

Executive Committee Meeting
Minutes – Tuesday, April 14th, 9:30am

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

Regrets:

Ryan Gallagher, Member-at-Large

1. Approval of Agenda:

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

2. Approval of Minutes:

- Minutes of March 18th meeting approved.

3. President's Report

- C. Posynick reported she will be MC for conference day, not workshop day.
- Discussed Motions/Minutes AGM cheat sheet. Agreed to circulate.
- Requested AABC Gmail account with pertinent information be populated – especially for two executive members leaving this year.
- Reported on president's correspondence re: SLAIS Alumni event. S. Romkey will attend.
- Mentioned BC Arts Council Report. Further discussion required on this.
- Mentioned received invite to Government House after no longer AABC president. Will attend to network on behalf of the archives community. Requested other executive members attend.
- E. Lonie reported there is almost a full slate of candidates.
- J. Morrison agreed to review/update AGM cheat sheet as required.

4. Vice-President and Programs Committee Report

- E. Lonie reported D. Gillean started BCANS coordinator position on April 1st. Smooth transition from D. Mattison to D. Gillean.
- Discussed vice-presidential position.
- Reported on conference: 40 registrants so far; projecting healthy profit. Capped at 60 registrants due to space constraints.
- Conference workshop: 15 registrants.
- Requested executive arrive early to help set up.

- J. Morrison suggested someone time speakers. E. Lonie mentioned these tasks will be divided up between committee members.
- Discussed parking. Agreed to send out directions on list-serv.
- Reported D. Gillean will provide half hour introduction to upgrade to MemoryBC prior to AGM.
- Discussed post conference social activity.
- S. Romkey reported on correspondence from J. Mohan about slight changes to budget. Turned down for 50-50 license but revenues look promising.
- Discussed sponsorships including Iron Mountain.
- Reported on suggestion from E. Hernandez to hold OAIS standards workshop at UNBC. She noticed OAIS standards workshop being held in Edmonton on May 22nd. Executive agreed to investigate workshop. J. Morrison agreed to help organize.
- Mentioned D. Gillean has suggestions for potential changes to MemoryBC. S. Romkey suggested waiting until Roundtable to discuss. List-serv issue needs to be resolved first.

5. **Treasurer and Finance Committee report**

- S. Romkey reported no March financial statements yet but K. Blimkie reports AABC is coming out of the year at a surplus. Reasons for this include: hours/expenses billed by contractors; low executive travel costs; no web hosting bill from Andornot.
- Reported still projecting a \$6000 deficit for next year.
- Reported K. Blimkie mentioned AABC received more donations than budgeted for. Discussed setting up some other kind of fund (in addition to scholarships).

6. **Committee and Program Reports**

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

-S. Jensen discussed preparations for AGM: bring copies of relevant documentation and send out list-serv reminders.

6.2 **Grants & Nominations/Elections Committees**

-E. Lonie reported there will be a full slate of candidates.

-C. Posynick mentioned interested in helping with BC Arts Council Report.

6.3 **Membership & Conference Committees**

-J. Morrison reported new Member-at-Large or J. Morrison will consult past minutes for information on protocol for lapsed institutional memberships.

7. **Business Arising**

- C. Posynick thanked executive for support this past year.
- E. Lonie reported it is encouraging AABC is in a better position to attract volunteers.

8. **Adjournment**

- Meeting adjourned at 10:15am.

Next meeting: May 20th, 2015, 2:00pm??