



Executive Committee Meeting Minutes

Thursday, September 27th, 2012, 7:00 pm
via Teleconference

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Suher Zaher-Mazawi, Treasurer
Cathryn Gasztonyi, Secretary
Janet Turner, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large

1. **Approval of Agenda**
Agenda was approved.
2. **Approval of Minutes of September, 2012**
Awaiting approval by C. Gergich
3. **Business Arising**
 - Penticton Museum and Archives' Institutional Membership Application
 - Unanimously approved
 - AABC's potential ICA membership
 - Discussion occurred as to whether or not the AABC may be able to gain access to ICA resources through the CCA and if membership is necessary, as it is quite expensive.
 - C. Gergich to follow up with L. Wilson, and a decision will be made at a later date
 - October Executive meeting plans
 - Meeting time set for 7 pm, October 23rd at the Jewish Museum and Archives
4. **Vice President and Programs Committee Report**

J. Yuhasz met with C. Gergich last week about potential partnerships with other, similar groups that may share the AABC's interests.
Along with C. Gergich, had a productive meeting with L. Best and P. Ord from the BCMA
Tried contacting P. Van Garderen and C. Mumma at Artefactual Systems Inc., but has not heard back from them
Met with J. Teasley from the BC Digitization Coalition and has agreed to take over Teasley's role as the AABC's representative in the Coalition.

Teasley also had a question for the AABC executive on behalf of the BCDC. The organization plans to start collecting and uploading digital archives in the near future and wanted to know if they could use the AABC-developed BC Thesaurus as the basis for a controlled vocabulary for subject indexing.

J. Turner, who developed the BC Thesaurus, gave a brief history of the project and a discussion about subject indexing followed. J. Turner stated that the BCDC were welcome to use the BC Thesaurus as a starting point, but she believed that it will require significant review and adjustment to be useful.

J. Yuhasz stated that she had contacted D. Mattinson, K. Stewart and R. Hill and asked them to provide the executive with their wish lists for programs delivery in the upcoming year. Their deadline for response is mid-October.

Also discussed the future of the Programs Committee. In a committee meeting, members discussed whether or not the Programs Committee might take over developing new programs from the Contractors, as this was a large item that had to be excluded from this year's budget. J. Mohan suggested that the AABC raise money to allow K. Stewart and R. Hill to develop new programs and workshops.

5. **Treasurer and Finance Committee Report**

S. Zaher-Mazawi discussed some minor AABC banking issues that were quickly resolved.

Sent a draft Terms of Reference for the finance committee to the other committee members and is waiting for approval. It is based on the premise that the Finance Committee's primary role is as an advisory body.

A lengthy discussion occurred regarding fundraising. At the Finance Committee's last meeting, J. Mohan stated that she believed that the AABC executive needed to move quickly in order to secure short term funding. C. Gergich argued that there is still no infrastructure in place to start a fundraising campaign and that this type of fundraising isn't sustainable, but agreed that there is need for money now.

C. Gergich stated that the AABC needs at minimum to begin a fundraising campaign: tracking documents (spreadsheet), a campaign letter and a thank you letter.

J. Turner to write campaign letters (one for individual members, one for institutional members) and thank you letter.

C. Gasztonyi to send R. Mogyrosi's contact information to S. Zaher-Mazawi so that membership lists can be obtained and used in the fundraising campaign.

Discussion occurred regarding some Membership committee issues, volunteer shortages and the PAAL committee. Details and action items to be included in appropriate report sections.

S. Zaher-Mazawi asked about how the AABC will go about collection the donations.

C. Gergich and C. Gasztonyi suggested that <http://www.canadahelps.org> should be used, since it was approved at the last executive meeting. Some discussion the occurred about the logistical aspects of online donations, reports and thank you letters.

It was agreed that letters should send potential donors to the AABC website, where they can download and send a form along with cash or a cheque or go to our page on <http://www.canadahelps.org> to donate.

C. Gergich stressed that this campaign must be positioned correctly – as an emergency campaign that will hopefully not reoccur in the near future.

J. Turner asked whether there should be a target amount, no final decisions were made and she stated that she would provide some options in her letter drafts for the approval of the rest of the executive.

6. Committee and Programs Reports

- 6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
C. Gasztonyi working on collecting AABC executive minutes to be added to the website.
C. Gergich asked about the role of Regional Representatives as perhaps there are resources there that the executive could utilize.
C. Gasztonyi to contact Regional Representatives to ascertain interest in further contributions and also to contact other Provincial and Territorial archives councils to obtain information on advocacy committees and activities.
T. Dickson and J. Baetz to contact C. Gasztonyi about interest in contributing to the newsletter project.
- 6.2 Grants & Nominations Committees
J. Turner had nothing to report. Stated that she would convene the Grants committee to discuss their new role in the organization.
- 6.3 Membership & Conference Committees
D. Brocklehurst had nothing to report.
C. Gergich announced that both Membership Committee co-chairs (J. Pecho and R. Mogyorosi) would be stepping down.
C. Gergich reported that P. Ansah is actively working on the conference. The Northwest Archivists group has reviewed the materials that we created. As reported earlier, P. Ansah has secured space for the conference, but there is some concern that more space may be required due to the joint conference.
C. Gergich has approached J. Morrison for records related to the last conference.
C. Gergich also stated that the Executive Committee should review the membership survey material provide via email by the meeting in October. It is hoped that the Executive will discuss and approve the materials so that the survey may be published in November.

7. President's Report

C. Gergich reported on CCA business, stating that final compensation from the CCA/NADP would be coming soon, that she made a brief report to the CCA on behalf of the AABC, and nominated Lara Wilson as chair.
C. Gergich reported that she and J. Yuhasz had met with members of the BCMA executive, L. Best and P. Ord. They discussed numerous topics including the possibility of a joint membership – C. Gergich commented that she believes there is a lot of opportunity for collaboration between the AABC and the BCMA.
Re-registered the AABC as a BC Charity.
Reported a discussion she had with K. Bossort about pulling together new Terms of Reference, policies and procedures, and various executive governance matters.

Contacted Michelle Maillet at SLAIS about volunteer ideas. M. Maillet suggested we contact the ACA Student Chapter. A discussion about possibilities of a partnership of some kind with the SLAIS ACA Student chapter followed. As they are such an active organization, the general current of the discussion was quite positive.

C. Gergich also raised the issue of the community gaming grants, wanting to be sure that the AABC would have everything in order to apply for the next fiscal year. J. Yuhasz offered to do that research.

Stated that the priority for October's meeting should be the Membership Committee survey.

8. Adjournment

Meeting adjourned at 8:40 p.m.

Next Meeting:

October 23rd, 8 p.m.