



Executive Committee Meeting Minutes

Thursday, March 21st, 7:00 pm
Via Teleconference

Present:

Christine Gergich, President
Jennifer Yuhasz, Vice-President
Suher Zaher-Mazawi, Treasurer
Cathryn Gasztonyi, Secretary

Regrets:

Janet Turner, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large

1. Approval of Agenda

- Agenda was approved.

2. Business Arising

- BC Historical Federation Membership Renewal
 - Approved by the Executive
- Motions for the AABC Annual General Meeting
 - Discussion occurred regarding the motions that the Executive would like to table during the May AGM including membership fee increases, changes to the Executive structure and the future of the Newsletter.
 - C. Gasztonyi to contact D. Mattinson about updating some of the Newsletter information on the AABC website.
 - C. Gergich to send motions via email to be added to the AGM package.
- Financial/Budget issues
 - To be discussed during the Treasurer's report

3. President's Report

- Conference
 - Cost-sharing agreement with NWA completed and signed
 - Discussion occurred regarding the conference schedule, speakers, and potential problems with volunteer recruitment. C. Gergich also mentioned that the Archives Association of Ontario has already begun planning their 2014 Conference and suggested that the AABC should do this for next year as well.
- Nominations and Volunteer Recruitment
 - Contacted M. Gariepy in the hopes that he may spread the word regarding upcoming Executive nominations.

- Email from Brenda Richmond
 - Discussion occurred regarding an email sent to C. Gergich by B. Richmond regarding the possible formation of a Digital Preservation working group or committee.
 - Executive agreed that due to volunteer recruitment problems and funding cuts, this type of initiative is not possible now or in the near future for the AABC.
- Fundraising/Donations
 - Sent out a letter for support on the AABC listserv and it was included in membership renewals mailout.
 - C. Gergich to coordinate thank you letters to donors

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

- Members Only website section
 - There was some discussion about creating a members only section on the AABC website in order to provide more value for membership.
 - Members of both the Finance and Programs committees were not in favour of this change to the AABC website.
- Website Administrator Extended Absence
 - D. Mattinson taking approximately 1 month off from April 8 to May 8. Some of his duties must be taken over by someone during this time.
 - Will discuss specifics with D. Mattinson and report to the Executive via email
- Contracts
 - Budget revised and K. Stewart's contract finalized – other contracts to be settled soon
 - Some additions to D. Mattinson's hours due to reshuffling

5. **Treasurer and Finance Committee Report**

- Term Deposits
 - As recommended by K. Blimkie, the AABC approved adding \$15,000 in to a 6-month term deposit account.
- Budget
 - S. Zaher-Mazawi described changes made in the budget due to the departure of R. Hill.
 - Budget was approved by the Executive.
- Motions
 - The AABC Executive agrees to make the restricted \$35,000 funds unrestricted so the AABC can increase the restricted amount.
 - The AABC Executive agrees to reserve the amount of \$55,000 as restricted funds in order to maintain a safe reserve to assist with dissolving the organization if required in light of the recent loss of federal government funding and other sources of revenue. This internally restricted amount is not available for unrestricted purposes without the approval of the Board.
 - Motions approved by Executive.

6. Committee and Programs Reports

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

- C. Gasztonyi reported that reports for the AGM package were being sent steadily. Plans to compile the package over the Easter long weekend are still on track.
- C. Gasztonyi to discuss some changes to the website with D. Mattison, including the addition of the approved 2011 AGM minutes and some information about the AABC newsletter.

7. Adjournment

Meeting adjourned at 9:00 pm.

Next Meeting:

May 4th Annual General Meeting