

**Executive Committee Meeting**  
**Minutes – Tuesday, May 19th, 3:00pm**

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Executive of the Archives Association of British Columbia  
Location: teleconference

**Present:**

Emily Lonie, President  
Cindy McLellan, Vice-President  
Sarah Jensen, Secretary  
Heather Dean, Member-at-Large  
Sarah Romkey, Treasurer  
Ryan Gallagher, Member-at-Large

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**1. Approval of Agenda:**

- Called meeting to order at 3:00pm. The agenda was approved.

**2. Approval of Minutes:**

- Minutes of AGM (April 14<sup>th</sup>) approved by executive.

**3. President's Report**

- Discussed engaging regional representatives through roundtable meetings, hosting workshops.
- S. Romkey proposed facilitating this by providing regional representatives with a list of constituents which can be done via the membership database. H. Dean will follow with S. Rathjen. S. Jensen will send email in a few weeks' time encouraging regional representatives to open lines of communication.
- Discussed new Greater Vancouver Regional Representatives, J. Teasley and J. Yuhasz. First event: exhibit at Musqueam Cultural Education Resource Centre.
- E. Lonie provided update on her meeting with LAC. Discussed LAC's desire to engage with regional presence through some of the following: offer of storage of AABC emergency management kit, calendar of events, quarterly lecture series – webcast available at satellite offices, etc. LAC presented idea of hosting conservation workshops.
- Conference 2015: Waiting for final financial information but forecasting \$3,000 to \$5,000 profit. Expressed hope for conference next year. Mentioned possible location in Victoria.
- Provided update on BC Studies presentation at Douglas College. Presented on AABC history and services. Introduced AtoM and courses. 20 attendees.
- Mentioned conversation regarding how advocacy groups only write letters when situation is negative. We should also write letters to acknowledge positive events/outcomes.
- Reported D. Gillean's question about maintaining list-serv history. Do we have any objections to starting fresh? Discussed how it is used for

announcements rather than professional development. Consensus from executive that we don't require this history. Will proceed with cheapest/free solution.

**4. Vice-President and Programs Committee Report**

- C. McLellan reported dates for Webcast Roundtables at UBC through IKBLC (October 23<sup>rd</sup>, 10:30-12:30 and February 26<sup>th</sup>, 10:30-12:30).
- Discussed some of D. Gillean's ideas for Memory BC 2.1.2 such as institutional theming by colour. Executive agree colour palette should be limited, logos are effective. Question raised by D. Gillean about contacting institutional members (list-serv or separate list?). E. Lonie doesn't think there is a separate list. For now, use list-serv.
- Discussed ICAP (Italian-Canadian Archives Project). C. McLellan reported received email about some type of partnership for a conference in August in Vancouver. Theme: digital communication reaching younger generation of Italian Canadians. E. Lonie mentioned ready-made presentation might be appropriate, agreed to circulate to executive. Raised question of informal policy on outreach. R. Gallagher said case by case basis is appropriate for now.

**5. Treasurer and Finance Committee report**

- S. Romkey provided brief overview of financial statements to new executive members: always 2 months delay.
- S. Romkey moved to approve March financial statements. H. Dean seconded. Motion approved by E. Lonie.

**6. Committee and Program Reports**

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

-Set next executive meeting date for July 7<sup>th</sup>, 3:00pm.

**6.2 Grants & Nominations/Elections Committees**

-R. Gallagher reported spent year searching for other sources of revenue. Discussed pursuit of BC Arts Council funding and disappointing results. Currently looking for new ideas for revenue streams.

-There is some optimism AABC will find out about federal funding soon.

-S. Romkey mentioned that although finances have improved, we need to diversify funding options. Mentioned fact that all provinces (with exception of PEI and Territories) receive provincial funding so we should explore this option. In past there was a dispersal of funds from RBCM. Agreed to approach current RBCM management or MTICS.

-Stressed fact potential funders need to be educated about Memory BC.

-Reported S. Owens is interested in joining Grants and Nominations Committee.

-Question about nomination forms. S. Romkey mentioned UVIC has funds. E. Lonie provided further information: 1973-2000. 6 m of textual records with file lists.

### **6.3 Membership & Conference Committees**

-H. Dean reported nothing new at this time but membership committee will have materials ready later this summer.

-Raised question of pulling conference committee together now. E. Lonie agreed it's a good time to put a call out on a list-serv.

-E. Lonie agreed to forward information on potential location for next year's conference to H. Dean.

### **7. Business Arising**

- E. Lonie interested in promoting Archives week this year (November) with a theme.

### **8. Adjournment**

- Meeting adjourned at 4:04pm.

Next meeting: July 7th, 2015, 3:00pm