't an Archives, we are an Arts organization. BC Arts Council was fairly supportive of AABC applying. In order to apply for operating assistance award, AABC will need two successful Project Assistance Awards. Eligibility for those awards is quite broad. When first applied for, AABC wouldn't want to apply for more than 10k grant. They fund 50% of project, and the other 50% you have to pay for. If AABC did do something, AABC's 50% could come from fee revenues. E. Wright reported she believes it would be positive for AABC, and that long term if AABC gets the money and can ultimately get operating assistance, it could transform how the AABC operates. Deadline for Project Assistance Awards is October.

Action: A. Routtenberg to look into applying for Project Assistance awards

3. Special General Meeting/Privacy and FOI Workshop

The Executive Committee discussed whether a special meeting would be worthwhile, including changes to bylaws (membership changes, percentage to change bylaws, notice period for AGM). Based on this discussion the Executive Committee determined that a special meeting wouldn't be necessary. Resolved to hold Privacy and FOI workshop and hole roundtable around the same time and to do bylaw changes at AGM.

Executive Committee reviewed L. Glandt's proposal for pricing and was in approval of pricing.

E. wright moved to hold a Privacy and FOI Workshop in October or November in combination with annual round table meeting. R. McLelland seconded the motion. Motion passed unanimously.

4. President's Report

E. Wright reported that she got a contact at CBC for head of archives. E. Wright's communication was forwarded but she has heard nothing back.

E. Wright announced that the AABC has a new patron, the Honourable Janet Austin

Regarding her previous proposal for Strategic Planning because the driver was advocacy, E. Wright believes it is better the Executive Committee prioritizes the Arts Council Application. AABC has a number of years to get a good strategic plan in place for the application to Arts Council for funding.

The Executive gave feedback on the Work Plan circulated via email by E. Wright.

Action: R. McLelland to look into a more comprehensive transition package for AGMs

5. Vice-President and Programs Committee Report

A. Routtenberg reported that the Privacy and FOI Workshop and DHCP workshops are major projects for L. Glandt. There is a workshop that L. Glandt wants to take that may help her to plan these workshops, which has brought up questions about what AABC

responsibilities are if she is a contractor vs. employee. Professional development is considered something that employees receive, and it will have bearing on whether L. Glandt is more of a contractor or employee. E. Wright recommended the Executive look at L. Glandt's contract and see what it says, and acknowledged we are inhibited by L. Glandt's status as a contractor.

6. Treasurer and Finance Committee Report

A. Chirside will be circulating the financial review soon, and will circulate the April statements after meeting, but has circulated May/June statements.

Executive committee received the May/June financial statements.

A. Chirside is going to conduct a review of insurance because it has not been done in a while.

A. Chirside recommended moving an amount from the checking account to a term deposit account.

7. Committee and Program Reports

- 5.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
-Social Media Volunteer

Reported A. Tarnawsky is the new Social Media Volunteer.

Reported need for new procedures and privacy notice/Consent to act forms

Action: R. McLelland to draft procedures and notices.

5.2 Grants & Nominations Committees

M. Spelay reported she is going to meet with the committee for the adjudication for the Terry Reksten Memorial Fund Grant later that month and that she had reviewed all the applications in anticipation for that meeting

5.3 Membership & Conference Committees

D. Collins reported online renewal survey has been completed and will report on findings later. Membership committee will be reporting on how to improve database.

D. Collins recommended using the same renewal process we used last year, and report new database recommendations at the AGM.

A. Chirnside is happy to help look at fee payment processing. Also recommended there is some money available for this.

R. McLelland reported that A. Wieland will be bringing possibility of collaboration to ARMA Vancouver on Sunday and reporting back.

5.4 First Nations Committee

Nothing to report.

6. Other Business

GLAM planning meeting in August.

7. Adjournment

Meeting adjourned at 11:41 am



**Executive Committee Meeting
Minutes – August 21, 2018 10:30 am**

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Emma Wright, President
- Alysa Routtenberg, Vice-President
- Robert McLelland, Secretary
- Angeline Chirnside, Treasurer
- Michelle Spelay, Institutional Member-at-Large
- Dan Collins, Individual Member-at-Large

E. Wright called meeting to order at 10:34 am

1. Approval of Agenda

Agenda approved by consensus.

2. Workshop Attendance by Contractors

L. Glandt had asked to attend a workshop. Executive was looking into whether this was possible, but L. Glandt has reported that she is now seeking a grant. E. Wright will be writing a letter of support.

Action: A. Routtenberg to look into applying for Project Assistance awards

3. President's Report

E. Wright reported that the GLAM meeting scheduled for August has been postponed to September.

E. Wright reported she is beginning to research strategic planning and thinks it should be completed in 3 to 4 years.

D. Collins and E. Wright thought that it might be beneficial to reach out to SLAIS to improve relations between AABC and the school.

4. Vice-President and Programs Committee Report

A. Routtenberg reported that L. Snider and her have been playing with different stats to be available for the AGM. L. Snider and L. Glandt have been working on a MemoryBC user manual which has gone out for testing.

A. Routeenberg reported that the UBC webcast program has been discontinued, L. Glandt thinks it is a good candidate for an application under the BC Arts Council.

L. Glandt is determining where to hold the DHCP workshops. Project is on-track.

L. Glandt is seeking resources to ensure that the workshop is useful and respectful to people AABC is hoping to attend.

5. Treasurer and Finance Committee Report

Financial reports received.

A. Chirnside is working to get the contracts reviewed.

6. Committee and Program Reports

5.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

-Social Media Volunteer

R. McLelland reported that A. Tarnawsky would be starting soon as social media volunteer. Reported that the consent form and procedure were almost completed. Reported that A. Weiland reported interest from ARMA Vancouver in a joint conference.

5.2 Grants & Nominations Committees

M. Spelay reported the committee had assessed all nominations for Terry Reksten Memorial Award.

Recommended changing the grant requirements away from regularly posted hours because it can be a barrier for organizations with such low funding that they cannot post regular hours.

5.3 Membership & Conference Committees

Nothing from membership committee.

D. Collins and E. Wright will represent AABC at a meeting with ARAM Vancouver.

5.4 First Nations Committee

M. Spelay reported that ACA@UBC would be the best contact for organizing an AABC representative to speak with students.

6. Adjournment

Meeting adjourned 11:07am.



**Executive Committee Meeting
Minutes – September 18, 2018 10:30 am**

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Emma Wright, President
- Alysa Routtenberg, Vice-President
- Robert McLelland, Secretary
- Angeline Chirnside, Treasurer
- Michelle Spelay, Institutional Member-at-Large
- Dan Collins, Individual Member-at-Large

E. Wright called meeting to order at 10:33 am

1. Approval of Agenda

Agenda approved by consensus.

1. Roundtable Date

Committee confirmed date of November 10th.

2. Archives Week

Executive Committee discussed fact that AABC hasn't done anything for archives week since 2012, this year it is November. AABC could do something if we wanted to.

Committee discussed possibility of rebooting this event for 2018. Noted that there were only two months until the week, but that the amount of work wouldn't be substantial.

A. Routtenbrg announced she had some interested volunteers.

R. McLelland moved to form a committee from interested volunteers. A. Routtenberg seconded the motion, passed unanimously.

3. President's Report

E. Wright reported that BC Historical foundation emailed AABC and they are holding a heritage summit in Maple Ridge to plan a province-wide program for BC 150 in 2021. A. Routtenberg to attend as she will be on the Committee longer than E. Wright.

4. Vice-President and Programs Committee Report

A. Routtenberg reported that L. Glandt applied to BCMA bursary for a workshop in Kelowna. L. Glandt did not get the bursary. E. Wright is going and will share notes with her. L. Glandt is going to Ottawa for a presentation about last year's DHCP program. There is space for a Committee message, if the Committee wants to submit one to L. Glandt.

E. Wright suggested that L. Glandt submit her presentation to the Committee for comments and review. E. Wright suggested that the presentations are to demonstrate the value of the DHCP program to LAC. AABC is one of the large grant presenters. L. Glandt will submit slides to Committee before the next meeting.

L. Glandt has been looking at other options for replacing webcasts. Has been talking to people at U Vic, who hosts webcasts for faculty. BCMA is another option, but their webcasts are structured differently, more like webinars, not what AABC has traditionally done. U Vic is the most promising.

5. Treasurer and Finance Committee Report

E. Wright asked about Revenues on the July financial reports, noticed a discrepancy in the variant between expenditures and revenues. A. Chirnside will investigate and report back.

A. Chirnside reported on the contract reviews with contractors. Preliminary review has been done. The next step will be for A. Chirnside to call the lawyer and discuss his recommendations. A. Chirnside reported that the contract language is not the only factor that determines whether someone is an employee or a contractor; it's the nature of the relationship.

E. Wright or A. Routtenberg will attend the meeting with the lawyer as the individuals who primarily interact with the contractors.

6. Committee and Program Reports

5.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

Nothing to report.

5.2 Grants & Nominations Committees

Nothing to report.

5.3 Membership & Conference Committees

D. Collins reported that a Membership Committee meeting was set up with Sarah Rathjen to discuss online renewal. Have received positive feedback. Also adding an option for an ongoing donation.

D. Collins reported he hasn't heard anything from Conference Committee yet.

ARMA interested in working on conference. R. McLelland will set up a meeting.

5.4 First Nations Committee

Nothing to report.

8. Adjournment

Adjourned at 11:07



Archives Association
of British Columbia

**Executive Committee Meeting
Minutes – October 19, 2018 10:30 am**

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Emma Wright, President
- Angeline Chirnside, Treasurer
- Robert McLelland, Secretary
- Dan Collins, Individual Member-at-Large
- Michelle Spelay, Institutional Member-at-Large

Regrets:

- Alysa Routtenberg, Vice-President

E. Wright called meeting to order at 10:30 am

1. Approval of Agenda

Change made to agenda to add item on an update regarding the contract review process.

Agenda approved by consensus with change.

2. President's Report

E. Wright thanked M. Spelay for contacting the ACA@UBC contact, Dylan. Dylan is to speak to ACA@UBC about having an AABC executive member speak to UBC students.

E. Wright reported there was a GLAM planning session on September 28th and that it focused on action plan and strategic framework. Moving forward there are two takeaways for AABC: there is a GLAM summit tied to BCLA conference. May 9th and each partner on the MOU should contribute to the summit. AABC put \$1000 in the budget for this, but we need to be aware of this each fiscal year.

E. Wright reported that AABC was invited a BC Historical association planning session for initiatives for BC 150 in 2021. Planning session scheduled for October 26th.

3. Vice-President and Programs Committee Report

E. Wright reported AABC was scheduled to give workshop today, but L. Glandt was unable to give the workshop due to unavoidable circumstances. The workshop was postponed.

E. Wright reported that the deadline for Arts Council funding was missed, AABC did not submit for it. Should be incorporated into workplans so AABC is prepared.

4. Treasurer and Finance Committee Report

A. Chirnside reported that a formula error resulted in questions from last meeting. Asked for statements to be received. Statements were received by consensus.

5. Update on contract review

Contract review was conducted, lawyer sent a marked-up contract. Brief phone meeting with lawyer last week about contract, discussed "fresh consideration clause," which Executive Committee took note of.

Contractors are currently reimbursed for expenses monthly, lawyer recommended we include this in their fee instead. Executive resolved to consider for contract reviews next year.

Action item: Review all contract changes in advance of April renewal, in addition to consulting with contractors about changes.

Action item: Add to roundtable a discussion with contractors about contract review and seek their input.

Described relationship with contractors to see if they were employees or contractors. Lawyer believed that we treat them as contractors, not employees. Lawyer noted that professional development is an indicator of employee instead of contractor.

6. Secretary Report

R. McLelland reported that he put out invitation to all committee members, regional representatives, and contractors.

R. McLelland reported that all Society Act changes have been made in advance of deadline.

7. Committee and Program Reports

Communications Committee (Newsletter/Regional Representatives/PAAL)

R. McLelland reported that MemoryBC is not up to date on who is an Institutional Member.

Grants & Nominations Committees

Nothing to report

Membership & Conference Committees

D. Collins reported he had a meeting with S. Rathjen, who will be at roundtable. Sent a draft of bylaw changes for membership.

Action: add bylaw changes discussion to roundtable

D. Collins reported he is meeting with ARMA next week regarding conference collaboration.

D. Collins asked for archivists to sit on conference committee, need names ready for meeting.

First Nations Committee

Nothing to report

8. Adjournment

Meeting adjourned at 11:27.



Executive Committee Meeting

Minutes - November 10, 2018 1:30 pm

Executive of the Archives Association of British Columbia

Location: 2425 MacDonald Street, Vancouver, BC V6K 3Y9 Canada

Present:

- Emma Wright, President
- Alysa Routtenberg, Vice-President
- Robert McLelland, Secretary
- Angeline Chirnside, Treasurer
- Michelle Spelay, Institutional Member-at-Large
- Dan Collins, Individual Member-at-Large

E. Wright called meeting to order at 1:30 pm

1. Approval of Agenda

New items add: Webcasts through social media; Strategic plan survey

Agenda was approved by consensus with changes.

2. ACA@UBC International Seminar and Symposium Sponsorship

R McLelland moved to donate \$200 to the aca@ubc 2019, M. Speley seconded. Motion passed unimously.

3. Webcast through social media

Webcasts are no longer possible through UBC. Webcasts have historically been one of AABC's more successful programs. Other options are to be investigated to continue this service.

Action items:

Talk to Western Front about possible collaboration (E. Wright,

Talk to Vivo about possible collaboration (D. Collins),

Talk to VPL about use of services and equipment (R. McLelland)

Looking into streaming services such as Twitch and Facebook Live (R. McLelland and A. Tarnawsky)

4. Strategic plan survey

To be discussed at December 4, 2018 meeting

5. President's Report

Executive had discussed the idea of doing an intro to AABC for UBC students. March 11th has been selected. Dan Collins will be going.

E. Wright reported that BC History Summit was missed due to a scheduling error.

Minutes were provided by the BC History Summit.

E. Wright reported she has been invited to attend the CCA meeting next week. Will be providing update on activities.

6. Vice-President's report

Reported that the Programs Committee enthusiastic about BC Arts Council funding potential.

Executive Briefly investigated DHCP funding for webcasts, determined funding would match needs

7. Treasurer's report

September statements recieved.

A. Chirnside reported there is a new format for financial statements to make them easier to read

A. Chirnside presented the changes recommended by legal counsel Sean Tevlin to contractor contracts.

E. Wright moved to accept changes to contractor contracts as recommended by Sean

Tevlin. R. Mcllelland seconded the motion. Motion passed with unanimous approval.

Committee considered recommendation that AABC change its reimbursement structure to be an upfront payment that would include such reimbursement payments in the intital contractor fee. Committee decided to keep reimbursement strucutre presently in use because legal counsel advised risk was not significant and such a change would be more difficult for AABC's contractors.

R. mcllelland motioned to reject the recommendation that AABC change its reimbursement structure from ad-hoc reimbursement to an upfront payment for all expenditures at the beginning of each year. D. Collins seconded the motion. Motion passed with unanimous approval.

Executive Committee discussed budget projections for revenue and reached consensus that they should be set conservatively in future fiscal years so that reporting and projections are more in line.

Exeuctive Committee decided to hold a meeting on December 4, 2018 for fiscal strategic planning.

Action items:

Complete role outlines (all committee members)

Create list of three things the AABC should focus on in next fiscal (all committee members)

Consider possible bylaw change: creation of a past-president role (all committee

members)

8. Committees

8.1 Communications Committee

Nothing to report

8.2 Grants & Nominations Committee

Nothing to report

8.3 Membership & Conference Committees

R. mcLelland moved to delegate the membership committee determine definition for institutional member category. E. Wright seconded the motion. Motion passed with unanimous approval.

8.4 First Nations Committee

M. Spelay is seeking current status of terms of reference. Once status is determined will email members to gauge interest in continuing to begin the work of the committee.

Adjourned at 2:30pm



**Executive Committee Meeting
Minutes – December 4, 2018 10:30 am**

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Emma Wright, President
- Alysa Routtenberg, Vice-President
- Robert McLelland, Secretary
- Michelle Spelay, Institutional Member-at-Large

Regrets:

- Dan Collins, Individual Member-at-Large
- Angeline Chirnside, Treasurer

E. Wright called meeting to order at 10:31 am

1. Approval of Agenda

Agenda approved by consensus.

2. Fiscal Strategic Plan

The executive discussed ideas for focuses of the strategic plan. The following ideas were put forward:

- Membership database – membership categories need clarification, a solution must be reached
- Making fiscal reserve work better for AABC
- More workshops done more regularly
- Webcast program
- BC Arts Council Funding
- Phase 1 strategic plan
- First nations committee running
- Terry Reksten Memorial Award criteria changes
- More social events for AABC members
- Membership improvements, database

- Strategic planning exercise
- BC Arts Council
- Improvements to the website (education, memberservices, content)

These categories broke down broadly to:

- Membership improvements
- Educational services
- Financial resources maximization
- Strategic planning

Executive decided it will look into holding a strategic planning workshop in new fiscal year

Action: Exec to do research on strategic planning and discuss in new calendar year

a. Webcasts

The executive discussed possibilities for restarting the webcast program.

D. Collins reported by email that VIVO is favorable to a partnership.

E. Wright reported that Western Front also responded positively to partnering on the program.

R. McLelland reported that AABC could rent rooms at SFU for holding the webcasts with SFU Archives help, but that SFU as an institution would not be involved in hosting or archiving the webcasts.

Board resolved to discuss in more detail at January meeting.

b. Bylaw Changes

The executive was generally in favour of a past- exec role and discussed the possibility of creating a past exec committee.

Action: R. McLelland to draft bylaw language for past executive role

3. Database Service

A. Routtenberg reported that she couldn't find a grant that AABC would be eligible for to support the development of a new database.

Many organizations are using Wild Apricot. CCA has offered members assistance in setting it up. If AABC uses that system, CCA's aid would be beneficial.

Further discussion deferred to January meeting.

4. President's Report

E. Wright shared a policies and procedures manual from 1998 that she proposed updating.

Action: all members update role descriptions by the end of fiscal.

GLAM Partners planning meeting minutes were recently distributed. A GLAM symposium planning meeting will be held in January.

E. Wright reported that CCA had an AGM. AABC provided an update on past year activities. CCA has recently drafted a strategic plan and members are invited to submit comments by January 9th.

National Heritage week is in February. AABC should encourage members to keep an eye out.

CCA used Adobe Connect and Survey Monkey to host AGM and offered the use of these services to its members.

5. Vice-President and Programs Committee Report

A. Routtenberg reported that she had investigated technology infrastructure grants and that none are currently available. There are private foundations that may offer opportunities AABC could explore.

Reported that AABC is ineligible for Community Gaming grants because we can't prove we needed the money, this is because we have a fiscal reserve. Posing the question over whether we want to free up the money for use for grant eligibility.

Executive agreed to explore this possibility.

Action: A. Routtenberg to prepare report for Exec.

L. Glandt has submitted a proposal to apply for DHCP grant in January. Proposal is for a one year project to deliver a 2 day workshop. Programs committee is putting an application together. Proposal includes requesting for money to send L. Glandt to a workshop as well.

6. Treasurer and Finance Committee Report

November statements were received.

7. Committee and Program Reports

7.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

R. McLelland reported that BC Societies Act changes were submitted

7.2 Grants & Nominations Committees

7.3 Membership & Conference Committees

7.4 First Nations Committee

8. Adjournment

Adjourned at 11:46



Archives Association
of British Columbia

**Executive Committee Meeting
Minutes – January 16, 2019 10:30 am**

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

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

Regrets:

- Michelle Spelay, Institutional Member-at-Large

E. Wright called meeting to order at 10:31 am

1. Approval of Agenda

Change made to agenda to add item on contractor travel to business arising.
Agenda approved by consensus with change.

2. Fiscal Strategic Plan

AABC 2019/2020 Focuses

Reviewed discussions from December meeting

A. Chirnside supported database and fiscal reserve, D. Collins seconded
Board discussed setting a date for a transition meeting and a strategic planning meeting.

Action: Michelle to begin recruitment for new exec.

Exec will ask new members when and where a transition meeting will occur

Webcasts

D. Collins reported that Vivo was amenable to working with AABC and have rooms, equipment, and support available. Noted that AABC will probably be able to get a membership rate.

Action: D. Collins will compile full info sheet on use of Vivo for webcasts for exec to decide on.

E. Wright mentioned that Heritage BC does webcasts, and might be an option.

Bylaw Changes

Discussed R. McLelland's proposed wording. Executive was supportive of the use of the wording and it will be submitted to membership at AGM.

3. Database Service

D. Collins met with S. Rathjen about database services, who has come up with an excellent tool for evaluating them and will have recommendations submitted by end of January.

4. President's Report

E. Wright reported GLAM planning session is next Friday on January 25th.

E. Wright extended her thanks for all the hard work Alyssa and Lisa did on the DHCP application.

5. Vice-President and Programs Committee Report

A. Routtenberg reported that a DHCP application had been submitted for a two day workshop. Asked for \$10,000, a figured based on past experience with expenses incurred in conducting such workshops.

6. Treasurer and Finance Committee Report

December financials were received.

7. Committee and Program Reports

7.3 Membership & Conference Committees

D. Collins reported that he had a meeting with J. Bourden from ARMA Vancouver. The big questions are location/venue. D. Collins reported that we can only get May 2/3 at Deloitte. Venue is free and will accommodate 100-140 people.

Exec discussed whether May 2/3 would be feasible.

Workshop will be Records 101.

Exec agreed to hold conference on May 2/3, and will propose a theme of born-digital records to ARMA Vancouver

E. Wright asked A. Chirside about how the cost-sharing would affect the conference budget. Agreement indicates that expenses will be shared 50/50. A. Chirside will look into best way to budget.

8. Business Arising

Action: R. McLelland to finalize exec consent forms

A. Chirnside introduced a topic mentioned to her by Karen: should AABC adopt the policy that contractors must purchase only refundable fares. This would be so that the AABC can avoid potentially covering cancellation or transfer fees.

The Executive Committee discussed, and it was decided that a formal policy is not necessary, but that A. Routtenberg would mention to contractors that funding should cover a regular flights.

Meeting adjourned.



Archives Association
of British Columbia

**Executive Committee Meeting
Minutes – February 19, 2019 10:30 am**

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Emma Wright, President
- Alysa Routtenberg, Vice-President
- Robert McLelland, Secretary
- Dan Collins, Individual Member-at-Large
- Michelle Spelay, Institutional Member-at-Large

Regrets:

- Angeline Chirnside, Treasurer

E. Wright called meeting to order at 10:30 am

1. Approval of Agenda

Change made to agenda to add item on membership structure.
Agenda approved by consensus with change.

2. Fiscal Strategic Plan

No updates given.

3. Database Service

D. Collins moved to accept Membership Committee's recommendation for the use of Wild Apricot and to initiate a project to update membership system database to Wild Apricot. E. Wright seconded the motion. Motion passed unanimously.

Action item: A. Chirnside to ensure at budget meeting that money is allocated to proceed with wild apricot implementation

Action item: Membership Committee will proceed with implementing the software and come up with a recommendation for replacing the online renewal.

D. Collins submitted a report on membership structure and proposed bylaw language. Executive received the report and will review the bylaw change language for approval to take to the membership at the next Annual General Meeting.

4. 2019-2020 Budget

D. Collins reported that he submitted a draft conference budget to A. Chirnside.

E. Wright asked for the Budget Committee to consider what hours and money would be needed for the webcast initiative.

5. President's Report

E. Wright reported that Lara Wilson emailed AABC to inform the Executive Committee that the National Archival Board has started offering training on archival appraisal certification. Wilson asked AABC if we would consider offering support to send a member to take the master class. Executive discussed the issue, determined that the executive is not in a position to pursue such an initiative at this time.

E. Wright reported that AABC was emailed by the Aldergrove Heritage Society asking whether the AABC writes letters for support for the preservation of buildings, in particular if they would include an archives space. Executive viewed drafting a letter of support for the establishment of spaces for community archives favourably.

Action: E. Wright will share information and draft a letter.

E. Wright reported that the GLAM Symposium will be Wednesday May 8th. Official communications will be forthcoming.

6. Vice-President and Programs Committee Report

A. Routtenberg reported that the committee is reviewing contractor's wishlist.

7. Treasurer and Finance Committee Report

No financials received

8. Committee and Program Reports

8.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

Nothing to report

8.2 Grants & Nominations Committees

Recruitment has received some tentative responses.

8.3 Membership & Conference Committees

ARMA Vancouver intends to hold a workshop on writing records management policies

8.4 First Nations Committee

Emails primarily have gone unanswered.

8. Business Arising

Action: R. McLelland to finalize executive consent forms

Meeting adjourned at 11:41



Archives Association
of British Columbia

**Executive Committee Meeting
Minutes – March 19, 2019 10:30 am**

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Emma Wright, President
- Alysa Routtenberg, Vice-President
- Robert McLelland, Secretary
- Dan Collins, Individual Member-at-Large
- Michelle Spelay, Institutional Member-at-Large
- Angeline Chirnside, Treasurer

E. Wright called meeting to order at 10:30 am

1. Approval of Agenda

Agenda approved by consensus.

2. 2019-2020 Budget

Brief discussion on budget.

A. Chirnside called for a motion to approve the budget. M. Spelay seconded the motion. Motion passed unanimously.

3. Approval of Member Registry Access Procedure and Proxy Voting Form

R. McLelland called a motion to approve the use of the Member Registry Access Procedure and Proxy Voting Form. E. Wright seconded the motion. Motion passed unanimously.

Action: R. McLelland to get forms on website

4. President's Report

E. Wright reported that she has been on the GLAM symposium workgroup and asked for suggested speakers to be sent to her.

5. Vice-President and Programs Committee Report

A. Routtenberg reported that DHCP application for an additional workshop have been approved for nearly the entire amount requested. Executive Committee discussed whether an additional approval of funding was necessary and decided that a shortfall was already accounted for in budget.

A. Routtenber reported that Managing Archives has extended registration date.

6. Treasurer and Finance Committee Report

Nothing to report.

7. Committee and Program Reports

Communications Committee (Newsletter/Regional Representatives/PAAL)

Nothing to report.

Grants & Nominations Committees

M. Spelay reported the committee is seeking interest for open Executive roles and that there are a few possible leads.

Membership & Conference Committees

Motion for proposed special resolution passed via email.

Action: R. McLelland to email D. Collins about notifying membership.

D. Collins reported that conference program is finalized and registration is open.

First Nations Committee

Nothing to report.

8. Business Arising

D. Collins reported that he met with the ACA@UBC executive to provide information about the AABC

Meeting adjourned 11:10. Next Meeting 16th of April.