

Executive Committee Meeting
Minutes – Tuesday, November 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
Ryan Gallagher, Member-at-Large
Heather Dean, Member-at-Large

1. Approval of Agenda:

- Called meeting to order at 3:16pm. Agenda was approved.

2. Approval of Minutes:

- Minutes of October 18th meeting approved.

3. President's Report

- E. Lonie discussed RAD Roundtable (October 23rd).
 - 6 on the panel, 6 in the room, 114 streaming
 - 145 tweets, 4 email questions
 - Reported vice-president prepared comments/feedback and has completed survey to submit to CCAD
- Reported on CCA AGM call (October 28th).
 - Discussed and passed motion to request fee reduction in CCA membership fees for 2014-2015. Motion carried.
 - Action item: send CCA a copy of minutes
 - CCA is exploring a “pay what you can model” for 2017
 - Membership fees contribute to supporting hosting costs for archivescanada.ca
 - Discussed DHCP application
 - Vice-president will report on results
 - Received 4.5 million worth of requests (36 applications)
 - Deadline for 2016/2017 applications is **February 26th, 2016**
 - L. Wilson has offered to help craft the next round of applications
 - CCA submitted two DHCP applications (1. Subscriber supported digital advising service; 2. Meeting of advisors)
 - Discussed Archives Blueprint meeting held in Ottawa on November 13th. LAC reported on statistics related to DHCP.

- Reported Archives Canada is live
 - Draft Accession Standard is expected Spring 2016 - likely at ACA
- Reported on discussion with V. Billesburger re: restarting Archives Week 2016.
 - There has not been one since 2012
 - Archives Week has traditionally fallen on the week of November 19th “Douglas Day” when the Crown colony of British Columbia was established
 - Proposed using week of November 21st- 25th since Nov 19th 2016 is a Saturday
 - Need to develop a theme and create a poster
 - L. Glandt has been assembling info about what other Councils do
- Reported on meeting with David Alexander (BCMA).
 - Potential conference collaboration in Victoria for 2017
 - Discussed united front for advocacy- joint advocacy efforts (BCMA, BCLA, AABC)
 - Discussed some sort of potential collaboration for 2016 Whistler conference
 - Exploring the development of a digital museums certificate program
 - Reported trying to plan a lunch with BCMA, BCLA and AABC for February 2016
- Letter from ACA re. sponsorship.
 - Discussed with S. Romkey.
 - We currently don’t have sufficient funds to do this.
- Proposed bylaw amendment discussion deferred until next executive meeting.

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

- General VP update – DHCP application (authored by J. Morrison, J. Teasley, E. Lonie, S. Romkey, and J. Mohan) was successful. AABC now eligible for multi-year funding.
- Discussed charitable year end donation push. S. Romkey agreed to handle this via email. Executive discussed creating another type of fund. Will defer decision on this.
- Discussed interest expressed by ARMA VI (in email to J. Mohan) in partnering with AABC on future events.

5. **Treasurer and Finance Committee report**

- Approved October 2015 financial statements.

6. **Committee and Program Reports**

- Communications Committee
 - S. Jensen agreed to update names on offices and committees page of AABC website.
 - Digital Preservation Management workshop logistics – discussion deferred.

-Mentioned still need to schedule telephone meetings with regional representatives.

- Grants & Nominations Committee
 - Discussed potential names for 2 upcoming vacant positions on executive.
 - Agreed to place general call for interest in January.
- Membership & Conference Committees
 - Discussed conference committee proposal re: dates, theme, location.
 - Discussed pre-conference event in Victoria.
 - Discussed conference workshop. H. Dean will follow up with L. Glandt re: possible workshops. At Roundtable D. Gillean and L. Glandt mentioned MemoryBC workshop.
 - Approval re: conference theme required asap.

7. **Business Arising**

- ARMA VI Records Classification and Retention Schedules discussion deferred until next executive meeting.
- Code of Conduct discussion deferred until next executive meeting.
- S. Romkey reported on BC Provincial Digital Library meeting
 - governance model
 - organizing committee feels archivists and archives should be involved
 - no funding model but BCLA will likely seek provincial government financial support
 - S. Romkey agreed to draft follow-up letter expressing AABC's continuing interest

8. **Adjournment**

- Meeting adjourned at 4:05 pm.

Next meeting: Tuesday, December 15th, 2015, 3:00pm

*R. Gallagher is unable to attend so will submit report