

**Executive Committee Meeting**  
**Minutes – Monday, May 26<sup>th</sup>, 1:00PM**

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Executive of the Archives Association of British Columbia  
Location: teleconference

**Present:**

Caroline Posynick, President  
Emily Lonie, Vice-President  
Sarah Romkey, Treasurer  
Sarah Jensen, Secretary  
Ryan Gallagher, Institutional Member-at-Large  
Jane Morrison, Individual Member-at-Large

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**1. Approval of Agenda:**

-called meeting to order at 1:00PM. The agenda was approved.

**2. Approval of Minutes:**

- Discussion of March 18th executive meeting minutes postponed until next meeting.
- Discussed posting of unapproved minutes on AABC website; July 16<sup>th</sup>, 2013 are the last approved minutes. Decision to discuss further at next meeting.

**3. Business Arising**

- ACA conference: June 26<sup>th</sup>-28<sup>th</sup>, Victoria, BC.
  - J. Morrison outlined president's responsibility to attend June 25<sup>th</sup> Council of Presidents meeting to provide update on last year's activities.
  - Topics to cover with other provincial and territorial representatives include: effects of NADP cuts, online workshops, membership rates etc.
- Recordkeeping:
  - Discussed establishing a central location to maintain documentation. Concept of Google Drive introduced; Google Calendar a possibility for keeping track of important dates (C.Posynick).
  - J. Morrison raised backend portion of AABC web site as a possible location to store documentation. David Mattison should be contacted for login credentials. User manual will be checked (J. Morrison).
  - J. Morrison informed executive that BC Archives holds the AABC's archives but transferred records must be at least 10 years inactive. Every few years there is a weeding project, a call for executive papers, and transfer of contractors' records. J. Morrison confirmed there is no permanently established central place for records storage before transfer to BC Archives.
  - C.Posynick will check out back portion of website.
  - S.Jensen reported she has contacted past secretary for documentation and is awaiting response.

**4. President's Report**

- Covered under business arising
- Needs to orient self to position prior to moving forward. Crucial issues are deadlines/dates; committee work; ACA participation; and posting AGM's goals to website. Wants to build program and is open to ideas.

## 5. **Vice-President and Programs Committee Report**

- Raised committee membership issue. How do we know who is on what committee (E. Lonie)? Decision by executive to connect with person who had role previously for knowledge transfer/passage of organizational memory.
- Course evaluations – modifications: discussed email evaluations used by Kelly Stewart (30-50% response rate). E. Lonie suggested more anonymous approach such as Survey Monkey or Fluid Survey (J. Morrison). C. Posynick suggested limiting open-ended questions; using scales; and leaving space for comments at bottom of screen.
- S. Romkey informed executive that Kelly Stewart reports hours on a monthly basis. She is currently compiling survey results. We need to ensure suggested revisions to survey do not take up too much of her administrative time.
- ACA online training survey (sent by Jennifer Mohan to executive). Discussion about course topics in ACA's online training survey. Actions to be taken include: determining if any of the proposed course content has been developed (E. Lonie to talk to Jill Teasley) and commitment to follow up with ACA regarding proposed collaboration.

## 6. **Treasurer and Finance Committee report**

- Some donations with membership renewals reported by Karen Blimkie to S. Romkey. S. Romkey will draw for prizes in June instead of May.
- Past fiscal year documents will be electronically transferred to ERP by Karen Blimkie.
- Bank signing authority (C. Posynick will visit VanCity branch in Victoria).
- S. Romkey will complete outline of work involved in compiling monthly finances.
- Discussed Gary Mitchell and Trevor Livelton's suggestion at AGM: Year-end financial review by 2 senior archivists. S. Romkey suggested using a finance committee member or former treasurer.

## 7. **Committee and Program Reports**

### 7.1 **Communications (Newsletter/Regional Representatives/ PAAL)**

- Discussed AABC Facebook presence (Kelly Lau manages it). S. Romkey/J. Morrison will send S. Jensen further information. Kelly Lau has guidelines regarding content to post.
- Discussion of regional representatives: E. Lonie and C. Posynick now have presidential responsibilities so replacements will have to be found. Caroline reported she has 99 people on the S. Vancouver Island list. R. Gallagher reported the Fraser Valley has been quiet for years. E. Lonie reported food

bank initiative was successful but if certain numbers are required or if there are fees people may not attend.

**7.2 Grants & Nominations Committees**

- R. Gallagher will consult Janet Turner.

**7.3 Membership & Conference Committees**

- Discussed 2015 AABC conference. E. Lonie volunteered Coquitlam Archives as a location. If the conference is on the weekend, a security guard would need to be hired. She suggested a one day conference and a public day. E. Lonie will put a call on list serve for chair/assistants. J. Morrison informed executive that typically conferences are 2 days (generally EAS and/or Preservation contractor gives a workshop the day before). Discussed conference theme.
- Adding value to membership: E. Lonie mentioned her discussion with Foothills Systems. Gaylord will offer 10% discount on supplies to both institutional and associate members. They requested a membership list. Executive discussed how to negotiate this. Permission from membership would be required. One possibility would be to publicize this on the AABC website and members could contact if interested.

**8. Adjournment**

Meeting adjourned at 2:10PM.

Next meeting: June 2014.