

**Executive Committee Meeting
Minutes – 13 January 2010**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Jordana Kerry, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large

1. Approval of Agenda:

J. Kerry called meeting to order at 10.30 a.m. The agenda was approved with no changes.

2. Approval of Minutes of 9 December 2009

Minutes of the December Executive meeting were approved with no changes.

3. Business Arising

There was no business arising.

4. Vice-President and Programs Committee Report

J. Johnston reported that the NADP application is almost completed and the Programs Committee will review it prior to the deadline of January 22nd. There will be a Committee meeting scheduled in the next few weeks.

4.1 Network – BCAUL/ICA-AtoM reporting

Planning for the funding of the Comma-Separated Values project (ICA-AtoM) is progressing, with the MAP application submitted and SFU and UVic willing to contribute funding. Other grant funding is being looked at as alternatives, including Barber.

7 new user IDs have been issued for MemoryBC, bringing the total to 14; 20 new descriptions have been added.

Preservation reporting

There was no BCAPS news to report.

Education reporting

The Telus conferencing feature has been successfully tested for MemoryBC training. K. Stewart will schedule remote training sessions.

5. Treasurer and Finance Committee report

L. Nobrega reported that she will have a draft 2010/11 budget by the next executive meeting.

There was a short discussion regarding workshop revenue shortfalls as reflected in the November financial statements.

J. Morrison will advise L. Nobrega of when the audited financial statements are due for the AGM.

There was a discussion about reaching out to other Heritage sector organisations to share our course offerings, beyond what is already done for this.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

J. Kerry commended the Newsletter editor and committee for the excellent newsletter issues. J. Morrison had nothing further to report.

6.2 Grants & Nominations Committees

Grants: The Committee met last week, including K. Stewart by invitation for her role in answering questions about NADP institutional applications.

There are three new members of the Committee this year.

Eleven applications were received, down in number from last year. A number of the applications were ineligible; all of those eligible were funded, although one was funded by a reduced amount.

S. Moore will compile a list of recommendations regarding the application form to CCA as in other years. There was a discussion regarding whether to offer a workshop (based in Vancouver) on writing NADP applications.

Nominations: S. Moore will be in touch with M. Wallace in the next few weeks. A call will be sent on archives-bc.

6.3 Membership & Conference Committees

Conference: there was a discussion about the budget, planning for the conference, and committee membership and executive assistance. J.

Morrison will discuss with the conference chair on the 15th of January.

Membership: S. Romkey and the committee are drafting a communication regarding institutional membership reviews, that will be forwarded to the executive.

7. President's Report

There was a discussion about the BCIT Archives closure.

8. Adjournment

Meeting adjourned at 11.29 a.m.