



**Executive Committee Meeting
Minutes**

**Friday August 27, 2010
By teleconference**

Present:

Janine Johnston, President
Jane Morrison, Vice-President
Jennifer Pecho, Secretary
Peter Johnson, Institutional Member-at-Large
Corinne Rogers, Individual Member-at-Large

1. **Approval of Agenda**
Agenda was approved.
2. **Approval of Minutes of July 22, 2010**
Minutes were approved.
3. **Business Arising**
There was no business arising.
4. **Vice-President's Report**
J. Morrison reported on recent programs activities.
ANS: Activity report for July was reviewed which included discussion of the ease of revising descriptions using MemoryBC.
APS: Rosaleen Hill is working on the preparation for the new graphic material workshop.
EAS: The Introduction to Archival Practice workshop is now full. There was a discussion about potential delivery of ICA-Atom training in other provinces in the next two years.
J. Morrison requested feedback for the website RFP by Friday September 3 if possible. J. Johnston thanked the Programs Committee for their efforts on the website RFP.
5. **Treasurer and Finance Committee Report**
L. Nobrega sent regrets and had nothing to report.
6. **Committee and Programs Reports**
 - 6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

J. Pecho reported that Lisa Snider has reviewed the EBSCO Licensing Agreement and saw no conflict in licensing the newsletter to EBSCO. It was decided that J. Pecho would send the agreement to the rest of the Executive for feedback. Leah Pearce will send out a submission request for the October newsletter deadline in September. She also plans to work on a submission policy this fall.

6.2 Grants & Nominations Committees

Grants: P. Johnson reported that the committee membership is now complete and a full membership list would be circulated to members in September. He will post a reminder for only full institutional members to apply for NADP funding to Archives-bc in September.

Nominations: no activity to report. There was a short discussion regarding gaps in the membership of the committee.

6.3 Membership & Conference Committees

Membership committee: C. Rogers reported that Royal Roads is being recommended for membership to the Executive. They have successfully completed their application. A discussion ensued regarding this application and it was agreed that the Executive would approve the membership.

The committee was waiting for points of clarification from another institution and then would likely be recommending approval.

Conference committee: C. Rogers reported that the SLAIS Anniversary Committee supports the scheduling of the AABC conference on the same weekend as the SLAIS Anniversary celebrations (the weekend of April 27). She reported that the Dodson and Lillooet Rooms at the Irving K. Barber Centre are free on these dates. The Executive agreed to the rooms being booked. A brief discussion took place regarding the location of the 2012 conference and the possibility of billeting out-of-town attendees of the conference.

C. Rogers also reported that the committee would attempt to have a call for proposals out in mid-September.

7. **President's Report**

J. Johnston reported briefly on an item missing from the year's budget and that the Artefactual fee for hosting MemoryBC would be included in the ANS budget.

She also reported that hosting MemoryBC should be included in the RFP for the website as Artefactual will not continue to host.

When final cheques from the CCA are received, J. Johnston will contact Peter Van Garderen regarding projects.

8. **Adjournment**

Meeting adjourned at 3:47 p.m.

Next Meeting:

24 September 2010