

Executive Committee Meeting
Minutes – Wednesday, March 18th, 2:00PM

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Caroline Posynick, President
Emily Lonie, Vice-President
Sarah Jensen, Secretary
Jane Morrison, Member-at-Large
Sarah Romkey, Treasurer
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 February 14th budget and executive meetings approved.

3. **Business Arising**
 - E. Lonie agreed to consult Robert's Rules regarding the purpose of this agenda item.

4. **President's Report**
 - C. Posynick discussed recent correspondence.
 - Discussed president's report for AGM; potential elections at AGM; and annual reports of regional representatives.

5. **Vice-President and Programs Committee Report**
 - E. Lonie reported BCANS coordinator position has been filled.
 - Discussed timing of announcing successful candidate.
 - Reported all contracts have been sent out to contractors.
 - Discussed invoicing/training for transition period between D. Mattison's contract (ends March 31st) and new BCANS coordinator (April 1st).
 - Provided conference update: reported list-serv message regarding registration sent out. There are already several registrants.
 - Reported sponsorships doing well.
 - Asked executive to look at list of sponsors and if we have any contacts, would we mind sending out sponsorship letters? All agreed.
 - Discussed possible social activity on Friday night.
 - R. Gallagher asked about conference schedule. Day 1: RM workshop with K. Stewart (9:00 to 5:00); Day 2: Conference (start time 9:15?).

6. **Treasurer and Finance Committee report**

- S. Romkey reported motion at 2014 AGM to stop external review of finances has saved us \$5,000/year.
- Discussed review of finances. Reported volunteer with accounting experience will lead the financial review (along with S. Romkey, K. Blimkie). Reported call for new finance committee member has been successful. J. Morrison mentioned this news should be sent out on list-serv.
- Motion to approve February financial statements. S. Romkey reported deficit going forward is less than anticipated. J. Morrison seconded motion. February financial statements approved.
- S. Romkey approved AABC financial practices document with J. Morrison's edits.
- S. Romkey made motion to approve two new finance committee members. Seconded by E. Lonie. Approved.

7. **Committee and Program Reports**

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

- Discussed AGM package: clarified start time – 3:30pm; solicited cover photo from E. Lonie; reported on reports of regional representatives; asked about elections information.
- Instructed to add the following to the agenda: Other business – honorary memberships and EPR report.
- Agreed to send to D. Mattison by March 24th
- J. Morrison agreed to review package.
- Discussed possibility of April meeting prior to AGM. S. Jensen agreed to send email on April 1st to see if executive should meet on April 14th.

7.2 **Grants & Nominations/Elections Committees**

- R. Gallagher reported on nominations at AGM.
- Discussed potential vice-presidential candidates.
- Requested nomination forms.

7.3 **Membership & Conference Committees**

- J. Morrison discussed policy issues: question about lapsed institutional members recently came up. What is the grace period? How long before the institution has to reapply? S. Romkey suggested consulting past minutes in order to answer these questions.
- Reported one institution decided not to renew membership. What does this mean for MemoryBC descriptions? Agreed the descriptions won't be removed but they can't be updated. We need to publicize MemoryBC descriptions as a benefit of full institutional membership.

8. **Adjournment**

- Meeting adjourned at 3:00PM.

Next meeting: April 14th, 2015, 2:00pm??