

Executive Committee Meeting
Minutes – Thursday, September 24th, 3:00pm

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Emily Lonie, President
Cindy McLellan, Vice-President
Sarah Jensen, Secretary
Sarah Romkey, Treasurer

Regrets:

Heather Dean, Member-at-Large
Ryan Gallagher, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 3:00pm. The agenda was approved with the following additions under: 3. discussion of Archives Canada testing; 3. CCA general assembly; 6.3. tabling of Membership Committee policy for lapsed members and conference update.

2. Approval of Minutes:

- Minutes of August 18th meeting approved.

3. President's Report

- RAD meeting : E. Lonie reported waiting to hear from CCA re: web casting. Reported L. Glandt will moderate discussion and R. Dancy will facilitate for content. Date set for October 23rd 10:30am-12:30pm.
- Reported DHCP submission mailed August 30th. Thank you to J. Morrison, J. Teasley, J. Mohan, and S. Romkey.
- Archives Canada testing: requested feedback from provincial associations before September 29th. Send feedback to E. Lonie.
- CCA General Assembly: Discussed upcoming conference call on October 28th (3 hours). Will prepare report for AABC's year. Translation requested so E. Lonie will solicit interest via list-serv.
- Discussed well attended AABC Vancouver regional event – tour of Iron Mountain.

4. Vice-President and Programs Committee Report

- C. McLellan discussed changes to MemoryBC permissions for contributors. Executive agreed that BCANS coordinator convey changes to members. Reevaluate if there are any concerns.
- Executive approved hiring L. Glandt as the new EAS Coordinator.
- Discussed financing View Royal workshop.

- Discussed financing EAS phone line and new phone number.

5. Treasurer and Finance Committee report

- July financial statements approved.
- Reported Distance Education course full.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

- Discussed possible locations for Roundtable. S. Jensen and C. McLellan to follow up.
- Agreed to invite Program Committee members to Roundtable meeting.
- S. Romkey and S. Jensen will coordinate refreshments for Roundtable.
- Reported new Thompson Okanagan regional representative, T. Hurley replaced D. Chapman. Thank you to D. Chapman for her years of service.
- Requested documentation outlining responsibilities of regional representatives. E. Lonie to follow up.

6.2 Grants & Nominations/Elections Committee

- No report.

6.3 Membership & Conference Committees

- Executive approved Terms of Reference.
- E. Lonie tabled AABC Membership Policies and Practices regarding lapsed members for discussion at Roundtable.
- Discussed call for Conference Committee volunteers.

7. Business Arising

8. Adjournment

- Meeting adjourned at 3:38 pm.

Next meeting: October 18th, 2015, 10:00am