



**Executive Committee Meeting
Minutes**

**Thursday, May 30th 2013 at 6:00 pm
Via Teleconference**

Attendance:

- Christine Gergich, *Outgoing* President
- Jennifer Yuhasz, *Outgoing* Vice President; *Incoming* President
- Suher Zaher-Mazawi, *Outgoing* Treasurer
- Cathryn Gasztonyi, *Outgoing* Secretary (*Joined 6:33 pm*)
- Janet Turner, Institutional Member-at-Large
- Jane Morrison, *Returning* Individual Member-at-Large
- Brenda Richmond, *Incoming* Secretary

Regrets:

- Deirdre Brocklehurst, *Outgoing* Individual Member-at-Large

1. Approval of Agenda

- Agenda was approved

2. Business Arising

- Review of 2013 AABC Conference
 - Overall good conference, with good participation
 - No BC participation or BC content, however; sponsorship turned down as a result
 - There were questions raised about student participation and whether students were invited to present papers at the conference
 - Not many conference volunteers; Patrick worked predominantly alone
 - There is no conference chair in place for 2014
- Discussion of Future Annual Conferences
 - Executive discussed challenges involved in organizing and funding a conference; very time-consuming
 - Comparison made to Alberta Archives' Association who organize a conference every second or third year?
 - Inquiry made about how Alberta manages Annual General Meeting (AGM) & how to encourage greater attendance; suggestions made to invite a special speaker or hold a workshop to entice people out to attend AGM; possible "mini conference" over 1.5 days?
 - ARMA combines a networking event with AGM to encourage attendance (Noted that ARMA has greater financial resources, however)
 - 2013 conference brought in \$3,000.00 for AABC
- AGM Discussion/Motions
 - Limited attendance meant quorum was only achieved by one or two attendees



- Executive agreed to increase membership fees (first time in 5 years) & announce on website; Jane will send a message out to the listserv
- Will start next year (2014 memberships)
- Discussion around membership privileges (particularly in light of NADP cuts)
- At the AGM a member inquired if our 2009 Constitution & Bylaws were up-to-date
- Proposal for Newsletter & PAAL to combine and become “Communications” Committee
- Membership Survey: very few people responded
- Discussion around make up AABC membership: Small Archives & SLAIS graduates – challenges raised in serving the needs of two distinct groups
- AABC Outgoing Executive
 - Jennifer thanked outgoing Executive for their hard work, dedication and commitment during a difficult transition in 2012 following the loss of the Federal NADP grant.
- Recruiting volunteers for AABC Executive
 - Janet sent out communiqué via AABC listserv concerning state of AABC and the insufficient numbers to fill Executive positions; limited response back
 - Janet spoke with Kelly Stewart about recommendations for Executive. Will follow up on those recommendations.
 - Proposal to initiate a recruitment campaign for volunteers
 - Discussion around apathy in profession; fewer & fewer getting involved
- New Chair of Communications
 - There is, possibly, a chair for the Communication’s portfolio
- AGM Elections
 - It was noted that the AABC has run before without a VP but not without a Treasurer. Executive agreed that we need to update job descriptions for each position.
- Letter to Minister James Moore
 - There was a discussion around writing a letter to Minister James Moore
- Talk to New SLAIS
 - Janet gave a two minute talk to new SLAIS Graduates, welcoming them to the Profession; encouraged them to join AABC & volunteer their time to the Association
- Association of Canadian Archivists (ACA) Conference in Winnipeg
 - Jane will read off Jennifer’s report at the Council of President’s meeting (?)
- AABC Records
 - Recent AABC records can be transferred to Victoria where UVic is holding them until they can be transferred to BC Archives
- Conservation Equipment
 - Discussion around what to do with conservation equipment with the resignation and departure of Rosaleen Hill

3. President’s Report



- Christine transitioned to Jennifer, new incoming President
4. **Vice President and Programs Committee Report**
 5. **Treasurer and Finance Committee Report**
 - Suher transitioned to Jennifer
 - Transferred all electronic & hardcopy records
 - Will continue to assist AABC (unofficially)
 - Suher still maintains signing authority
 - Bank requires a new motion when a new Finance Officer is brought on to the Executive
 - BC Community Gaming Grant – Did not receive the grant due to AABC financial position
 6. **Secretary**
 - Cathryn transitioned to Brenda, new incoming Secretary
 - Cathryn transferred all electronic records to Brenda
 - Inquire with David about new email address for Secretary; problems with AABC email address raised
 7. **Committee and Program Reports**
 - 6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
 - Cathryn reported that David (Webmaster) has updated newsletter on website
 - 2012 AGM minutes up on website
 - Late with 2013 AGM minutes (Cathryn or Jane will format)
 - 6.2 Grants & Nominations Committees
 - 2 new Membership Co-chairs: Jen Zerkee and Sarah Rathjen, will take over from Jen Pecho and Rita Mogyorosi
 - Janet requested some assistance on nominations committee
 - No grants to adjudicate – proposed new responsibilities with spare time: discussion around repurposing grants committee
 - 6.3 Membership & Conference Committees
 - Jen Pecho reported 2 new full Institutional memberships . In total, 156 members & 1 new Associate Institution. 1 institution shut down.
 - Members appear to be satisfied with current fee structure
 - Results of membership survey to be put on website; although membership survey results are low, it provided good information.
 - Discussion around membership structure (may need to change); suggestion of multi-tier membership structure; it would be a big thing to change membership structure.
 8. **Adjournment** (Adjourned at 9:00 pm.)

Next Meeting: Tuesday, July 16th