

**Executive Committee Meeting**  
**Minutes – Tuesday, February 23, 10:00am**

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:**

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

1. **Approval of Agenda:**
  - Called meeting to order at 10:00am. Agenda was approved with the following changes: agenda items moved from president's report to vice-president's report; addition of Canada 150 provincial forum to president's report; remove December financials from treasurer's report.
  
2. **Approval of Minutes:**
  - Minutes of January 19th meeting approved.
  
3. **President's Report**
  - E. Lonie reported DHCP applications will be submitted at end of week.
  - Reported feedback on DHCP applications will be discussed with other provincial councils.
  - Reported Canada 150 forum to be hosted by RBCM and Royal Roads University (RRU) on Friday, April 22nd at RRU (workshops, online collaboration, and streaming). D. Alexander queried if AABC interested in partnering. Executive agreed due to proximity to AABC conference, we will be able to promote and participate.
  
4. **Vice-President and Programs Committee Report**
  - C. McLellan reported business cards ordered by education advisor for 2 upcoming clinics. S. Romkey agreed the 500 cards x \$18.88 may be claimed as office supplies.
  - Reported BCANS coordinator had concerns over hours but now resolved. May required more time to transition position.

- Discussed conference planning. Reported J. Teasley doing a fantastic job preparing Deloitte: space for vendors, food, and programme looks great.
- Voted on DHCP application: Digital Preservation workshop was selected.
- E. Lonie and S. Romkey discussed plan to send application and write application letter.

#### 5. **Treasurer and Finance Committee report**

- S. Romkey summarized budget meeting: education advisor administrative hours reduced but all proposals kept including conference workshop and 3 distance education workshops for next year.
- Mentioned CCA advisors meeting hours are included in budget.
- Reported BCANS coordinator request for increase in hours not approved at budget meeting. Attendees of budget meeting agreed on addition of hours for student supervision (SLAIS student assistant). Also added to education advisor's hours.
- Reported some funds allocated for Executive moved to Programs and Finance committee since not used by Executive.
- Reported results: deficit of \$3700.
- Included budget line to help enhance AtoM for MemoryBC which was proposed by Programs committee at budget meeting. Executive approved allocating \$3000 to contribute to grant application for MemoryBC upgrade. S. Romkey abstained from voting.
- S. Romkey moved to approve budget. E. Lonie seconded. Budget approved.

#### 6. **Committee and Program Reports**

- Communications Committee
  - Discussed timing of next executive meeting: March 15th 10:00am. C. McLellan reported available for 3:00pm time slot starting in April.
  - S. Jensen inquired about timing of AGM package. Must be circulated 30 days prior to AGM.
- Grants & Nominations Committee
  - Discussed potential Vice-presidential candidates.
  - 2 open Member-at-Large positions. Discussed potential candidates.
- Membership & Conference Committees
  - No update.

#### 7. **Business Arising**

#### 8. **Adjournment**

- Meeting adjourned at 10:38 am.

Next meeting: Tuesday, March 15th, 2015, 10:00am