



## Executive Committee Meeting

## Minutes

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**Tuesday, October 23<sup>rd</sup>, 2012, 8:00 pm**  
**Jewish Museum and Archives, Vancouver BC**

### **Present:**

Christine Gergich, President  
Jennifer Yuhasz, Vice-President  
Cathryn Gasztonyi, Secretary (via telephone)  
Morgan Gariepy, ACA Student Chapter representative

### **Regrets:**

Suher Zaher-Mazawi, Treasurer  
Janet Turner, Institutional Member-at-Large  
Deidre Brocklehurst, Individual Member-at-Large

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1. **Approval of Agenda**  
Agenda was approved.
2. **Approval of Minutes of September, 2012**  
Awaiting approval by C. Gergich
3. **Business Arising**
  - Meeting Schedule
    - November meeting should be scheduled, and at that meeting the Executive will decide whether or not there should be a meeting in December as most of the Executive will be away on vacation
  - Membership Survey
    - Upon further consideration, C. Gergich stated that she believes the survey needs work and explained that S. Zaher-Mazawi showed the membership survey documentation to the Finance committee and they had concerns (particularly J. Mohan) as it may require a lot of further work to make the survey worthwhile
    - C. Gergich stated that what is really important in this situation is engaging with our membership and attempting to learn what their current needs are. We may be able to assess this with something smaller and less extensive than a membership survey.
    - C. Gergich suggested a 5 question email survey to membership to see what kind of response we might receive. She stated that she would discuss it further with the BCMA executive to find out what worked for them and what did not.

#### 4. Vice President and Programs Committee Report

- J. Yuhasz sat in on BCMA teleconference meeting. That organization is doing a major outreach to membership in 4 steps: membership survey, teleconference meeting, conference, General meeting.
  - Survey was very successful
  - Membership wanted more info on website, more networking opportunities, opportunities for professional development
- Has several upcoming meetings:
  - P. Van Garderen to touch base on Artefactual
  - Simon Meame about a possible grant from Barber
    - J. Yuhasz to look in to previous proposals for information
  - Caroline, director of SLAIS for possible collaboration on continuing education
- Met with J. Teasley about the BCDC
  - J. Yuhasz now AABC's representative on the Coalition
  - Discussion about the BCDC and its mission occurred
- Oral History workshop cancelled due to low enrollment (only 6)
  - Highlights the need for new programs development
- Contractor Wishlists
  - Asked current contractors for their wish lists on what they'd like to do over the next year.
  - About 10k higher than this year's budget, but they're wish lists, so that's what they're for.
- Some discussion about budget timelines occurred, including discussion about applying for Community Gaming Grants and what that process is like.

#### 5. Treasurer and Finance Committee Report

- S. Zaher-Mazawi's report read by C. Gergich
- As mentioned earlier, provided draft membership survey to finance committee and general response was that it needed a lot of work
- Terms of Reference for the finance committee still being worked on
- Canada Helps for website going well
  - Requires a void check from K. Blimkie and David to put the links on the website.
- Approached the Membership committee chairs for membership lists so that fundraising letters could be sent:
  - J. Pecho had concerns about member privacy and soliciting for donations
  - C. Gasztonyi and J. Yuhasz did not agree with those concerns as we are only contacting our own members who have already shared their information with us
  - Attaching fundraising letter to membership renewal
- Conference
  - S. Zaher-Mazawi questioned whether or not we need a revenue sharing agreement with NWA
  - C. Gergich to have P. Ansah send something to NWA

- Budget and Accounting
  - Loss of revenue from cancelled workshop was significant
  - Highlights need for new workshop development

## 6. Committee and Programs Reports

### 6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

- C. Gasztonyi working on contacting councils with Newsletter/advocacy committees
- Contacted Regional Representatives looking for volunteers and received no response
- Had a few interested volunteers in the Newsletter, but after explaining that we were looking at the possibility of a blog or developing something new, they decided not to take it on
- Some discussion about newsletter formats occurred
- For January meeting, C. Gasztonyi is to create a simple sample newsletter in a word document or pdf.

### 6.2 Grants & Nominations Committees

- See attached report from J. Turner
- Some discussion regarding Community Gaming Grants occurred
  - J. Yuhasz stated that she has applied for one before and will look in to the process she followed to see how the AABC might benefit
  - Stated that the application is simple, but the financial aspects are tedious and difficult
  - C. Gergich stated that the AABC could hammer out next year's budget while working on the application at the same time
- Some discussion occurred regarding comments on the fundraising letter written by J. Turner, but no final decisions were made
  - Letter to be distributed with membership renewals
- Further discussions regarding donations and fundraising occurred

### 6.3 Membership & Conference Committees

- P. Ansah sent an update to C. Gergich
  - Approx. 100 attendees from the NWA
  - Want to stay on campus, so delaying conference to May as there are many guest accommodations on campus during the summer
  - C. Gergich stated that having the AABC AGM a little late should be fine

## 7. President's Report

- C. Gergich stated that the AABC currently needs to focus on partnerships, fundraising, conference, gaming grants, volunteer management
- Volunteer management and recruitment is a huge problem right now:
  - In May, we will need a new VP, a new treasurer, new members-at-large, and possibly a new Secretary (should C. Gasztonyi remain out-of-province)
  - Also, need committee chairs, newsletter, advocacy committee

- Wants to focus more upon records management
  - C. Gasztonyi stated that the AABC definitely needs succession procedures
- Some discussion regarding membership fees occurred and how they can be raised, etc...
- Received final money from CCA/NADP. C. Gergich suggested that this could be used for a roundtable meeting, as the contractors attending will need to be paid for their time
- Reported on the CCA General Assembly call – not much interesting here

## **8. Adjournment**

Meeting adjourned at 9:45 p.m.

### **Next Meeting:**

October 23<sup>rd</sup>, 8 p.m.

## Institutional Member-at-Large report:

With the regard to the draft letter, I am happy to have folks finalize that – most of the comments were positive, and I think the only issue is adding a sentence regarding income tax receipts.

I did think of another approach to institutional members – one way for them to come to the aid of their Association is to sponsor volunteers and staff members to enrol in AABC courses – some may be unaware that these are an important revenue source. How this idea might be circulated is a matter for discussion. I think it should NOT be added to the letter, which should remain a single-purpose document.

At the last meeting, I said I'd look into the BC Gaming Grant process. Here's what I have so far:

- Province-wide organizations may apply for grants up to \$250,000
  - This amount may be limited, if the grant, together with other federal/provincial funding, would constitute more than 75% of total program cost
  - Remaining 25% of funding can be derived from fund-raising, program revenues, in-kind, etc.
- Application period for Arts and Culture organizations is from Feb 1 - May 31 with final notification coming August 31<sup>st</sup>
- We can submit one application per year, on-line or by e-mail.
- We certainly seem to be eligible – non-profit, operating primarily for community benefit, broadly based membership. We would need to do a good job of showing that our “programs benefit the community, and not solely its members’ interest”.
- The other issue, which prevented an application in 2012, is we are NOT eligible if we have more than 50% of our previous fiscal year’s operating expenses on hand, in the form of unrestricted cash and investments. I assume our 2012 expenses will leave us with an amount on hand of less than half the total of 2012’s expenses – Karen/Suher can assure us on this point, and we’ll certainly know where we stand by the time we can submit an application.
- We would apply under the Arts and Culture sector – “Programs that enhance the performing arts, media arts, visual arts, literature, heritage or culture in the community.