

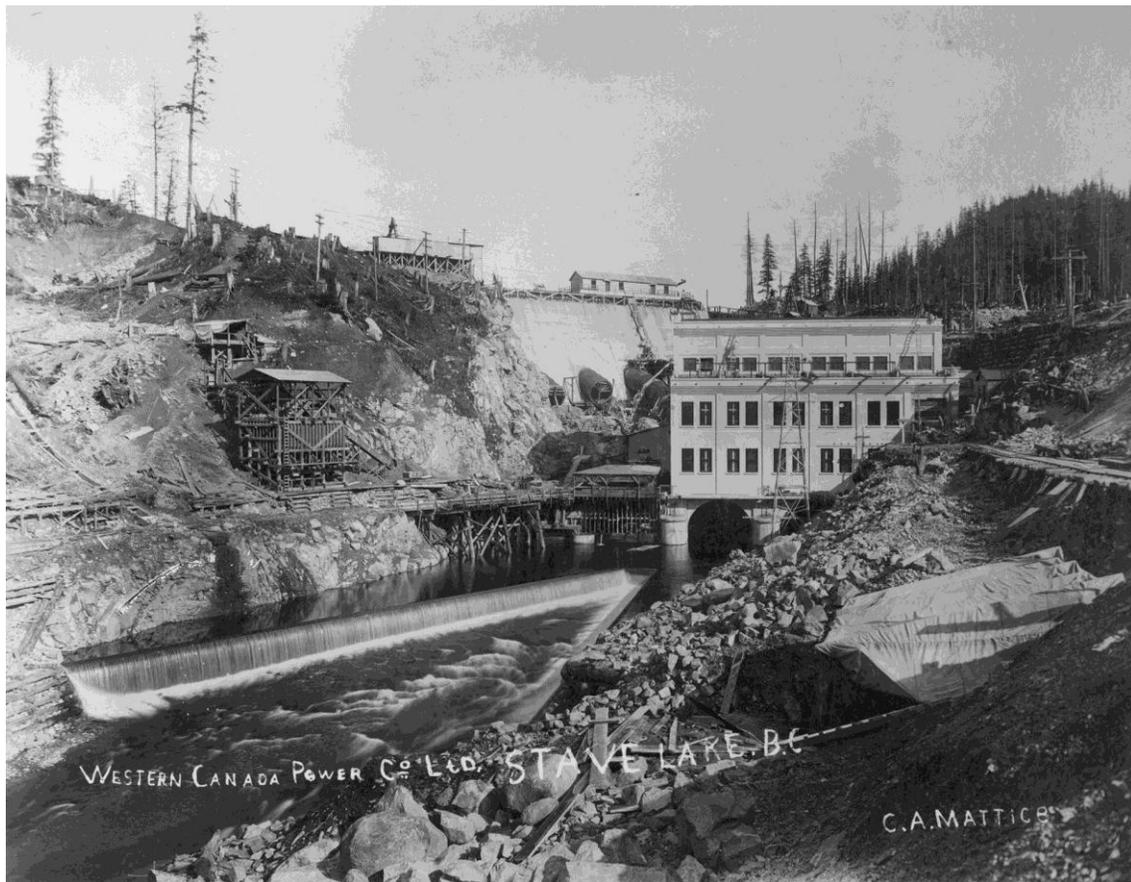


Archives Association of British Columbia

Honorary Patron: The Honourable Steven L. Point, OBC, Lieutenant Governor of British Columbia

**AABC Annual General Meeting
Saturday April 21, 2012
10:30 am - 12:00 pm**

**Irving K. Barber Learning Centre, University of British Columbia
Vancouver**



Stave Falls hydro-electric power development looking up the tailrace, toward the completed powerhouse and, behind it, the intake dam, 1912. The powerhouse housed two 13,000 horsepower turbines that each powered an 8,825 kilowatt generator which became operational in January of 1912. The foundations for it were excavated in solid rock and the building, 100 feet wide by 90 feet long, was constructed of steel and reinforced concrete. The dam created a lake of 13 square miles, providing a reservoir of approximately 171,000 acre feet.

Hairsine family fonds / Mission Community Archives

Please remember to bring this package with you to the AGM



AGENDA

Honorary Patron: The Honourable Steven L. Point, OBC, Lieutenant Governor of British Columbia

**AABC Annual General Meeting
Saturday April 21, 2012
10:30 am – 12:00 pm
Irving K. Barber Learning Centre, University of British Columbia
Vancouver**

1. **Approval of Agenda**
2. **Approval of Minutes of April 29, 2011 Annual General Meeting**
3. **Executive Reports**
 - 3.1 President
 - 3.2 Vice-President
 - 3.3 Treasurer
4. **Committee and Program Annual Reports**
 - 4.1 Programs Committee (Education/Network/Preservation Services)
 - 4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)
 - 4.3 Membership Committee
 - 4.4 Grants Committee
5. **Election of Executive Committee Members**
 - 5.1 Nominations Committee
6. **Other Business**
 - 6.1 2012 Archives Week
 - 6.2 2013 AGM and Conference
7. **Adjournment**

Attachments

- Proxy Voting Form
- Unaudited AABC Financial Statements, March 31, 2011



Minutes

Archives Association of British Columbia
Annual General Meeting
Friday April 29, 2011

Draft – Not Approved

Executive and Membership of the Archives Association of British Columbia
Location: Irving K. Barber Learning Centre, UBC
1961 East Mall, Vancouver, BC V6T 1Z1

Executive Committee:

Janine Johnston – President
Jane Morrison – Vice-President
Linda Nobrega – Treasurer
Jennifer Pecho – Secretary
Peter Johnson – Institutional Member at Large
Corinne Rogers – Individual Member at Large

1. Approval of Agenda

Meeting was called to order at 3:24.
Call for motion to approve the agenda.

Janine Johnson moved to approve the agenda, seconded by Gary Mitchell.

Call for vote to accept the agenda. Motion carried.

2. Approval of Minutes of April 25, 2010 Annual General Meeting

Call for motion to approve the minutes of the 2010 AGM.

Motion to approve the minutes of the 2010 Annual General Meeting was made by Linda Nobrega and seconded by Sarah Romkey.

Call for vote to accept the 2010 AGM minutes. Motion carried.

3. Executive Reports

3.1 President

Janine Johnson had no additional remarks to add to her report.

Call for motion to approve the President's report.

Jennifer Pecho moved to approve the President's report, seconded by Ian Forsyth.

Call for vote to accept the President's report. Motion carried.

3.2 Vice-President

Jane Morrison added to her report that she will be attending the second Library and Archives Canada Stakeholder's Forum on May 17th, 2011 in Ottawa. She also noted that, despite past funding, there is currently no word from the Irving K. Barber Centre about any funding opportunities in conjunction with the AABC.

There was a question from the floor regarding the timeline for hearing from the Barber Centre. Jane Morrison was unaware of Barber's specific timelines but expressed optimism that the AABC had presented one initiative that the Barber Centre would want to collaborate on.

Call for motion to approve the Vice-President's report.

Susan Hart moved to approve the Vice-President's report, seconded by Leah Pearse.

Call for vote to accept the Vice-president's report. Motion carried.

3.3 Treasurer and Finance Committee

Linda Nobrega added to her report that for the 2010-2011 year, the net income had been \$29,000. Workshops had been very successful during the year and had provided good profits, and 57% of HST expenses would be refunded. In 2010-2011, committees spent less money than was budgeted and some services used less money than budgeted as well. EPR Canada Group will review the financial statements in August 2011.

There was a question from the floor regarding why some services spent less than their budgets anticipated. Linda Nobrega explained that priority changes had been made through the course of the year. Jane Morrison added that Network Services had used fewer hours than originally anticipated in part from efficiency savings in the change from BCAUL to MemoryBC.

From the floor, Linda Nobrega was thanked for having provided the budget to the membership as per a request at the previous year's AGM. Having made the proposed 2011-12 budget available to the membership, Linda Nobrega explained the details to the meeting. She noted that some sources of revenue have changed and that, for instance, the reserve fund will be used for some projects in absence of Barber funding.

Linda Nobrega thanked the Executive Committee for their support during the year.

Call for motion to approve the 2009-2010 financial statements.

Margery Hadley moved to approve the financial statements of the AABC, as prepared by EPR Canada Group for the year ending March 31, 2010. Seconded by Trevor Liverton.

Call for vote to accept the AABC financial statements. Motion carried.

Call for motion to re-engage EPR to undertake the financial review for 2010-2011.

Don Bourdon moved to re-engage the public accounting group, Evancic Perrault Robertson (EPR) to undertake the financial review for 2010-2011, seconded by Lisa Snider.

Call for vote to engage EPR to undertake the 2010-2011 financial review. Vote carried.

Call for motion to approve the Treasurer's report.

George Brandak moved to accept the Treasurer's report, seconded by Jill Teasley.

Call for vote to accept the Treasurer's report. Motion carried.

4. Committee and Program Annual Reports

4.1 Programs Committee

Jane Morrison added to the report that Kelly Stewart had a site visit at the Whistler Museum and Archives. The AABC is currently awaiting NADP confirmation. The Request for Proposal for the website upgrade had been drafted in anticipation of a launch in conjunction with Archives Week 2011.

Call for motion to approve the Programs Committee report.

Sarah Romkey moved to approve the Programs Committee report, seconded by Trevor Livelton.

Call for vote to accept the Programs Committee report. Motion carried.

4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)

There were no additions to any of the Communication Committee member reports.

Call for motion to approve the Communications Committee report.

Lisa Snider moved to approve the Communications Committee report, seconded by Christine Gergich.

Call for vote to accept the Communications Committee report. Motion carried.

4.3 Membership Committee

There was no addition to the Membership Committee report. Corinne Rogers thanked Sarah Romkey and the Membership Committee for their work. Sarah Romkey and Janine Johnson also thanked the Membership Committee.

Call for motion to approve the Membership Committee report.

Leah Pearse moved to approve the Membership Committee report, seconded by Patrick Ansah.

Call for vote to accept the Membership Committee report. Motion carried.

4.4 Grants Committee

There were no additions to the Grants Committee report.

There was a question from the floor regarding CCA timelines. Peter Johnson explained that the CCA had scheduled April 30th as the date to contact applicants. Jane Morrison noted that the service applications had been submitted and should be approved shortly. News for funding for the website is forthcoming. In response to a further question, Janine Johnson confirmed that, in the absence of Barber funding, all services would go ahead with alternative funding sources.

Call for motion to approve the Grants Committee report.

Linda Nobrega moved to approve the Grants Committee report, seconded by Margery Hadley.

Call for vote to accept the Grants Committee report. Motion carried.

5. Election of Executive Committee Members

5.1 Nominations Committee

Peter Johnson added to the report that Margery Hadley will serve on the Membership Committee.

The following members have let their names stand for the following positions on the AABC Executive Committee:

- Vice-President (2 year term): Courtney Mumma
- Treasurer (2 year term): Christine Gergich
- Individual Member-at-Large (2 year term): Deirdre Brocklehurst

Peter Johnson presented each candidate and thrice called for additional nominations from the floor. No additional names were forwarded and all candidates were acclaimed to their respective positions.

Peter Johnson congratulated Courtney, Christine and Deidre on their new roles on the Executive Committee.

Jill Teasley moved to approve the Nominations Committee's recommendations and Patrick Ansah seconded the motion.

Call for vote to accept the Nominations Committee report. Motion carried.

6. Other Business

6.1 2011 Archives Week

It was confirmed that Archives Week would take place in the third week of November (14th – 18th) and that the theme would be in keeping with the 2011 Heritage Federation theme.

6.2 2012 AGM and Conference

Jill Teasley thanked the Barber Centre for their generosity in providing the space for the conference and workshop. A discussion began regarding the possibility of a full conference in conjunction with ARMA or another organization.

Other business arose from the floor regarding the possibility of replacing the newsletter with a blog as well as of including information on current events such as archives week and the conference in the newsletter. Janine Johnson noted that she was very happy with the newsletter in the past few years.

Sarah Romkey noted that a needs assessment could be conducted to determine how the services, including the newsletter, website, conference, were viewed by the membership. She stated that the membership committee recommended that a separate committee be struck to carry out such an assessment.

Linda Nobrega thanked the Conference Committee for their work.

Janine Johnson thanked the Executive, Committee Chairs and Members and volunteers.

George Brandak thanked Janine Johnson for her work as President.

7. Adjournment

Call for motion to adjourn the meeting.

Ian Forsyth moved to adjourn the meeting and Linda Nobrega seconded the motion.
Call for vote to accept the motion. Motion carried.

Meeting was adjourned at 4:09 pm.

2011-2012 AABC Annual Reports

3.1 President's Report – Jane Morrison

Dear colleagues,

On behalf of the Executive, I would like to say that we are very pleased to have launched a fully modernized website during Archives Week 2011. This website renewal was discussed for 5 years or more and at the 2010 Roundtable meeting it was determined that we should make its funding a priority. We gratefully acknowledge the National Archival Development Program (delivered by the Canadian Council of Archives and Library and Archives Canada) for supporting this renewal, and it was a pleasure to work with Andornot Consulting who were already so familiar with our community. Thank you to everyone who put in extra time and effort to develop and launch the website, especially Courtney Mumma and David Mattison.

Over the last year there has been considerable discussion across the country about further adoption of ICA-AtoM by more provinces and territories. It was also publicly announced at CCA General Assembly this past October that Library and Archives Canada will provide partial monetary support for ICA-AtoM implementation for the national catalogue, Archives Canada. This development, now underway, will enable scalability of ICA-AtoM to the level of holding millions of multi-level descriptive records, which will benefit us and our user communities.

During the 2012-13 year, the Education Advisory and Preservation Co-ordinators with the Programs Committee and Executive will be developing a three-year strategic plan for efficient delivery of services in the regions of the province. It is expected that this will drive funding allocations and the delivery of these two services from approximately 2013-14 to 2016.

AABC services continue to be funded this past and new fiscal year through membership and workshop revenues and the National Archival Development Program. Last year we advocated to the provincial government for funding by promoting archives' role in open government. Over the last year and a half the President and Vice-President have met twice with the Director of the Irving K. Barber Learning Centre and have maintained communication via email on possible funding of AABC work that would benefit the archival and broader heritage communities in BC. While we have not established any projects funded by IKBLC, I feel positive that the AABC – via its contractors – has the preservation and educational expertise to offer. IKBLC's contribution to the community through the BC History Digitization Program is very well regarded and we are looking forward to other ways we can work together to preserve the documentary heritage of BC. The AABC continues to participate in the BC Digitization Coalition as well; our current representative is Jill Teasley.

My sincere thanks go to the Executive, contractors, and the standing committees and other volunteers for their hard work, and to those who have let their names stand for vacant positions. The AABC has a fantastic team that keeps it moving forward.

Respectfully submitted,

Jane Morrison
President

3.2 Vice-President's Report – Courtney Mumma

This has been a very eventful year for the AABC. I wish to thank the executive, our contractors, all committee members and chairs, and Jane for her leadership. I also wish to thank those individuals who have allowed their names to stand for 2012-14 executive positions, especially in light of the unfortunate circumstance of my resignation due to a conflict of interests between the AABC and my new professional position. Thanks to those who have stepped up to make this transition manageable.

Fortunately, one of my last acts as Vice President was to complete and submit applications for funding from the National Archival Development Program for 2012-13 programs. We thank the Canadian Council of Archives and Library and Archives Canada for their maintenance of this valuable Program.

This summer and fall we worked hard to launch our new, NADP-funded website upgrade which we hope will be a valuable tool for our members to gain access to resources and services and for the executive and consultants to contribute content. We appreciate the work of Andornot Consulting in helping us to migrate content from our old site and create a more elegant interface. As chair of the Programs Committee, I have overseen the BC Archival Network Service, BC Preservation Service, and Education and Advisory Services. Please see the Programs Committee report following for a summary of the Services' activities during 2011-12.

Respectfully submitted,

Courtney C. Mumma
Vice-President (resigned February 2012)

3.3 Treasurer and Finance Committee Report – Christine Gergich

The accounting firm, Evancic Perrault Robertson has completed its review of the AABC's financial statements for the year ended March 31, 2011 and its results are available to AABC members. These financial statements are to be approved at the 2012 AGM.

In the 2011/2012 fiscal year the AABC continued to fund its three programs: The BC Archival Education and Advisory Service, the BC Archival Preservation Service and the BC Archival Network Service.

In 2011/2012, the AABC received \$117,112.00 in CCA/NADP funding: \$71,021.05 went to supporting the AABC services and programs (including \$21,160.00 of NADP funding towards the renewal of the AABC website) and the remainder distributed as grants to institutions.

Revenue 2011 - 2012:

Other main sources of revenue were membership fees and workshops conducted by Kelly Stewart and Rosaleen Hill. There was also revenue generated from conference sponsorship and conference registration fees. In total \$43,027.60 of AABC funds were allocated from its general fund to the three programs and the Website Renewal project. This is higher than the previous year without Barber funding to redirect to the programs.

We had unexpected revenue from the Law and Original Order: Legal Issues in Archives workshop to celebrate BC Archives Week on November 18, 2011. We thank the President of the

Association of Canadian Archivists, Loryl Macdonald for travelling to Vancouver and providing this valuable workshop to the archival community in BC.

Contingency fund:

As of January 31, 2011, the AABC had savings in term deposits of \$52,269.01. An updated figure for the full fiscal year will be provided at the AGM.

NADP 2012-2013 request:

For the 2012/2013 fiscal year the AABC has requested the total NADP amount of \$68,213.75 to be allocated to the three programs.

Other activities in 2012:

It was approved by the AABC Executive to switch from HSBC to VanCity for banking services. We are currently in transition and we expect to have the HSBC bank account closed in the next couple of months.

After a review of membership processes and with research completed by AABC's financial manager Karen Blimkie, it was agreed to include a credit card payment option for members this fiscal year. We are still evaluating the volume of members who will decide to pay memberships fees by credit card but have decided to increase the office and clerical budget by \$200 next year to cover these expenses. Thank you to Membership co-chairs Sarah Romkey and Rita **Mogyorosi** and Karen Blimkie for their time in helping to make this happen. We will continue to review and streamline processes for AABC members and the volunteer membership committee members in the next year.

I would like to thank Jane Morrison and Finance Committee members Lara Wilson, Jennifer Mohan and Myshkaa Mckeen. This being my first year term as Treasurer with AABC, I relied on their wisdom and knowledge. I appreciated their support and advice in all of the financial matters I brought to their attention over the past year. Karen Blimkie continues to serve as AABC's financial manager. She maintains the day-to-day financial activities and records of the AABC and provides prompt advice and assistance to the executive, contractors and AABC volunteers. She is an invaluable asset to the operations of AABC.

Respectfully submitted,

Christine Gergich
Treasurer
Chair, Finance Committee

4. Committee and Program Annual Reports

4.1 Programs Committee

This year's Program Committee members were Jennifer Mohan and Lara Wilson. Lara and Jennifer were crucial to building strategies for the coming year given the chair's inexperience with the AABC. Thank you to Library and Archives Canada and the Canadian Council of Archives for ongoing National Archival Development Program support. AABC workshops continue to be

developed by the co-ordinators (using our various funding sources, including internal revenues) to benefit our own members and are increasingly being utilized across the country and even internationally.

Archival Network Services/MemoryBC

Lisa Snider stepped down as Webmaster in December and David Mattison absorbed her duties as ANS co-ordinator. Lisa's help was invaluable towards managing our former webpage and gathering requirements for its replacement. Her services are very much appreciated. The upgrade of MemoryBC to ICA-AtoM 1.2 is complete. Some of the new features and improvements include the following:

- Advanced search: you can search various fields by keywords or phrases and limit your searches using the Filter option to a specific repository.
- Reports and printing: you can print search results, physical storage location reports, file and item lists for descriptions with those levels of description, and a limited ability to print a finding aid view of a description.
- Rights implementation based on PREMIS
- Improved print styling for archival description and search results.
- Better handling of a large number of child-level descriptions in treeview.
- User interface improvements based on usability testing.

Behind the scenes, release 1.2 includes an accessions module (not used in MemoryBC), and for administrators only global search/replace, bulk import of EAD (XML) files and small data set CSV (e.g., Excel spreadsheet) imports of archival descriptions (RAD and ISAD) and ISDIAH archival institutions. Import of Authority records (ISAAR) and Accession data is planned for ICA-AtoM release 1.2.1.

While it is available, the digital object upload and display facility for MemoryBC is disabled pending resolution of policy and financial considerations by the AABC executive and membership. David provides a monthly analysis of aabc.ca and MemoryBC.ca usage through Google Analytics, which continue to show healthy use of our information and resources. As of March 31, 2012, MemoryBC includes a total of 10,790 published and draft descriptions from 183 repositories; contributors have increased this year from 46 to 55.

Archival Preservation Services

Rosaleen Hill conducted 4 site visits during 2011-12 to the Jewish Museum and Archives, the Roman Catholic Archdiocese of Vancouver, Vancouver Holocaust Education Centre, District of Maple Ridge and the Sisters of St. Ann. The Managing Photographic Media workshop was delivered (with Kelly Stewart) at the 2011 conference. Rosaleen also developed a two-day Managing Oral History workshop (with Kelly Stewart) and managed and taught Introduction to Archival Preservation, answered 433 email and telephone inquiries this year; and updated and improved web content on the new aabc.ca.

Education and Advisory Services

Kelly Stewart conducted Distance Education courses, which this year were Managing Plans and Drawings and Oral History: From Theory to Practice. The Managing Photographic Media workshop was delivered (with Rosaleen Hill) at the 2011 conference. In early 2012, Kelly updated the MemoryBC tutorial to reflect changes to ICA-AtoM since its upgrade. Kelly is offering free training to contributing members to MemoryBC in May in Victoria and Surrey.

Kelly has also delivered 84 hours of long distance advice (approximately 200 requests) as well as updates and improvements to the new aabc.ca including updating the Archivist's Toolkit.

Respectfully submitted,

Courtney C. Mumma
Vice-President (resigned February 2012)

4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)

Newsletter Committee:

The Newsletter Committee report will be delivered at the AGM.

Public Awareness, Advocacy and Legislation (PAAL)

On May 17, 2011, Jane Morrison represented the AABC at the Second LAC Stakeholders' Consultation Forum. She also attended the Pan Canadian Documentary Heritage Forum on behalf of the AABC on November 23 and 24th, 2011. In response to a letter submitted to Premier Christie Clark last year and a response received from Stephanie Cadieux, then minister for Open Government, in July the Executive submitted a response written by Myshkaa McKeen, PAAL Committee Chair, Jane Morrison, Courtney Mumma and Jennifer Pecho, delineating actionable items for government to contribute to stronger Open Government initiatives and improve government transparency, reliability, and trustworthiness.

In keeping with the theme chosen by the BC Historical Federation, Archives Week, November 13th to 19th, 2011, was organized around the theme "Parks and Cultural Landscapes: Celebrating 100 Years of BC Parks."

Respectfully submitted,

Jennifer Pecho
Secretary (Portfolio Chair)

Regional Representatives:

Central Interior-BC Northeast

There was no regional activity to report in the 2011-2012 year.

Respectfully submitted,

Ramona Rose
Acting Regional Representative, Central Interior – BC Northeast Regio, on behalf of

Erica Hernández-Read, M.A.S.
Regional Representative, Central Interior – BC Northeast Region

BC Northwest

The archives in the northwest continue to flourish with the new addition of an archives in Terrace. In 2011, the Terrace and District Museum Society established Terrace's first community archives to preserve and collect historic photographs and documents relating to the history of Terrace and the surrounding region. With a one-time grant of \$5000 from the City of Terrace and

\$1000 from the Canadian Museums Association, hundreds of photographs were catalogued, re-housed in acid-free envelopes, scanned in high resolution, and stored in a fire-proof filing cabinet. The project was carried out by volunteers and overseen by the museum society's single annual employee, the curator of Heritage Park Museum. Since instituting the archives, they have received several significant donations and a range of research requests, indicating broad community interest. Kelsey Wiebe who started in March 2011 is the new curator of Heritage Park Museum.

The Prince Rupert City & Regional Archives moved in August 2011 into new premises under City Hall. There is a larger storage room for the archival records and is in a more central location. The staff and board are happy with the relocation and hope this is the last move.

The Anglican Archives, Diocese of Caledonia is located in the Anglican Cathedral in Prince Rupert, B.C. Its purpose is to collect and store all materials relating to the churches of the various parishes in Caledonia such as plans, images, correspondence and publications. Our main source is genealogical records which date back to the 1850's. The Archival unit is staffed by one volunteer one or two days a week. Research time is available but at an hourly cost.

The Bulkley Valley Museum in Smithers has a new curator, Ms. Michelle Reguly. She has taken over all curatorial and archival responsibilities and leaves Fergus Tomlin to continue his role as museum director.

The Kitimat Museum & Archives was able to assist the AABC with their request to post an Archives Policy and Procedures Manual. The manual was created for the KM&A in 1996 by contract archivist Michael Gourlie. The manual can be found on the AABC website in the AABC Toolkit: Establishing an Archives. Progress is being made by staff as the data entry of the Northern Sentinel Press fonds and the Museum's photographic collection continues.

Respectfully submitted,

Jean Eiers-Page
Regional Representative, BC Northwest region

Thompson-Okanagan

There was no regional activity to report in the 2011-2012 year.

The position of Regional Representative for Thompson-Okanagan will be available in 2013-2014.

Respectfully submitted,

Deborah Chapman
Regional Representative, Thompson-Okanagan

Fraser Valley

The Fraser Valley Region met on September 27, 2011 and determined that they would hold biannual meetings of regional members in the spring and fall of each year. Among the items discussed by the group were the use of social media in raising the profile of local repositories, and the need to create policy frameworks for the use of social media. They also discussed the Fraser

Valley Disaster Emergency Response Plan (DERP) which the region intends to reactivate, as well as making bulk orders for conservation supplies as a region to help keep costs low. Rosaleen Hill, AABC Preservation Services Coordinator, also attended the meeting and answered questions from the membership.

Respectfully submitted,

Val Billesberger
Regional Representative, Fraser Valley

South Vancouver Island

The spring 2011 meeting was held at the Pacific Forestry Centre (PFC) in Victoria which is in the initial stages of creating an archives to preserve a diverse collection of scientific materials going back to the inception of the agency. After a round table up-date from all the attendees, PFC staff members Linda Bown and Art Robinson provided a very informative presentation on their history and holdings. Twelve archives were represented at the meeting.

The fall 2011 meeting was held at the Sidney Museum and Archives on December 8th, where we were welcomed by acting mayor Marilyn Loveless and then enjoyed a presentation and tour of the archives facility by Brad Morrison. The group were also given a tour of the museum and then everyone gathered for refreshments. Twelve regional archives were represented.

On November 17th, Ember Lundgren of the British Columbia Archives provided an excellent half-day information session on the identification, care and storage of motion picture film, which a majority of local archives possess. Participants brought film from their collection for identification and advice on care or how to transfer. Resource materials were also provided. The session took place in the Crow's Nest Meeting Room in Esquimalt's Archie Browning Sports Centre.

Respectfully submitted,

Greg Evans
Regional Representative, South Vancouver Island

Central and North Vancouver Island

There was no regional activity to report in the 2011-2012 year.

Respectfully submitted,

Jane Hutton
Regional Representative, Central and North Vancouver Island

Greater Vancouver

Twelve archivists from the Greater Vancouver region attended a tour of the Rennie Collection of contemporary art at the Wing Sang Building in Vancouver's Chinatown on October 2, 2011. In my position as Regional Representative, I fielded a few phone from members of the public seeking information on archival resources. Otherwise, there is little news to report for the 2011-2012 fiscal year.

In November 2011 I resigned from the Regional Representative position and since then have been the AABC representative to the BC Digitization Coalition.

The position of Regional Representative for Greater Vancouver for the 2012-2013 year is available.

Respectfully submitted,

Jill Teasley
Regional Representative, Greater Vancouver

Kootenay-Boundary

There was not a lot to report yet this year as I am presently trying to work out the boundaries of the region. I believe the boundaries will include BC Regional Districts #1, 3, & 5 and possibly 39. Once the boundaries have been established I will be getting in touch with all archives within the region identified.

In RDKB “C” & “D” I am happy to report that a new archival facility has been established in the lower level of City Hall in Grand Forks, BC. The archives will be run by the Boundary Museum Society.

I look forward to meeting with representatives from other archives in our area and encourage all to get in touch with me by email at: boundarymuse@shaw.ca

Respectfully submitted,

Sue Adrain
Regional Representative, Kootenay-Boundary

4.3 Grants Committee

Grants Committee members for 2011-2012 were: Kathy Bossort, Deidre Brocklehurst, Barry Dykes, Peter Johnson (chair), Krisztina Laszlo (for whom Janine Johnston substituted at adjudication), Janet Turner, and Jennifer Yuhasz.

The Grants Committee is primarily responsible for the adjudication of grant applications from BC archives to the National Archival Development Program (NADP). Its recommendations are forwarded to the Canadian Council of Archives (CCA) and Library and Archives Canada (LAC) for final approval.

The total funding allotment made available to BC through the NADP for the 2011-2012 year continued at \$117,112.00, the bulk of which goes to support the AABC’s Education, Preservation, and Network programs, and services to members.

This year, \$50,000 was made available to fund institutional grant applications to the National Archival Development Program. Eleven institutional applications were received for a total funding request of \$75,163.80. The Grants Committee reviewed the applications on January 21, 2012, found ten applications eligible for funding, and, within this year’s funding limit, was able to recommend the seven top-ranked projects for funding at a total cost of \$48,778.92. CCA confirmation of these recommendations is pending; applicants should learn the results of their applications from the CCA by mid-May 2012.

Thank you to all members of the Grants Committee for your hard work in assessing and adjudicating the NADP applications this year.

Respectfully submitted,

Peter Johnson,
Chair, Grants Committee & Institutional Member-at-Large

4.4 Membership Committee

For the 2011/2012 year, the membership committee members were Rebecca Pasch, Alaric Posey, Suher Zaher-Mazawi, and Jen Zerkee. The committee was co-chaired by Sarah Romkey and Rita Mogyorosi. The executive liaison was Deidre Brocklehurst.

The Committee is responsible for:

- Managing the membership database;
- Processing memberships (new, renewals, lapsed, arrears, issuing reminder notices and receipts, etc.);
- Producing an annual membership directory;
- Responding to membership queries from members and non-members;
- Reviewing new applications for institutional membership utilizing the Self-Study Guide for Institutional Membership and then making recommendations to the Executive Committee; and
- Generating reports for other AABC committees, the Executive, and AABC contractors, as required.

Membership statistics:

	2011-12	2010-11	2009-10	2008-09	2007-08	2006-07	2005-06	2004-05	2003-04	2002-03
Institutional	81	80	74	71	93	92	87	96	94	96
Associate Institutional	45	44	32	40	57	53	46	49	50	43
Sustaining	4	6	2	6	6	7	7	7	7	10
Individual	49	60	62	58	68	64	70	89	85	78
Student/Volunteer	30	31	23	32	34	52	70	67	47	53
Honorary Life	2	2	2	1	1	1	6	7	8	7
Honorary Patron	1	1	1	1	1	1	1			
Total Members	212	224	196	209	260	270	287	315	291	287

Projects and activities

A disproportionate amount of the co-chairs' time is dedicated to membership processing. As such, the co-chairs focused behind the scenes, exploring ways to streamline the tasks associated with this responsibility. In particular, alternatives to the current database software (Access 2007) and membership payment options were investigated. The database has been problematic in terms of user-friendliness and accessibility, posing a challenge to the ready transfer of data from one chair to the next. As for payment options, numerous members had informally expressed a desire for alternatives, both for ease of payment and the fact that many no longer use personal cheques.

After consulting with various AABC officers, the co-chairs proposed a variety of alternatives to the AABC executive. Ultimately, the decision was made to maintain the membership database on Access, in anticipation of an online renewal system to be added to the newly updated AABC website over the

coming year. As for membership payment, a credit card option proved to be most feasible, both for immediate needs and as a future online option. For the 2012/2013 year, membership renewal and new application forms were updated to include credit card payment. It is hoped that this immediate change will benefit not only new and renewing members, but also the membership chair and financial manager.

A file inventory was created for the active AABC Membership Committee records held by the current co-chairs. It was created in part to address the volume of records, which date back to the mid-1990s. It also aided the Constitution and By-laws Committee Chair, Kathy Bossort, in her investigation into the history and development of the Full Institutional Membership (FIM) self-study guide application and the 5-year review provision. No full institution has been through the review process, although almost all are due for review. The 2010/2011 membership committee had spent considerable time revising the FIM application with the intention of improving the application experience for new members and for use in reviewing current institutional members. It is hoped that Kathy's reporting on the FIM application and review process will assist the executive in approving the revised FIM application and moving forward with implementation of the review process.

A number of other minor changes were made to streamline the membership chair's duties. In an effort to separate AABC membership business from personal work email addresses, the co-chairs requested and implemented a general membership email address (membership@aabc.ca) at the launch of the new website. It proved immediately useful and has been used steadily for the membership renewal process. An annual timeline of membership chair duties and activities was also developed for future chairs, along with a basic step-by-step instructional guide for navigating the Access membership database in the interim.

Presentations

A presentation was once again made at a meeting of the ACA SLAIS student group. At this annual presentation students are offered a free membership for their first year. A number of students chose to take advantage of this offer and will be issued memberships for the 2012/2013 membership year.

Membership database and directory

The membership database was maintained and updated throughout the membership year. It is used to issue receipts for membership dues, to produce the full institutional list for grant application purposes, and to issue the membership renewal forms.

Both institutional and individual renewal and new membership forms were updated to include the credit card payment option. A "lapsed" version of renewal forms (including an arrears form for lapsed full institutional members) was also developed. The plan is to send out lapsed renewal reminders in the first lapsed year, and then move these individuals or institutions to a newly developed "archived" area in the membership database should they choose not to renew.

The membership directory will be issued via post or email, according to member preferences, after all renewals and new memberships for the 2012/2013 year have been processed. This is to ensure that the directory is current, per any changes identified on renewal forms by members and the addition of any new members. In previous years, the directory quickly became out of date as it was issued during the renewal period rather than after.

New institutional members

The membership committee reviewed and made recommendations to the executive for 1 full institutional membership application. The executive is awaiting clarification on a few points before approval can be finalized.

The membership committee welcomed the Mackie Lake House Foundation as an Associate Institutional Member.

Plans for the 2012/2013 Membership Year

Once the renewal period for the 2012/2013 year is complete, the membership committee will examine the effectiveness and results of the new credit card payment option. Should the executive approve the new Full Institutional Membership application form in the coming year, the committee also hopes to move forward with institutional reviews in 2012/2013. Finally, in a continued effort to streamline the membership committee's responsibilities and the passing of duties to subsequent chairs, the committee will continue to develop its Terms of Reference.

Thank you to the committee

From Sarah: This is my last year as co-chair and I'd like to thank the committee for their outstanding work and Rita for carrying on the torch.

From Rita: I look forward to building on the extensive and fantastic work carried out by Sarah and the committee. I am eager to continue working with existing committee members, and welcome the opportunity to engage with all new members and the incoming co-chair.

We would both like to thank the AABC Executive and the general membership for the opportunity to represent AABC members. We have appreciated all of your feedback and support!

Respectfully submitted,

Rita Mogyrosi and Sarah Romkey
AABC Membership Co-Chairs

5. Election of Executive Committee Members

5.1 Nominations Committee

Nominations Committee members for 2011-2012 were Melanie Wallace and Peter Johnson (chair).

Election of Executive Committee Members

Vacant Positions

The following positions on the AABC Executive are now open for nominations (1 year term positions are occasioned by the resignation of VP Courtney Mumma and the nomination of Treasurer Christine Gergich to serve as President for the 2012-2013 year):

- President (1 year term)
- Vice President (2 year term, second year as President)
- Secretary (2 year term)
- Treasurer (1 year term)
- Institutional Member-at-Large (2 year term)

A selection of candidates will be presented to the AGM; additional nominations will also be accepted from the floor.

2012 Nominations

- I would like to present the nomination for **Christine Gergich** to serve as **President** for the Archives Association of British Columbia for the 2012-2013 year.
- I would like to present the nomination for **Jennifer Yuhasz** to serve as **Vice-President** for the Archives Association of British Columbia for the 2012-2014 term.

- I would like to present the nomination for **Cathryn Gasztonyi** to serve as **Secretary** for the Archives Association of British Columbia for the 2012-2014 term.
- I would like to present the nomination for **Suher Zaher-Mazawi** to serve as **Treasurer** for the Archives Association of British Columbia for the 2012-2013 year.
- I would like to present the nomination for **Janet Turner** to serve as **Institutional Member-at-Large** for the Archives Association of British Columbia for the 2012-2014 term.

Thank you to all nominees for offering to stand for the Executive and for your commitment to the Archives Association of British Columbia and its membership.

2012 Update on Standing Committees

As of March 30th 2012, the following AABC members have kindly offered and been accepted to serve on Standing Committees:

- **Jennifer Pecho** to serve as **Co-Chair of the Membership Committee**
- **Patrick Ansah, Barry Dykes** and **Sarah Rathgen** to serve on the Membership Committee
- **Jill Teasley** to serve on the **Programs Committee**

2012 Update on Regional Representatives

A new representative is sought for the following region:

- **Greater Vancouver**

If you are willing to serve as the regional representative for Greater Vancouver, please contact either Peter Johnson (pnjohnson@surrey.ca) or Melanie Wallace (anglican-archives@vst.edu). The outgoing representative, Jill Teasley, will be happy to answer any questions about the representative's role (jill.teasley@vancouver.ca).

Respectfully submitted,

Peter Johnson
Chair, Nominations Committee



Archives Association of British Columbia

Honorary Patron: The Honourable Steven L. Point, OBC, Lieutenant Governor of British Columbia

PROXY VOTING FORM **ANNUAL GENERAL MEETING**

(Please complete this form if you are unable to attend the AGM)

**Saturday April 21, 2012
10:30 am - 12:00 pm**

**Irving K. Barber Learning Centre, University of British Columbia
Vancouver**

The undersigned, being a member in good standing with the Archives Association of British Columbia, hereby nominates, constitutes and appoints:

(Name of Proxy)

_____ of _____ (Address)

to attend, act, and vote on behalf of the undersigned at the Annual General Meeting of the Archives Association of British Columbia on Saturday April 21, 2012 Vancouver, BC.

Dated this _____ day of _____, 2012

Member Signature

Member Name (Print)

Each member present at a vote may cast no more than one proxy vote on behalf of an absent member.

Please present this proxy to the Secretary at the time of each vote.