



**Executive Committee Meeting  
Minutes – 19 May 2010**

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Executive of the Archives Association of British Columbia  
Location: Teleconference

**Present:**

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

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**1. Approval of Agenda:**

J. Johnston called meeting to order at 1:36. The agenda was approved.

**2. Approval of Minutes of 6 April 2010 meeting:**

Minutes of the April Executive meeting were approved.

**3. Business Arising**

J. Morrison reported that Lisa Snider has accepted the job of web administrator.

**3.1 Annual Roundtable Meeting**

J. Pecho reported that the date for the annual Roundtable Meeting was set for June 26, 2010. Possible locations for the meeting were discussed. P. Johnson offered the use of the Surrey archives. A decision was made to have the next executive meeting after the roundtable meeting.

J. Johnston asked L. Nobrega about the new tracking forms for contractors which would likely be sent to contractors by the end of May and discussed the possibility of using the forms before the roundtable so they could be discussed there.

J. Morrison suggested that Lisa Snider should be invited to the roundtable meeting.

On the subject of Lisa, J. Johnston reported that Peter Van Garderen could not train her until mid-June and wondered whether her start date should be moved.

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

ANS: David Mattison has reported that the transition from Janet to himself went smoothly. He received 3 hours of training from Peter Van Garderen and Evelyn McLellan on April 16<sup>th</sup>. He also reported that Memory BC now has 37 contributors and 183 repositories. J. Morrison reported on the availability of statistics for Memory-BC and AABC website for August 2009-April 2010 and that it is now possible to identify the number of unique visitors to the sites. There was a brief discussion regarding the possibility of finding money for a new website and it was determined that the discussion be held for the roundtable meeting.

EAS: Kelly Stewart will liaise with the membership chair regarding training members on Memory-BC. Site visits planning for the year is underway.

APS: J. Morrison reported on a letter from the Richmond Archives commending Rosaleen Hill for her help and work after a flood in the archives.

**5. Treasurer and Finance Committee Report**

L. Nobrega reported that the proposed budget had not yet been formally approved but that she would distribute over email and the executive committee members could approve it via email as well.

5.1 Publishing Financial Statements/Budget

With regard to a proposal at the AGM that the AABC budgets for last and this year be published, L. Nobrega and the committee agreed that the 2009/2010 financial statements could be published once audited and the 2010/2011 budget could be published once approved. The possibility of publishing them in the newsletter was discussed, as was distribution on the Archives BC listserv.

L. Nobrega reported that discussion of tracking forms could be deferred to the roundtable meeting. It was agreed that the forms should be sent by the contractors to both L. Nobrega and J. Morrison. The need for a policy on how contractors use hours and when was also discussed.

**6. Committee and Program Reports**

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

J. Pecho reported on the concerns brought forward by Leah Pearse with regard to the May edition of the newsletter which was currently without enough submissions for publication. The committee discussed various solutions including executive submissions, submissions from AGM and conference presenters and photographs. J. Pecho also reported on the appointment of Harrison Inefuku as the new technical editor of the newsletter.

**6.2 Grants & Nominations Committees**

Grants: P. Johnson reported that 4 members of the committee were staying while 3 were leaving. A discussion followed about possible members. L. Nobrega noted that the by-laws stated the need for 4 institutional and 2 individual members. Nominations: P. Johnson had nothing new to report.

**6.3 Membership & Conference Committees**

Membership: C. Rogers had nothing new to report.

J. Morrison noted that the membership committee needed new terms of reference and guidelines and suggested soliciting ideas from individuals involved with membership in recent years.

Conference: J. Johnston recommended that C. Rogers check with Jill Teasley regarding the Conference Committee chair and membership. Jill is continuing on as Chair.

**7. President's Report**

J. Johnston reported that all NADP and Irving K. Barber applications had been submitted by April 30<sup>th</sup>. She also reported that tentative approval had been received for grants. She noted that the AABC had not sent out a call for donation request for the UBC Scholarship fund. J. Morrison suggested finding previous emails, and creating a draft request which would be sent to J. Morrison and L. Nobrega and then to the rest of the executive for approval and finally to the membership.

J. Johnston noted that J. Morrison would attend the Council of Presidents' meeting held at the ACA Conference in her stead and provide a brief report consisting of the overview of the year end conference report.

J. Johnston will attend the SLAIS graduation on May 27, and provide a digitization update at the June 15 digitization coalition meeting.

**8. Adjournment**

Meeting adjourned at 2:48 pm.

**Next Meetings**

June 26, 2010

To be scheduled