



**Executive Committee Meeting
Minutes**

**Saturday, August 18th, 2012, 10:45am
North Vancouver Archives**

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Suher Zaher-Mazawi, Treasurer
Cathryn Gasztonyi, Secretary (via Skype)
Janet Turner, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large
Rita Mogyorosi, Co-Chair, AABC Membership Committee
Patrick Ansah

1. **Approval of Agenda**
Agenda was approved.

2. **Approval of Minutes of July, 2012**
Minutes approved.

3. **Business Arising**
New business to be discussed during reports.

4. **President's Report**
C. Gergich reported that she had met via teleconference with the Provincial Archivist of BC. This discussion spanned a variety of topics including:
 - The significant role the CCA will play in the archival community moving forward
 - The dismal situation of culture and heritage funding in BC, which is the lowest in Canada, especially since the cuts to the NADP, which now means that all heritage organizations in BC will be competing for the same small pool of money
 - He also provided some advice about possible partnerships, things to focus upon going forward, marketing (particularly in professional development courses), and volunteer retention
 - ICA membership could be beneficial to the AABC due to potential marketing opportunities for our courses and workshops

C. Gergich also reported on recent CCA developments:

- Final agreement has been made between the CCA and LAC regarding the termination of the NADP. The provincial and territorial councils should receive some compensation for Advisory Services once the agreement is finalized
- The current status of the provincial and territorial councils and changes made based on the termination of the NADP
- Future CCA plans including the potential development of an advisory service

Reported that Kelly Stewart turned down the AABC's offer of partial funding for attending the ICA conference in Brisbane.

5. Vice-President's Report

J. Yuhasz reported that she had met with the Programs Committee in order to work on new committee terms of reference.

Investigated streamlining electronic recordkeeping practices through the AABC website. There have been problems in the past with succession and new executive members not receiving proper documentation from their predecessors. It has been suggested that using the website for records sharing and management could help to rectify some of those problems.

Asked whether or not D. Mattinson should continue working on approving all MemoryBC entries and should individual users be able to publish final entries themselves. Concerns were raised about the standardization of MemoryBC entries without some kind of quality assurance process, but no decision was made.

Discussed earlier meeting with C. Gergich about possible partnerships with other organizations and stakeholders. C. Gergich and J. Yuhasz will begin setting up meetings with appropriate groups and individuals.

6. Treasurer and Finance Committee Report

S. Zaher-Mazawi announced that Terra Dickson has joined the finance committee.

Discussed options for fundraising and donations. Created a donation form and investigated the possibility of using <http://www.canadahelps.org/> to collect donations. It was suggested that both options could be used in order to provide supporters with options. The issue of the collection of personal information was raised and R. Mogyorosi suggested that it is possible to provide various options for how much or little personal information a supporter can choose to provide.

Motion to use <http://www.canadahelps.org/> tabled, seconded and approved.

S. Zaher-Mazawi pointed out that the Community Gaming Grants program will be accepting applications between February 1st and May 31st of 2013. She suggested that this is something we should definitely prepare in advance since it is currently one of the AABC's only significant funding options.

Reported that the AABC received a significant GST refund, but it is for the previous year.

HSBC banking account has been fully closed.

We have received about \$300 in donations in the current financial year, which is good progress, but the organization requires more funding.

Discussion occurred regarding teleconferencing expenses and a consensus was reached that the executive will try meeting in person and over Skype more often since teleconferencing is expensive.

S. Zaher-Mazawi updated the executive on each line of the current budget and stated that, with the exception of the Executive budget, the AABC was on target for spending this fiscal year. The Executive budget was not really workable and only \$100. In a vote before the meeting, it was decided to increase the Executive budget line to \$800.

7. Committee and Programs Reports

7.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
C. Gasztonyi had nothing new to report for the executive meeting. Drafted new terms of reference for the Public Advocacy and Communications Committee for the later planning session.

7.2 Grants & Nominations Committees
Nominations: J. Turner reiterated that Terra Dickson had joined the Finance committee.
Grants: Announced that the Terry Rexton Award (Friends of the BC Archives) was given to the Sunshine Coast Museum and Archives. With this small grant of \$1000, the organization plans to purchase microfilm of a local newspaper and digitize it.

7.3 Conference Committee
P. Ansah gave a brief report on the status of the joint AABC/NWA conference:

- The Northwest Archivists group is very enthusiastic about the conference. They would like to hold the conference over 2 days in Vancouver and are flexible about dates
- Efforts to recruit volunteers have so far been unsuccessful. C. Gergich noted that volunteer roles should be clearly defined before serious recruitment attempts are made
- The Irving K. Barber centre at UBC is willing to provide 2 rooms for the conference at no cost
- The AABC executive is to review the proposed conference theme: “Connecting Archival Spaces, Supporting Archival Causes.”

7.4 Membership Committee
R. Mogyorosi led a discussion regarding the proposed Membership survey, which the Membership Committee would like to hold before the end of this calendar year. Points discussed included:

- Types of questions that should be asked of the membership
- How the survey should be conducted
- The AABC Executive’s priorities, ie, what we would like to learn from the survey

There was also some discussion regarding restructuring AABC membership fees, but no final decisions were made.

8. Adjournment

Meeting adjourned at 12:30 p.m.

Next Meeting:

Sept 27th, 7:00 p.m.