

Executive Committee Meeting
Minutes – Wednesday, September 17th, 2:00PM

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

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

Regrets:

Sarah Romkey, Treasurer

1. **Approval of Agenda:**
 - Called meeting to order at 2:00PM. The agenda was approved.

2. **Approval of Minutes:**
 - Minutes of August 14th meeting approved.

3. **Business Arising**
 - Speaker found for Cobble Hill event.

4. **President's Report**
 - E. Lonie will handle upcoming ACA call on online and distance education. Date not yet determined.
 - Reported BCMA (BC Museums Association) would like to partner with AABC on a joint event such as a conference.
 - Discussed SLAIS representative who introduced self to C. Posynick via email. Secretary will respond to this. E. Lonie suggested representative could volunteer for conference.
 - Discussed email to president's account regarding partnership/collaboration proposal. Executive agreed this is not part of our mandate.

5. **Vice-President and Programs Committee Report**
 - Discussed D. Mattison's question about charging for statistics (Google analytics) from MemoryBC. One member has requested this information.
 - J. Morrison suggested this could be a benefit of full institutional membership. Executive agreed to investigate further. E. Lonie will contact D. Mattison to determine amount of work involved

6. **Treasurer and Finance Committee report**
 - C. Posynick reported for S. Romkey.

- Monthly July financial statements approved.
- Travel expense question for S. Romkey to be addressed at next meeting.
- Reported T310 sent to Ottawa for 2013 fiscal year. Proof of delivery received.
- Discussed fundraising idea: selling vouchers for AABC courses and conference registration.

7. **Committee and Program Reports**

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

- S. Jensen reported invited regional representatives to Roundtable. No responses to date.
- Discussed Roundtable secretary responsibilities in addition to preparation of agenda.

7.2 **Grants & Nominations/Elections Committees**

- R. Gallagher discussed informal survey he conducted on archival funding provided by other provincial governments. Resources are compiled and he is ready for advocacy; for example, speaking to MLAs about issues around procuring BC Arts Council funding for archives.
- J. Morrison suggested a call for advocacy on Archives BC list serve in order to draw the attention of all our members.
- J. Morrison requested R. Gallagher circulate results of his informal survey. He is still waiting for information from Manitoba, Quebec, and PEI.

7.3 **Membership & Conference Committees**

- J. Morrison reported on activities of Membership Committee by summarizing their June 20th meeting minutes:
 - Renewals good; membership directory should be completed by early fall.
 - One member resigned - position needs to be filled.
 - Challenges continue to be retention and recruitment of individual and institutional members.
 - Planned tour of SLAIS to promote AABC to new students.
 - Draft of terms of reference almost ready for executive review
 - Reported S. Rathjen will attend Roundtable.
- Executive discussed leveraging MemoryBC for retention and recruitment of individual and institutional members.
- C. Posynick commented we have a large membership compared to other provinces. Need brainstorming session on benefits of full institutional membership.
- E. Lonie reported on Conference Committee teleconference on Monday, September 15th. Discussed partnering with other organizations such as BCMA or ARMA or hosting the conference alone. Consensus is to explore partnerships. The proposed Coquitlam Archives location may have to be changed to accommodate a larger joint conference.
- Spoke to K. Stewart about delivering a conference workshop. She was in agreement.

- Conference location, theme, and date to be determined based on partnership discussion at Roundtable meeting.

8. Adjournment

Meeting adjourned at 2:50PM.

Next meeting: October 25th, 2014 (Roundtable meeting).