



## Budget & Executive Meeting Minutes

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Saturday, February 15<sup>th</sup> 2014 at 10:00 am  
Held at the North Vancouver Archives

### Attendance:

- Jennifer Yuhasz, President
  - Sarah Romkey, Treasurer
  - Janet Turner, Institutional Member-at-Large
  - Jane Morrison, Individual Member-at-Large
  - Brenda Richmond, Secretary
  - Karen Blimkie, Financial Manager
  - Lara Wilson, Finance Committee
  - Jill Teasley, Finance Committee
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### Budget Meeting

- S. Romkey & K. Blimkie provided an overview of Financial Statements & Budget expenditures and revenue for 2013. Discussed proposed Budget for 2014, with input from Finance Committee & Executive Committee members.
- Decision to withdraw membership from BC Historical Federation due to lack of benefits from BC Historical Federation and two attempts to contact administrator with no returned phone call.
- Discussion around high web hosting costs for a static website and where AABC could save money.
  - MemoryBC is hosted by Artefactual. AABC looking to upgrade to AtoM version 2.0 – may tie into decision to switch web hosts for AABC
  - Archives Canada to move entirely to AtoM hosting with Artefactual
  - Council of Canadian Archivists (CCA) looking at potential to centralize hosting for Provincial Councils. May lead to centralized cost sharing for each Province
- In-depth discussion around AABC contract employees and their project proposals and associated costs for 2014. Resolutions reached around each project proposal for 2014 based on AABC 2014 budget & agreed upon priorities for 2014 and future years (Big picture factored in).
- Discussions centered around providing advice to membership vs. non-membership – discussion with K. Stewart about providing advice to non-members and out-of-province members from other Councils.
  - Suggestion to track advice provided and to whom
- Discussion around updating courses and workshops & recording webcast of workshops and courses & producing webinars. CCA has interactive webinars. Discussion around whether to charge for interactive webinars or offer for free static webinars. If professional advice was sought on static webinars, then there would be a charge. Agreement with the benefits of webinars. Delivery of them was an issue of concern that was raised.
- Discussion around raising workshop fees, especially for non-members. The AABC has not raised its fees in a number of years, other organizations/associations charge more for similar

courses. Executive agreed to raise non-member course fees to \$500.00 for workshops and for members, the fee would be \$375.00 (Goal is to encourage individuals and institutions to become members of the AABC). Would come into effect April 1<sup>st</sup> 2014 for the 2014-2015 year.

- Shipping rates need to increase as well to keep up with costs
- Further discussion around administrative assistance, possibly from a SLAIS student, to assist AABC and its two contract employees, particularly in the area of administration & cleaning up files on MemoryBC – may need to wait until 2015 with an Executive-approved plan.
  - While Executive agreed that MemoryBC files need to be brought up to Institutional standards, concern was raised around sustaining that service over time as new additions are added to MemoryBC Requires some further discussion.
- Discussion around how long the AABC has before the money runs out. Workshops are successful and profitable. Greater emphasis on fundraising as well. The network costs are more difficult to cover & sustain. MemoryBC needs to be better promoted. More outreach.

~ End Budget Meeting at 11:50 am ~

BREAK

~ Executive Meeting 12:00 Noon ~

- Approval of Agenda
- Approval of Minutes (*to come via email*)
- New Business
  - Executive Approvals:
    1. End BC Historical Federation Membership
    2. Raise workshop fees for members (\$375.00) & non-members (\$500.00)
    3. AGM: approve to raise a motion to appoint accountant to review AABC financial records (Not required by law). Have K. Blimkie assume that role. Cost savings.
    4. *Draft* Budget approved
  - J. Turner close to completing 2013 AGM Meeting Minutes. To circulate to rest of Executive for their approval. Final approval at AGM.
  - Online payment tool – cost sharing with other Councils across Canada (cost savings) – J. Morrison to follow up on
  - Fundraising drive: \$1,000.00 budgeted (Fundraising poster on Facebook encouraging members to donate with renewal of membership)
  - Post Canadian Archival Summit (25 people RSVP'd; 45 people showed up – good turnout) S. Romkey & J. Yuhasz attended from AABC. Good discussions.
- 2014 Annual General Meeting (AGM) – Proposed for Saturday, April 26<sup>th</sup> 2014 at 11:00 am.
  - Discussion around promoting attendance of 2014 AGM to increase attendance.

- Proposed location: Victoria (free venue). Executive travel in one vehicle covered for the day.
- Quorum requires 21-22 people.
- Suggest Regional Reps get together at the same time. Suggest to E. Lomie, Vancouver Regional Rep.
- Dinner and drinks to follow AGM at a local pub. Combine with Post-Summit discussion.
- AGM Package and Minutes to be Ready for March 18<sup>th</sup> & posted by March 26<sup>th</sup>
- Each Executive Member to submit a report for the year at AGM
  - Send a callout to Regional Reps. Committee Chairs, all Executive Members – Reports need to be sent to the Secretary (B. Richmond)
- 2013 Resolutions to be tabled and a motion to pass at 2014 AGM
  - Proposed changes to Bylaws
  - Name Changes
    - “Communications Committee”
    - Grants & Nominations Committee
    - Finance Committee
    - Standing Committee from “Ad Hoc” Committee
    - “Institutional” and “Individual” – change to “Members at Large”
- Proposed changes to length of terms (to discuss at next Executive Meeting on March 18<sup>th</sup>)
- Discussed possibility of having an “Advisory Committee” (Needs more discussion)
- Recruiting for Executive Member positions for AGM – J. Turner following up on this. Announcement written and posted in Facebook.
- Grants & Nominations Committee
  - Reminder needs to be posted regarding applications for Terry Reskin Award: 2 x \$1,000.00 award
  - Active volunteer recruitment
  - Volunteer “blitz” using posters & posting on Facebook (B. Richmond to speak to K. Lau)
  - Nominations for President is top priority (Members at Large also recruiting)

**Ajourned: 1:00 pm.**

**Next Meeting:** Tuesday, March 18, 2014 at 2:00 via teleconference