



Executive Committee Meeting Minutes

Thursday, November 29th, 2012, 6:00 pm
Via Teleconference

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Suher Zaher-Mazawi, Treasurer
Cathryn Gasztonyi, Secretary
Janet Turner, Institutional Member-at-Large
Morgan Gariepy, ACA Student Chapter representative
Chelsea Shriver, ACA Student Chapter representative

Regrets:

Deidre Brocklehurst, Individual Member-at-Large

1. **Approval of Agenda**
Agenda was approved.
2. **Approval of Minutes of October, 2012**
Approved given changes requested via email
3. **Business Arising**
 - December Meeting
 - Due to vacation schedules, December Executive communications to be handled via email unless an emergency arises
 - Volunteers
 - The AABC is currently facing a serious problem regarding volunteer recruitment. Communications and newsletter, Conference committee and general conference volunteers are required. Also, several executive positions will be vacant in April.
 - Discussion about many aspects of this issue occurred. Decided that Conference committee and conference volunteers are first priority.
 - C. Gergich to email the listserv to recruit volunteers, hoping for help from SLAIS students as well. All Executive members to contact peers in the profession about potential volunteer opportunities or send contact information of potential candidates to J. Turner.
 - Regional Boundaries

- S. Adrian, regional representative for Kootenay-Columbia asked when the regional divisions were created and why some were geographically so large.
- None of the executive members were sure when the regions were divided, but there was consensus that it was likely done based roughly on population and existing regional divisions (and combining where necessary).
- Some discussion followed about the possibility of reviewing the divisions, but it was decided that given the AABC's current financial and staffing difficulties, it would be a very low priority issue at this time.

4. **President's Report**

- C. Gergich and J. Yuhasz met with Barber representative G. Yusko
 - It was a good meeting, got lots of information.
 - Essentially learned that the AABC will likely not get another large, unconditional grant. Their programs now are much smaller and more streamlined.
 - Need to assess costs as it will require some money to even put together a proposal. No final decisions made, this issue is still up in the air.
- Met with C. Haythornthwaite
 - Discussed opportunities for continuing education
 - SLAIS is planning to put together a committee to investigate possibilities in continuing education for both library and archival studies, but this is all at a very early stage. It is hoped that there may be room for a partnership there in the future.
- Met with P. Van Garderen from Artefactual
 - MemoryBC hosting costs may be increasing due to technical support issues. C. Gergich mentioned that this cost could be covered by a Barber grant.
 - No longer partnered with the ICA on the ATOM software project.
- BC has a new Lieutenant Governor
 - S/he is generally the AABC's patron, so due to the recent change, some paperwork and a letter are required.
 - Jane Morrison has volunteered to help with this.
- Fundraising email composed by C. Gergich has been approved and will soon be sent out to the listserv.
- Plans to meet with K. Bossort regarding Terms of Reference and new policies and procedures.
- Membership Engagement
 - The BCMA was able to obtain some pro-bono help from Volunteer Victoria to get some advice about recruitment, retention and other issues. C. Gergich approached Volunteer Vancouver, but they were not willing to offer pro-bono advice.
 - J. Yuhasz to approach the BCMA for their membership survey questions to see if they can be adapted.
 - C. Gergich suggested that the AABC could do something at the conference such as a plenary session.

- Roundtable Meeting
 - To be held in January. C. Gasztonyi to create Doodle poll for last 2 Saturdays in January
 - To be held at the North Vancouver archives, J. Turner to book space for both Saturdays
- Timelines
 - Discussion occurred regarding the AABC's timeline of activities for the first half of 2013
 - Decided that the Round table meeting will be held in January so that priorities can be established. Gaming grant applications will be put together in February, and contractor contracts will be finalized in March.

5. Vice President and Programs Committee Report

- BC Digitization Coalition
 - The beta of their web portal West Beyond the West is out. They are attempting to reach out to all heritage outlets to get digitized materials onto the portal.
 - They will be attending various conferences to advertise.
- Terms of Reference
 - Approached the Programs committee for help in designing a new Terms of Reference – the committee is currently working on this.
- Teleconference with the BCMA
 - BCMA is interested in partnering for a workshop at their next AGM. The keynote speaker is: Wade Davis
 - This idea was discussed in some detail. Given the keynote speaker, there was a good deal of enthusiasm, but it was generally felt that it was on short notice. It was agreed that there would be further discussion of this issue at the Round Table meeting.
- Adobe Connect
 - J. Yuhasz did some research on Adobe Connect as a possible replacement for Telus teleconferencing.
 - Was not able to find much useful information, but planning to ask L. Wilson for further details as she has used it before.
- Archives Week
 - Put together a poster with theme, but there were problems sending the information to the aabc list serv which delayed the announcement of the event.

6. Treasurer and Finance Committee Report

- Terms of Reference
 - Drafted, will send to the Finance committee for discussion and to K. Blimkie.
- Canada Helps
 - Button has now been added to the website, despite some early technical issues – it has actually been added to the main style sheet.
 - Now the letter must be sent out to membership

- Budget
 - Waiting for October statements
 - Donations are below target, but the campaign has not yet been advertised
 - Membership fees achieved
 - Workshop revenues behind due to cancellation
- Roundtable
 - S. Zaher-Mazawi remarked that the Executive must be very careful with expenses due to other shortfalls

7. **Committee and Programs Reports**

7.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

- Contacted other Councils with outreach/newsletter committees and only received a response from the ASA
- For January meeting, C. Gasztonyi is to create a simple sample newsletter in a word document or pdf.
- C. Gasztonyi also to contact L. Pearse regarding Sonya Nicholson and the possibility of her continuing to volunteer, and also to ask D. Mattinson to remove H. Inefuku from the list of AABC staff and officers.

7.2 Grants & Nominations Committees

- J. Turner reported that the Rexton award was given out in two \$1000 awards, as suggested via email by the AABC executive.

7.3 Membership & Conference Committees

- C. Gergich and S. Zaher-Mazawi met with P. Ansah about revenue sharing using the prior ARMA joint conference agreement as a template for cost-sharing and other issues.
- NWA group wanted a banquet, but the cost would be too high, thus there will be a cocktail reception.
- P. Ansah is searching for a venue for the cocktail reception – discussion about possible venues followed and several possibilities were mentioned

8. **Adjournment**

Meeting adjourned at 8:00 pm.

Next Meeting:

January 19, 1:00 pm