



**Executive Committee Meeting
Minutes**

**Thursday January 5th, 2012 7:00 pm
By teleconference**

Present:

Jane Morrison, President
Courtney Mumma, Vice-President
Christine Gergich, Treasurer
Jennifer Pecho, Secretary

Regrets:

Deidre Brocklehurst, Individual Member-at-Large
Peter Johnson, Institutional Member-at-Large

1. Approval of Agenda

The agenda was approved

2. Approval of Minutes of August 4, 2011

There were some comments for the Minutes for December 2nd, 2011 which will be circulated and the minutes reviewed via email for approval.

3. Business Arising

There was no business arising.

4. Vice-President's Report

Following up on the joint Finance and Programs Committee meeting, C. Mumma discussed that some comments from the meeting had been forwarded to the contractors for input.

C. Mumma then discussed the contractors reports.

EAS: K. Stewart reported that the ICA-AtoM training for version 1.2 will take place in April and the funds will have to be moved into the 2012-2013 budget. J. Morrison will look into the source of those funds and to rescheduling the dates. A venue for the Vancouver training is currently needed.

K. Stewart also reported that the Managing Plans and Drawings Course had been successfully delivered.

APS: There was little new to report.

ANS: C. Mumma reported that Lisa Snider's remaining contract items and duties have been transferred to David Mattison. J. Morrison will draft a memo regarding Lisa's contract. Raymond Frogner has agreed to write a policy for digital object

uploads to MemoryBC. The whole policy for MemoryBC will be developed to reflect changes to ICA-AtoM. Confirmation from the Executive committee is needed as to whether members will be allowed to publish content directly to MemoryBC.

C. Mumma also reported that C. Gergich has completed the first draft of the 2012-2013 budget which has been reviewed by C. Mumma and J. Morrison. It will be reviewed by Finance and Programs next.

The need for an ICA-AtoM liaison from the AABC was also discussed.

5. Treasurer and Finance Committee Report

C. Gergich reported that the AABC has opened a VanCity account although the money still needs to be transferred. She reported that it would likely be fully transferred by February.

She also reported that final payment was issued to Andornot for the work on the website redesign.

C. Gergich will be meeting with the Membership Committee in February to discuss alternative payment options for membership renewal.

She also recommended that attempts be made to increase advertising on the website for added revenue.

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

J. Pecho reported that she had spoken briefly with Leah Pearse regarding the winter newsletter which was not completed but was in the works.

Correcting a mistaken statement from the December 2012 meeting, she reported that Erica Hernandez will be on leave from her position as Regional Representative for the Central Interior from January 2012-January 2013, but her colleague Ramona Rose would take over the position for that year.

Currently, there are no vacancies among Regional Representatives.

6.2 Grants & Nominations Committees

P. Johnson was absent from the meeting so nothing new was reported. J. Morrison asked J. Pecho to circulate the Secretary job description to the potential nominee for Secretary.

6.3 Membership & Conference Committee

Conference Committee:

A decision was made to have the AABC AGM on Saturday April 21st. The decision was made to have no conference this year but rather to plan for a full conference in 2012-2013.

Membership Committee:

Kathy Bossort had completed the self study guide review and report she had taken on at the Roundtable meeting. J. Morrison will forward it to D. Brocklehurst for review.

7. President's Report

J. Morrison reported that work on the website redesign was completed and that she was waiting for an updated manual for Umbraco from Andornot. In the meantime, she will send the existing manual to the executive for reference. D. Mattison has pointed out some policy issues relating to the new website. She reported that he

would also provided anyone on the Executive who needed one, a login to make changes.

J. Morrison also reported that she had not heard from the Irving K. Barber Centre regarding funding for any of the proposed projects for 2012-2013 or beyond.

9. Adjournment

Meeting adjourned at 7:47 p.m.

Next Meeting:

February 24 at 6:00 pm.