AABC Roundtable Meeting
Minutes – Saturday, October 25th, 9:30am

Archives Association of British Columbia Roundtable
Location: Surrey Archives

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
David Mattison, ANS
Kelly Stewart, EAS
Karen Blimkie, Financial Manager
Sarah Rathjen, Membership Chair
Jen Zerkee, Membership Chair

Regrets:
Lara Wilson, Conference Programs Committee

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1. Approval of Agenda and Housekeeping items:

- Called meeting to order at 9:30am. The agenda was approved.

2. Program Committee reporting and planning:

2.1 Education and Advisory Service

- K. Stewart reported business continues well (*Introduction to Archival Practice* – full, waitlist growing; new popular course *Managing Archives* begins January, 2015).
- No formal report: 6 distance courses; maximum 30 students per class; high volume of marking.
- Reported on Roundtable at Irving K. Barber, October 24th, 2014 (At peak, 51 viewers; average 40-45 for 2 hour presentation; discussed copyright and managing risk; will offer another session in February framed as a service AABC provides). Roundtable attendees agreed to send thank you letter to Irving K. Barber Centre.
- K. Stewart reported on meetings/informal discussions with other archives advisors.
- At next round of contract negotiations will propose sub-contractor/assistant.
- S. Romkey said beneficial to have another person on payroll (as opposed to sub-contractor); may provide administrative assistance.
- K. Stewart will develop program delivery model for marking; stressed consistency between instructors is crucial.
- Discussed volunteer registrar and potential issues surrounding this.

- S. Romkey reported wish list from contractors will be solicited when budget laid out for following year.
- Discussed promoting courses using avenues in addition to list-servs (D. Mattison proposed partnering with UBC or library tech program to advertise courses).
- Discussed competition for courses from across Canada.
- Advisors roundtable – Archival educators special interest group a possibility.
- E. Lonie reported no update on ACA online and distance education call.
- J. Morrison reported L. Wilson was on a call regarding this topic a few weeks ago.
- Called L. Wilson on speaker phone to discuss ACA online training survey call: reported 5 council members in attendance. She discussed fair wages AABC pays to contractors and reiterated that CCA post-summit training and education identified as a strategy to move profession forward. No consensus was reached by the group but agreed regional needs must be taken into account.

2.2 2015 Conference

- E. Lonie reported 4 member conference committee; her role is liaison.
- Agreed to hold AABC only conference (last year no conference; previous year joint conference with North West Archivists group; consider partners for next year).
- Discussed theme "living archivally". E. Lonie will look into space availability for a Thursday (optional workshop day), Friday, Saturday, possibly April 23rd -25th.
- Discussed approaching new RBCM vice-president of archives to be conference speaker.

3. Network Services

- D. Mattison presented his report (most activity is posting jobs; discussed possibility of providing statistics as a service offered by AABC; report mentions AABC Google analytics statistics).

3.1 Archivist's Toolkit rebranding

- S. Romkey mentioned name is same as an American system that is being phased out and replaced with new name so now is a good time to rebrand.
- This is the responsibility of Programs Committee so we need a call for committee members.
- Agreed maintaining toolkit should be part of someone's job.

3.2 Web ad sales

- S. Romkey mentioned approached by vendors. Currently only have Andornot ad. Ads have been floundering.

- Proposed bronze, silver, and gold packages – subject to approval of Communications Committee. E. Lonie offered to investigate pricing structure. Ads are responsibility of Grants and Fundraising Committee.
- D. Mattison stated silver and gold packages would cover programming costs from Andornot.
- Discussed updating website (K. Stewart).

3.3 AtoM 2.x

- D. Mattison inquired about release date of AtoM 2.x. Could impact K. Stewart as new training may be required. She offered to provide a session prior to conference if AtoM 2.x is live.
- Reported most provinces have upgraded to 2.0.
- Archives Canada is delayed due to bilingual component - will be completed early 2015.

3.4 AABC listserv

- Discussed Andornot (host of AABC website) request to remove mailing list from software because causing technical problems. In exchange for this and free advertising, they offered use of domain name and free web hosting.
- All agreed we need and like the list-serv.
- Agreed to investigate list management software – (UBC, UVIC, Arcan-l). Ask around about hosting. Andornot representative hasn't suggested alternative mailing list software.
- D. Mattison reported he will stay in position until end of current fiscal.
- E. Lonie and J. Morrison agreed to work on Network Services coordinator job posting.

4. Financial Committee business

- K. Blimkie presented financial update: in good position mainly because no longer have a Preservation Coordinator.
- Courses and memberships continue to be strong (S. Rathjen reported 69 full memberships; 45 associate memberships; 49 individual memberships; 5 sustaining members; 29 student memberships).
- Donations are an area of concern. Very adhoc. Lack of volunteers.
- S. Romkey discussed last year fundraising drive - not that successful.
- Discussed 2 $500.00 SLAIS scholarships. More donations required.

4.1 Funding sources (educational vouchers)

- S. Romkey discussed having institutions pre-buy distance education courses to take advantage of fiscal year end spending or pair this up with conference.
- AABC could offer pre-paying for future courses or conference anytime during the year for that year. Agreed to open conference registration for February or March 1. Attendees could email and then send in registration. A form needs to be developed for this.

- Other ideas discussed: Kickstarter campaign with tangible reward (selling tea, mug with disappearing type, fingerless gloves). This should be done in conjunction with conference. Surplus money for SLAIS scholarship.
- Agreed to pursue small swag gift idea.
- D. Mattison proposed Kickstarter campaign and documentary film idea along lines of Knowledge Network vignettes. Topic could be "living archivally". Group agreed a great idea but we aren't financially secure enough.
- Agreed AABC needs to develop a sustainability fund.

5. Membership Committee business

5.1 Rethinking Institutional memberships and fees

- S. Romkey raised questioning of graduating fee structure by member institutions. Proposed flattening fee based on statistical analysis. J. Morrison requested we hold off a year.
- J. Zerkee discussed offering full institutional members Google stats, exhibit ads, or web badges announcing AABC membership.
- K. Blimkie proposed removing course attendee restrictions for discounted rates per institution/per course.

5.2 Revised Full Institutional Membership application

- Completed by S. Rathjen and J. Zerkee. Some mandatory questions, reintroduced copyright and privacy information. S. Romkey suggested making it an editable pdf document.
- For approval at next executive meeting.

5.3 General update

- S. Rathjen reported Membership Committee will create terms of reference and policy and procedures.
- Will investigate Google Drive for recordkeeping.
- Reported complete one physical mail out for renewal forms – Jan/Feb.
- J. Zerkee reported on outreach to new SLAIS students. Membership is free for first year.
- Discussed fundraising for online membership renewals (will include start up and ongoing costs). Explore option of using PayPal for this.

6. Regional Representative business

- C. Posynick reported SVIRG meeting at UVIC, November 5th
- New SVIRG representative will be named.
- No update provided by other regional representatives.

Meeting adjourned at 12:30.