

Executive Committee Meeting
Minutes – Wednesday, November 19th, 2:00PM

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

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

1. Approval of Agenda:

- Called meeting to order at 2:00PM. The agenda was approved.

2. Approval of Minutes:

- Minutes of September 17th meeting and roundtable meeting minutes approved.

3. Business Arising

- No update.

4. President's Report

- C. Posynick discussed General Assembly phone call - LAC present on the call and tone was positive.
- Reported received acknowledgement for thank you letter sent to Irving K. Barber Learning Centre for hosting AABC Roundtable.
- Reported sent letter from AABC to Peter Ord.

5. Vice-President and Programs Committee Report

- Discussed educational vouchers - pre-registering for courses up to a year in advance. Action items include updating course registration page and sending a list-serv notice. J. Morrison suggested testing this for the AABC conference/K. Stewart's course.
- BCANs coordinator job posting – E. Lonie reported job description forwarded to her from J. Morrison. She and S. Romkey will work on this. Agreed to prepare posting for January, hire in February, and cross-train in March. S. Romkey suggested reframing position to include a promotional component and include management of list-serv.
- MemoryBC – Reported upgrading is starting for clients. Will default to Dominion theming if one of three options with varying price tags (\$500.00, \$1500.00, \$3000.00) is not selected. S. Romkey suggested West Beyond the West theming. Executive agreed to minimize cost and retain look and feel of

AABC site. S. Romkey mentioned timeline for upgrading clients is December but there is no rush for AABC. E. Lonie suggested upgrade could be part of new BCANS coordinator's responsibility.

- List-serv software and hosting – Discussed issues Mailman list-serv software is causing Andornot. E. Lonie researched freeware called L. Soft which could be an option. J. Morrison will investigate whether University of Victoria will host AABC's current Mailman list-serv.
- Course evaluations – for January completion.
- Discussed placing a call for committee members from the president. Led to discussion about which committees require more members and how the committees should be organized.

6. Treasurer and Finance Committee report

- Monthly financial statements to be approved via email.
- Approval of financial process disclosure agreements deferred until next meeting.

7. Committee and Program Reports

7.1 Communications (Newsletter/Regional Representatives/ PAAL)

- No update.
- Discussed setting 2015 executive monthly meeting dates 3rd Wednesday, 2:00pm. January date will need to be polled since there are vacation conflicts.
- C. Posynick reported new SVIRG representative, Chance Dixon, was announced at SVIRG meeting, November 5th, 2014.

7.2 Grants & Nominations/Elections Committees

- R. Gallagher reported BC Arts Council feedback encouraged as part of program review.
- Contacted BC Arts Council to see if they will issue a report on feedback received.
- E. Lonie reported gave feedback on BC Arts Council Review letter which was submitted by deadline. K. Stewart will be notified this has been done.
- S. Romkey suggested uploading AABC executive letters (pdf format) to AABC website. D. Mattison would coordinate this.
- C. Posynick reported on BC Arts Council meeting she attended in Victoria. General consensus was why wouldn't archives be eligible for funding?
- Discussed *Royal Society of Canada Report*. J. Morrison mentioned there are many strong points that should be included in advocacy letters. For example, letters to be sent to ministers could cite the Report.
- R. Gallagher reported should have some meetings with MLAs lined up soon.

7.3 Membership & Conference Committees

- Discussed revised membership form. E. Lonie had some suggestions that will be incorporated into document prior to sending back to Membership Committee.

- Discussed fact there is no method for auditing current institutional memberships.
- C. Posynick suggested including an institutional membership application checklist at the beginning of the document.
- She also suggested the membership renewal notice should include a statement that promotes regional groups. S. Romkey suggested including the names of regional representatives.
- J. Morrison suggested including slips and conference notifications in membership renewal package. Agreed to discuss at December executive meeting.
- Conference update – Coquitlam Public Library is booked. Decision required on how many rooms to reserve in order to determine cost. Dates: April 23-25.
- J. Morrison agreed to investigate how many attendees at previous conferences. Average seems to be approximately 60 people.
- Discussed offering SLAIS students a reduced fee. Executive agreed important to encourage this group to attend.
- Call for papers will be sent to executive to review prior to sending out. Completion by Friday, November 21st, 2014.
- Reported K. Stewart suggested a full day RM workshop at conference.
- S. Romkey mentioned Artefactual could likely hold a presentation about ATOM 2.x updates.
- Discussed Peter Ord as keynote speaker. AABC can offer a speaker's gift.
- Agreed to open registration March 1st. Early bird registration would be first two weeks in March.

8. Adjournment

- Meeting adjourned at 3:10PM.

Next meeting: December 17th, 2014