

Executive Committee Meeting
Minutes – Saturday, February 14th, 2:00PM

Executive of the Archives Association of British Columbia
Location: Vice-President's apartment

Present:

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

Regrets:

Ryan Gallagher, Member-at-Large

1. **Approval of Agenda:**
 - Called meeting to order at 2:00PM. The agenda was approved.
2. **Approval of Minutes:**
 - Minutes of January 28th meeting approved.
3. **Business Arising**
 - Agreed to remove this item from subsequent agendas.
4. **President's Report**
 - C. Posynick reported thank you letters sent out for large donations.
 - Considered partnership opportunities.
5. **Vice-President and Programs Committee Report**
 - E. Lonie reported selected candidates will be interviewed for the BCANS coordinator position this week.
 - Discussed candidates for the position.
6. **Treasurer and Finance Committee report**
 - S. Romkey reported no financial statements to approve because meeting is too early in the month.
 - Discussed conference fundraiser/sponsorship opportunities. S. Romkey mentioned historical images (vintage botanical illustrations) printed on tote bags. E. Lonie suggested waiting to determine number of conference attendees.
 - Reported hopes conference will at least pay for itself.
 - Registration costs will be developed by Conference Committee. Ready for approval prior to next executive meeting.

7. **Committee and Program Reports**

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

- Reported Kim Stathers has replaced Erica Hernandez as Central Interior-BC Northeast regional representative.
- Discussed strategies for reaching out to regional representatives. Suggestions included mentioning possibility of regional workshops to regional representatives and having them solicit regional archival community interest. Regional representatives could also connect with the Membership Committee to run a membership report.
- J. Morrison suggested preparing AGM package. It should be sent out by March 24th (one month in advance of conference). Reports for last year should be submitted by March 16th. This includes each executive member, committee chairs, regional representatives. Send out previous year's AGM package as guidance. This should be done as soon as possible.

7.2 **Grants & Nominations/Elections Committees**

- No report.

7.3 **Membership & Conference Committees**

- J. Morrison led discussion and brainstorming about candidates for the executive positions that will soon be vacant.
- Discussed awarding an honorary lifetime AABC membership. J. Morrison will figure out the process.
- Reported membership renewal season is underway. Advised Membership chairs that revised *Application for Full Institutional Membership form* has been approved.

8. **Adjournment**

- Meeting adjourned at 3:00PM.

Next meeting: March 18th, 2015, 2:00pm