



**Executive Committee Meeting
Minutes**

**Thursday February 23rd, 2012 1:30 pm
By teleconference**

Present:

Jane Morrison, President
Jennifer Pecho, Secretary
Peter Johnson, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large

Regrets:

Christine Gergich, Treasurer

1. Approval of Agenda

The agenda was approved

2. Approval of Minutes of January 5th, 2012

The minutes will be circulated by J. Pecho for approval via email.

3. Business Arising

There was no business arising.

4. Vice-President's Report

J. Morrison has taken on the Programs Committee portfolio. She reported on the contractor's reports for January.

EAS: K. Stewart has been working on the digital upload function for MemoryBC and preparing ICA-AtOM tutorials. She has also been updating the Archivists' toolkit on the website and the Oral History course.

APS: Rosaleen Hill is expected to use all of the APS funding by the end of March. She is currently updating the website, working on the Oral History course and undertaking site visits.

ANS: David Mattison is currently working on the update to MemoryBC. Raymond Frogner is working on a policy for digital object uploads. Currently only small objects can be uploaded to MemoryBC as the AABC cannot take on the cost of hosting larger digital files. This issue will be reconsidered in a year. David Mattison continues to identify any issues with the new website.

More generally, the AABC is still looking for a space in Vancouver for the ICA-Atom training. Peter will inquire with the City of Surrey and will speak with Kelly Stewart. Training in Victoria will take place at the University of Victoria.

5. **Treasurer and Finance Committee Report**

C. Gergich sent her regrets but J. Pecho received her report and reported on her behalf.

Money is being deposited into the Vancity account. AABC's annual GIC will mature in March so we should be able to close the HSBC account soon after. Karen Blimkie will confirm the timeline.

C. Gergich met with the Membership Committee in February. The current membership process was reviewed with Karan, Sarah Romkey and Rita Mogryoshi. She can forward meeting notes to everyone.

With regard to the 2012-2013 year, Finance were unsure if Rita could get access to the Membership database software on her computer, otherwise the AABC would need to buy it for her so she could continue to use the access database Sarah Romkey uses to send receipts and track members. Sarah Romkey will help Rita with the transition but will finish her term as Membership Chair this year. There is currently no co-chair for the membership committee.

Sarah and Rita are pleased members will have option to pay by credit card this year and Sarah will be modifying the form for this. Thank you to Karen Blimkie for looking into this and making it possible.

In the long term David Mattison will need to be approached to see if using a plugin and building the membership form on the website and storing membership information on the backend of the website is a viable option. We will need to produce receipts as well. C. Gergich can contact David Mattison about this for next year.

6. **Committee and Programs Reports**

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
J. Pecho spoke with Leah Pearse who has determined that the blog option for the newsletter would not work this month. The current edition is behind schedule.

6.2 Grants & Nominations Committees

Grants:

Reports from the Grants Committee had been sent the Executive to review. The total amount of funding provided by the NADP was less than originally anticipated. Some concerns regarding distribution of funding were discussed.

Nominations:

P. Johnson reported that the nominations season was now upon us. Our vacancies were primarily on the Executive where a new president, vice-president, secretary and institutional-member-at-large are needed. Courtney Mumma's resignation as Vice-president was submitted to J. Morrison and the Programs Committee. C. Gergich has been invited to nominate herself for President for 2012-2013 which will leave the treasurer position vacant.

6.3 Membership & Conference Committee

Membership Committee:

The White Rock Museum and Archives application for membership has been approved pending some clarification from their organization.

Conference Committee:

There have been no more inquiries regarding the conference since the information regarding the AGM was posted to the website.

7. President's Report

J. Morrison reported that the NADP applications for services were finished and sent out. As yet, the AABC has had no word from the Barber Centre regarding project funding. J. Morrison will inform Simon Neame that C. Mumma is no longer on the Executive committee.

9. Adjournment

Meeting adjourned at 2:47 p.m.

Next Meeting:

TBA