

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

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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

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1. **Approval of Agenda:**
  - Called meeting to order at 2:00PM. The agenda was approved.
  
2. **Approval of Minutes:**
  - Minutes of November 19th meeting approved with one change to wording under membership heading.
  
3. **Business Arising**
  - No update.
  
4. **President's Report**
  - C. Posynick mentioned call for committee members will be sent out in early 2015. New members required for Finance, Programs, and Grants & Fundraising committees.
  - Discussed change of coordinates and availability during working hours.
  
5. **Vice-President and Programs Committee Report**
  - E. Lonie reported she and S. Romkey met to discuss BCANS coordinator job posting. Agreed to use most current job description with addition of responsibility for list-serv maintenance. Job will be posted in mid-January, close early February, and position will start March 1.
  
6. **Treasurer and Finance Committee report**
  - S. Romkey reported will draft thank you letters for president to sign at year end. C. Posynick offered to forward thank you letter draft from last year.
  - Web advertising research: Mentioned work on packages for potential sponsors. Google Analytics supplied by D. Mattison should help set pricing by next executive meeting. Discussed advertising budget.
  - September and October financial statements approved.
  - Distance education revenue: Reported Managing Archival Photos course has space. Managing Archives is full. Decision made by executive not to run

popular courses concurrently. Bottom line may be affected – less money from distance education than budgeted for. May be offset by lower marking costs. Should have a better idea with January financial statements.

- E. Lonie will ask contractors for budget wish list half way through January.
- S. Romkey requested secretary set up a budget meeting including: executive, finance and programs committee members, and K. Blimkie. Proposed date: Saturday, February 14<sup>th</sup>. Proposed location: E. Lonie’s place.

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

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

- Reported on update from K. Lau on 1 year anniversary of AABC’s Facebook page. Number of followers is strong.
- Confirmed January 28<sup>th</sup> as next AABC executive meeting date.

### **7.2 Grants & Nominations/Elections Committees**

- R. Gallagher reported results of BC Arts Council program review will be released early 2015.

### **7.3 Membership & Conference Committees**

- Conference update: E. Lonie reported call for papers sent November 28<sup>th</sup>; January 23<sup>rd</sup> deadline. Papers submitted to L. Wilson.
- Reported depending on the response to the call for papers, and community interest, Conference Committee may extend the conference to a second day of sessions.
- Reported J. Gilbert offered to host AABC AGM in Coquitlam council chambers. If the meeting is on a Friday, the mayor of Coquitlam may stop by.
- Reported T. Nesmith sent a pleasant note about using his “living archivally” as the AABC’s conference theme.
- Memberships: application for full institutional membership form will be discussed at January executive meeting.

## **8. Adjournment**

- Meeting adjourned at 2:30PM.

Next meeting: January 28th, 2015